CATALOG

2025-2026

MANATEE TECHNICAL COLLEGE

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The School Board of Manatee County

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Colleen Maynard, Assistant Director, Main Campus

Thomas Saxton, Assistant Director, Main Campus

Linda Silva, Program Supervisor, Adult Education, Main Campus

Kevin Roberson, Program Supervisor, Main Campus

Board of Governors/ School Advisory Committee

Area of Representation	BOG:Member	Programs Represented
Allied Health	EJ Ledesma	Central Sterile Processing Technician, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Medical Coder, Biller, Pharmacy Technician ATD, Surgical Technology
Automotive, Diesel, and Marine	Bill Godfrey	Automotive Collision Technology, Automotive Service Technology, Diesel System Technician 1, Marine Service Technologies
Bradenton Area Economic Development Corporation	Yanet Lopez	All Technical and Adult Education Programs
CareerSource Suncoast	Joshua Matlock	All Technical and Adult Education Programs
Chamber of Commerce	Carey Miller	All Technical and Adult Education Programs
Construction and Manufacturing	Mark Freeman	Advanced Manufacturing and Production Technology, Building Construction Technologies, CNC Production Specialist, Computer Aided Drawing and Modeling, Electrical and Instrumentation Technology, Electrician, Heating, Ventilation, AC/Refrigeration, Machining Technologies, Mechatronics Technology Welding Technology
Culinary	John Horne	Baking and Pastry Arts, Fundamental Food Service Skills
Education and Training and IT, Business and Digital	Charles Murray and Lori Richards	Accounting Operations, Administrative Office Specialist, Applied Cybersecurity, Computer Systems and Information Technology, Digital Design, Digital Photography, Digital Video Technology Early Childhood Education, Childcare Center Operations, Early Childhood Education Apprenticeship
Health Science	Deborah Hawkes	Dental Assisting Technology and Management AID, Emergency l\'1edical Technician ATD, Nursing Assistant (Articulated), Paramedic ATD, Patient Care Technician, Practical Nursing (LPN)
Law, Public Safety and Security	Josh Cramer and Doug Brett	Firefighter, Firefighter - EMT Combined, Florida Law Enforcement Academy
Manatee County Government	Chris Kopp	All Technical and Adult Education Programs
Manatee County High School	Vicki Hedgepeth	All Technical and Adult Education Programs
Manatee County School District Board Member	Richard Tatem	All Technical and Adult Education Programs
Manatee County Schools	Paul Gansemer	All Technical and Adult Education Programs
Manatee Technical College Rep 1	Liza Chan	All l\1ain Campus Technical and Adult Education Programs
Manatee Technical College Rep2	Linda Chamberlain	All East Campus Technical Programs
Salon Services	Nick Choat	Barbering, Cosmetology, Facials Specialty, Nails Specialty
State College of Florida	Patricia Rand	All Technical and Adult Education Programs

Board of Governors Ex-Officio Members

Dr. Richard Conard, Chair Emeritus
Dr. Jodi Kirk, Director, Manatee Technical College,
Laura Roberts, MTC Business and Industry Specialist

MTC: Then and Now

In the Fall of 2023, Manatee Technical College began its 60th year of providing adult, career and technical education to the residents of Manatee County. It was one of the first tech centers in the state. As we look back, we can see how far we've come. June 12, 1962, the School Board of Manatee County approved the creation of a "centralized vocational studies program." By February 1963, work was under way to construct the new County Vocational Education. Building on 20 acres near the corner of Little Pittsburgh Road (now 57th Ave.) and 26th Street West. The new Manatee County Vocational and Technical Center opened in August of that year with 218 students in eight programs.

MAVTC was a pioneer and through the Vocational Act of 1963, Manatee District was the first in the state to receive funding to expand its tech center. In 1965, the state designated the center as an "area vocational school."

Thus, the School Board changed its name to Manatee Area Vocational Technical Center.

Over the next two decades, MAVTC went through rapid expansion. In 1965, additions were built to provide laboratories in masonry and drafting. In 1966, construction of more new buildings began. In 1976, the fourth phase of construction was completed at Manatee Area Vocational Technical Center.

Dr. Mary Cantrell was the fifth director of the school. Shortly after her arrival in November 1996, MAVTC was renamed Manatee Technical Institute. In the mid- l 990s, and with much support from local business and industry, MTI renewed its pioneering spirit and focus on excellence.

In March 2002, MTI dedicated a newly constructed Health Occupations building, marking its new east campus site at the corner of Lakewood Ranch Boulevard and Mustang Road. In one year, the enrollment doubled. In four years, the enrollment more than tripled.

In 2004, the Office of Program Policy Analysis and Government Accountability reported that MTI is " ... delivering adult vocational certificate programs more efficiently than other districts ... " Since 2004, Manatee Tech

students have won more medals at the SkillsUSA Championships than any other school, tech center or college in the United States.

On December 17, 2007, MTI welcomed a new addition to the East Campus, the Fire Science Training Facility and bum tower.
Another ribbon cutting ceremony was held at the East Campus on November 17, 2008, for the opening of the Law Enforcement Academy and Allied Health building. MTI opened a campus in Palmetto in 2011 to serve the community north of the river. In June of 2011, ground was finally broken for the new Main Campus on State Road 70. The original campus closed its doors when the new Main Campus opened in January of 2013, the year of the school's 50th Anniversary. A ribbon cutting ceremony was held on February 14, 2013.

The 210,000 square-foot building was designed by architect Mike Bryant who started his career training in the drafting program at MAVTC. The beautiful state-of-the-art campus is a source of pride for the whole community. Simultaneously, MTI created an Adult Education Center in a building on the Bayshore High School campus in West Bradenton.

On December 9, 2014, after a unanimous vote from the School Board and support from students, staff and local business and industry, and shortly after the arrival of the sixth director, Doug Wagner, Manatee Technical lnstitute was renamed Manatee Technical College. In 2017, Dr. Valerie Viands was our seventh director. In 2023, Doug Wagner returned to be our eighth director.

Today, Manatee Technical College is one of 47 public tech centers/colleges in 29 school districts in Florida. Through state/local agreements, MTC offers articulated college credit in over 60 percent of its programs.

Since 1963, MTC has grown from one campus to three and MTC campuses span a total of over 382,500 square feet. In the fall of 1963, the new school enrolled 218 students. Over fifty years later, MTC enrolls over 5,000 students annually. In 1963, only two programs were open to female students. Today all programs are open to women and the female student population today is around 48 percent. In 1964, the center was the first facility in the public-school system in Manatee County to be desegregated. Today, about one-third of MTC's student population is Hispanic, Black, or Asian.

Today, with more than 50 programs, MTC offers training for careers in 15 of the 20 fastest growing industries in Manatee. The Bradenton Area Economic Development Corporation, Manatee County Chamber of Commerce, CareerSource Suncoast and many local companies count on MTC to help meet local workforce demands and attract new business and industry to the Bradenton area. The future is bright for MTC graduates.

MTC Site Location Information

Manatee Technical College Main Campus
6305 State Road 70 East, Bradenton, FL 34203
941.751.7900

Manatee Technical College East Campus
5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Manatee Technical College Law Enforcement Training Center
38626 Taylor Road, Myakka, FL 34251
941.752.8100

Website: ManateeTech.edu

Accreditation

Manatee Technical College is accredited by the Commission on Occupational Education (COE).
Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:
Accrediting Commission – Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Toll Free 1.800.917.2081
Local 770.396.3898
www.council.org

Mission and Vision

The **mission** of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

The **vision** of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

Student Expectations

Acknowledgment of Responsibility

Failure to review the student code of conduct will not relieve the student or the parent/guardian of the responsibility for compliance with the code or accountability for loss or damage to School District of Manatee County property. By enrolling at Manatee Technical College, the student agrees to abide by this handbook.

Students are active learners in meeting MTC's goals of excellence. We encourage diligence and sustained effort in their work and activities, respect for themselves, other students, the staff, and college property, actions which will be a credit to themselves, their family, their school, and its staff.

POLICIES/PROCEDURES

ACADEMICS

Completion of Certification and Licensure

It is expected that all students/graduates upon completion of certification or licensure exams will provide a copy of their certificate or license to be submitted. Please submit documentation within seven days of receiving the certification or licensure.

Grading System*

Adult and high school students receive grades either quarterly or upon completion of an Occupational Completion Point (OCP). (OCP's are the occupational competencies that must be attained to complete a CTE program.) MTC students are graded under the same standards used in the School District of Manatee County.

A: 90-100; **B**:80-89; **C**:70-79; **D**:60-69; **F**:0-59

Students may be withdrawn if they do not make satisfactory academic progress which is defined in the individual program handbook or syllabus.

Under normal circumstances, an incomplete grade ("I") will be changed to a letter grade upon completion of all course requirements within 10 school days. If after 10 days the course requirements are not completed, the incomplete grade will become an "F."

***Please note that some programs may require more stringent grading policies due to licensure and/or state certification requirements.**

Graduation

Requirements to participate in the Graduation Ceremony

***Note to Students:** Ensure a current personal email, phone number and mailing address are updated in the student portal. Graduation information will be sent regarding participation and deadlines to the contact information provided.

1. Career and Technical Education Students: Complete all program and basic skill assessment requirements two weeks prior to the scheduled graduation date or the end of the semester, whichever comes first.

2. GED® Students: GED® students must have attended an Adult Education program at MTC at the time of passing the last test section. If the GED® graduate is still enrolled in preparation courses, the student must complete the final post-test. The GED® graduate must also give MTC permission to access GED® Ready and Official test scores through the official GED® Manager.

3. ESOL Students: ESOL students do not participate in the graduation ceremony. Graduates will receive a certificate of completion once they achieve an exit range scale score. Per FLDOE policy, students testing out the program must be exited from the course that reflects the qualifying exit score date.

4. All students must be clear of financial responsibilities two weeks before scheduled graduation date.

5. Once cleared for graduation complete the graduation survey to RSVP to attend the ceremony.

6. Purchase a cap and gown at the MTC Outfitters Book Store.

Graduation Participant Ceremony Protocol:

- Make sure all deficiencies/fees have been paid two weeks before scheduled graduation date.
- Graduation commencement is a formal, reserved, and dignified ceremony.
- Ticketed event – Seating is limited for this event. Tickets are distributed at the time of cap and gown purchase.
- Tassels start on the right side of your cap. Wear your cap flat on your head.
- Only MTC affiliated cords are allowed to be worn during the graduation ceremony.
- **No Decorated Caps**. If a cap is decorated, a new one must be purchased.
- Personalized stoles are not permitted.
- The gown should fall midway between the knee and ankle.
- **Men:** Wear dark trousers, a neatly pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown.
- **Women:** Wear a dress, skirt, or dark dress slacks with a light- colored blouse and dress shoes under the gown (we suggest comfortable shoes in case you will be climbing stairs).
- **NO shorts, jeans, athletic shoes, slides, slippers or flip-flops.**
- **Should any of the above protocol not be adhered to, a graduate will be turned away from participating in the ceremony.**
- **Students who do not meet the required graduation requirements to participate in the ceremony (for whatever reason), will not be allowed to take part in any future ceremonies**.

Student Frameworks

All students will have access to the current Florida Department of Education (FLDOE) curriculum frameworks and student performance standards for their program. The content of the class will be based on these frameworks. Grades and Occupational Completion Points (OCP's) will be submitted to the Student Records Office at the end of each OCP and will be based on student performance of the frameworks. Other training may be incorporated into the program as part of the curriculum such as CPR, first aid, forklift, OSHA, employability skills, entrepreneurship, or parliamentary procedures.

Student Records and Transcripts

Student's school records are kept by the Student Services/Records office. If the student is under the age of 18 and enrolled in postsecondary education, they control their privacy. However, if the student is dual-enrolled and under the age of 18, Federal Law prohibits revealing this information to anyone without a parent's permission. The Student Records Office, at the Main Campus aids all students, past and present. Office hours are Monday, Wednesday, and Friday 7:30 a.m. – 3:30 p.m. and Tuesday and Thursday 7:30 a.m. – 6:30 p.m. (except Holidays and all School District of Manatee County breaks). Summer hours may vary. For additional information, please call 941.751.7900 ext. 46013.

Transcripts

Your official transcript, housed with Manatee Technical College Student Records, is bound by the Federal law – FERPA (Federal Educational Rights and Privacy Act of 1974). The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 30 days of the day the school receives a request for access. Parents or eligible students should submit the school principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where they records may be inspected.

2. The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish

to ask the school to amend a record should write the school principal, clearly identify the parent of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One expectation, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the school has outsources services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue
SW Washington, DC 20202-8520

MTC maintains transcripts on campus for the past 5 years for Career and Technical Education Students. Older transcripts will be provided by the School District of Manatee County Records Management department. All records requests for Manatee Technical College Career and Technical Education students must be made online at https://manateeschoolsfl.scriborder.com
An official picture ID (Driver's License, State ID, etc.) is required. There is a fee for all records requests.
To obtain your GED ® Transcripts or a copy of your GED® Diploma, please contact 1.877.352.4331 or go to https://ged.com and select request a duplicate diploma or request transcript.

ADMISSIONS

Career and Technical Education Admission Policy for Applicants Many Career and Technical Education programs will admit students with a standard high school diploma. In some special cases students can be admitted who have not earned a high school diploma, GED®, or have a diploma from a non-accredited high school whose math and language/reading achievement levels meet exit standards.
(https://fsapartners.ed.gov). Federal Financial Aid will not be available for students with a diploma from a non- accredited high school as they will not qualify.

East Campus Programs Have strict admissions standards set by the program's licensure or certifying agency. These standards include but are not limited to passing a background check, passing a drug screening, and having a clean driving history. All applicants to these programs must have a standard high school diploma from an accredited institution. Please refer to individual program information sheets for specific information.

Prospective students should check with a counselor regarding the admission status for an individual program.

ESOL and GED Admission Policy for Applicants

ESOL Program: To enroll in the Adult Education program, students must meet all the qualifications listed below:

- Valid unexpired government identification cards or passports from any country.
- Are 16 years or older
- Are not enrolled or required to be enrolled in secondary School District of Manatee County Want to learn to speak, read, and write the English language.

GED Program: Prior to applying: A prospective student must gather and present the following documents, or the student will not be admitted/able to apply:

- A government-issued ID (driver's license, Florida identification card, passport)
- Students 15-17 years old will also need to:
- Submit a Formal Declaration of Intent to Terminate School Enrollment (Manatee County student only)
- Actively withdraw from your high School
- Obtain a high school withdrawal form from the last high school attended. The form MUST include an administrative signature and W26 withdrawal code.

Prospective GED students who are non-native speakers (English is not their first language):
Non-native speakers must be Level 6 ESOL graduates to participate in GED classes. If not, they will need to apply to the ESOL program and test with them first. After taking ESOL pre-test, if there is proof of testing out of ESOL, students will be welcomed into the GED Prep program. Otherwise, students will need to stay enrolled in the ESOL program until Level 6 is completed and passed.

Student and Exchange Visitor Information for International and Non-immigrant Students

Manatee Technical College (MTC) is NOT a Student and Exchange Visitor Program (SEVP) certified institution and does NOT participate in the Student and Exchange Visitor Information System (SEVIS), nor does MTC participate in the F, J or M visas programs.

Accreditations that are accepted by Manatee Technical College for Admission

Please see this website for a listing of all accrediting agencies that MTC accepts.
https://ope.ed.gov/accreditation/agencies.aspx/

Career Dual Enrollment Admission Policy

Career Dual Enrollment is the enrollment of students in career and technical education classes while still in high school. For MTC to provide career dual enrollment classes, it is necessary to ensure the same standards of instruction as in all other classes, including academic practices and a collegiate learning environment. Career Dual Enrollment students are governed by the School District of Manatee County student code of conduct and by MTC's code of conduct. Career Dual Enrollment students can be dismissed from MTC to their district high school for good cause.

To be eligible for participation in the Career Dual Enrollment program, students must meet all the qualifications listed below:

- Unweighted GPA 2.0 or higher.
- Met both state assessments in ELA and Algebra 1.
- Be on track for graduation.
- Eligible students aged 16 or over may enroll at the beginning of their junior or senior year contingent upon program age requirements.
- Completed online request form of the student's parent or legal guardian if the student is under 18 years of age.
- Completed online eligibility verification from the high school guidance counselor.
- Have taken the Basic Skills Assessment test or have met the Basic Skills Requirements listed in Florida Administrative Code (FAC) 6A -10.040
- Filled out an online application through https://www.manateetech.edu/apply-now/.

Students who are taking Career Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, efforts in dual enrollment classes may influence future financial aid eligibility.

Financial Aid offices in every college in the country are required to keep track of students' academic progress. This measurement is called Satisfactory Academic Progress, which has the following requirements:

- Students must maintain a minimum of a 2.0 grade point average (GPA) at their high school.
- Students must satisfactorily complete (pass) at least 70% ofthe program in which they enroll.

If a student is projected to graduate from high school before the scheduled completion date of an Occupational Completion Point (OCP) (postsecondary course), the student may not register for that course (OCP) through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees if the student meets the postsecondary institution's admissions requirements (1007.263).
A career dual enrolled student attends MTC tuition-free. Career Dual Enrollment students also receive their textbooks, registration, and lab fees free of charge. All Career Dual Enrollment students are required to purchase uniforms, student ID, and any required specialized tools. Textbooks issued are the property of MTC and failure to return textbooks at the end of the program will result in a hold on the final OCP certificate.
A student will be required to pay for any lost or damaged textbooks before the final OCP certificate can be issued.

Basic Skills Assessment for Career and Technical Education (CTE) Courses

Students enrolled in a career certificate program as defined in Section 1004.02, F.S., offered for career education credit of 450 hours or more must complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The assessment instruments and methods listed in paragraphs (1)(a) through (1)(f), of this rule, (English version only) are designated to assess student mastery of basic communication (reading language arts) and computation (mathematics) skills and must be used according to standards established for test administration and interpretation set forth in Standards for Educational and Psychological Testing (American Psychological Association (APA), American Educational Research Association (AERA), National Council on Measurement in Education (NCME), 2014) and with appropriate accommodations for students with disabilities.

a. Tests of Adult Basic Education (TABE) Forms 11 & 12, 2017
b. Comprehensive Adult Student Assessment System (CASAS), GOALS 2 900 Series, 2019 for Reading;
c. Comprehensive Adult Student Assessment System (CASAS), Math GOALS
d. Demonstration of basic communication and computation skills pursuant to Rule 6A-10.0315, F.A.C.;
e. 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C., has been attained on each test.
f. A test adopted by the Criminal Justice Standards and Training Commission pursuant to Section 943.17, F.S., and Rule 11B-35.0011 F.A.C., used for admission into law enforcement or corrections training programs.

Exceptions and Exemptions from the Basic Skills Examination

The following students are exempt from the basic skills examination requirement and the designated program administrator must receive an official copy of the degree, transcript, or test score in order to allow any of these exemptions;

(a) One who possesses a college degree at the associate in applied science level or higher.
(b) One who demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315, F.A.C.
(c) One who passes a state, national or industry certification or licensure examination aligned to their career certificate program and identified in the "Basic Skills Licensure Exemption List," effective December 2024, which is incorporated by reference herein (http://www.flrules.org/Gateway/reference.asp?No=Ref-17268). The Basic Skills Licensure Exemption List may be requested from the Department of Education, Division of Career and Adult Education, 325 West Gaines Street, Tallahassee, FL 32399-0400.
(d) An adult student enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, F.S.
(e) A candidate entering a law enforcement officer basic recruit training program, if he or she is a veteran as defined in Section 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university.
(f) A student who possesses a high school diploma from a private school that is in compliance with section 1002.42, F.S.
(g) A student in a home education program or a personalized education program, with a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of section 1002.41, F.S. or a personalized education program pursuant to the requirements of section 1002.395 F.S.

Dual enrollment. Pursuant to paragraph (8)(b) of this rule, students enrolled in an eligible career education dual enrollment program under Section 1007.271, F.S., are exempt from the basic skills examination requirement if they have demonstrated readiness for postsecondary education in accordance with Rule 6A-10.0315, F.A.C. prior to admission into the career certificate program. Dual enrollment students who have not met this requirement must complete the basic skills examination, unless otherwise exempt.

"A student who is not required the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request."

If the student does not meet the exit requirement score for Reading and/or Math, the student is required to retake those portions of the exam where exit requirements were not met.

If the student is not exempt, the following rules apply:

1. The student is required to take the assessment within six weeks of being admitted. Note that the requirement is admitted, not enrolled. If a student has applied to MTC, the countdown clock for the six weeks commences when the guidance counselor admits the student to MTC in Campus Solutions.
2. The assessment cannot be used as a pre-requisite for admissions or placement.
3. Basic Skills for CTE programs are exit requirements, not entry or placement requirements. A student may be able to enter the CTE program before reaching minimum basic skills levels but may not receive a local Career Certificate of Completion until basic skills requirements are met.
4. Students who do not achieve the minimum level of basic skills required for completion (final OCP) from his or her CTE program will not be awarded a Career Certificate of Completion. However, adult students with disabilities may be exempted from meeting the basic skills level to earn a Career Certificate of Completion and be reported as a completer. S.1004.91(3).
5. Dual-enrolled students who have not met the basic skills requirements may complete the program prior to high school graduation and then be counted as a completer once they have received their high school diploma. All of the requirements for full program completion would need to be earned by the end of the reporting year for the year in which there was enrollment.

Basic Skills Remediation and Retesting Requirements

Thestudent may retest underthe following circumstances:

Readingand/or Math CASAS Goals 900Series

- Remediationhourshavebeen completed anddocumented or
- The studenthas waited 90 days.

Reading and/or Math PERT-Alternative Basic Skills Assessment

- No wait time; 30 days for PERT retakes.

Basic Skills Remediation

Following admission to a program, if a student is unable to demonstrate the basic skills exit requirements, remediation will be offered. After remediation, the student can retest using the same assessment instrument before the completion of the program. A student only needs to meet the basic skills requirements to exit from the program.
To enroll in remediation, students contact: MTCAcademicSupport@manateeschools.net or call 941.752.8100 ext. 47144. No fee is charged for students already enrolled in a program at MTC. Otherwise, a one-time $25.00 fee is required, payable through Revtrak.

After remediation, if the student's basic skills scores do not meet the program's exit requirements, the student may:

- Remediate further and retest.
- Pass a related state, national or industry licensure examination or certification defined by FLDOE and posted on the website: https://www.fldoe.org/core/fileparse.php/5652/urlt/FINAL-1-ADA_2023-24-basicskills-with-License-exempt.xlsx
- Be exempt from meeting the basic skills requirements of the program if a student with a disability provides appropriate documentation and requests an exemption based upon the disability.

Remediation is available to assist students in attaining the required basic skills levels. The remediation may be provided concurrently with enrollment in the CTE program, or, in certain cases (i.e., programs with waiting lists), prior to entry into the CTE program.

Basic Skills Assessment Accommodations

To receive accommodations for the CTE Basic Skills test, documentation must be provided to the Disability Resource Center, mtcdisabilityresourcecenter@manateeschools.net prior to scheduling the first test. Example: Copies of IEP's, 504 plans, ESOL services.

Rescheduling

Failure to attend a scheduled test date will result in forfeiture of your testing fee. Should an unforeseen situation arise, and your test needs to be rescheduled, please contact the Testing Center by phone at 941.751.7900 ext. 46123 or email MTCtestingcenter@manateeschools.net. Rescheduling is a one-time courtesy.

ESOL ASSESSMENT REQUIREMENTS

Pre-Test Guidelines:

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction.
- When students are pre-tested in two subject areas, the lowest functioning level is used for placement in classes. For example, an ESOL student who scores ESOL level 2 in reading and ESOL level 3 in listening would be reported in ESOL level 2.
- Students should receive instruction at the lowest functional level that matches their assessment results (No exceptions).
- Pre-test rescheduling is a one-time courtesy.

Post-Test Guidelines:

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of ONE post-test per semester is required to remain in the program.
- Students who test in the exit range on a reading or listening assessment should not continue to be post tested in the subject area.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before at least 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and a portfolio of work indicates the student has made academic progress, the student can post-test with a waiver.
- Post-test rescheduling is a one-time courtesy.

GED ASSESSMENT REQUIREMENTS

Pre-Test Guidelines:

- New Students must be pre-tested to determine functional level within the first ten (10) hours of instruction.
- Pre-test re-scheduling is a one-time courtesy.
- Initial subject of study will be determined by counselor and/or instructor.
- Non-native speakers should enroll in ESOL and pre-test there first. If scores deem movement to GED (testing out), the change will be made.
- Any student not completing pre-testing within the allotted time will no longer be processed for enrollment.

Post-Test Guidelines:

- Post-tests are necessary to measure the student's academic strengths and weaknesses.
- A minimum of one post-test per semester is required to remain in the program. If there has been no level gain, another post-test will be given as long as time permits.
- Any student with a Level 5 or 6 pre-test score will not need to be post-tested in the subject only.
- CASAS recommends post-testing students between 70-100 instructional hours. Post-testing should not occur before at least 40 hours of instruction.
- If a student plans to leave the program between 40-69 hours of instruction, and classwork indicates the student has made academic progress, the student can post-test with a waiver.
- Post-test rescheduling is a one-time courtesy.
- Any student not taking a required post-test must skip a semester before applying to return to the program.

Students with a Disability

Manatee Technical College is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities through our Disability Resource Center (DRC). The DRC assists students with disabilities through the process of disclosing their disability, gathering the needed documentation and applying for reasonable accommodations. The DRC is staffed by a state certified Exceptional Student Education teacher to ensure students receive the proper services for successful program completion.

Adult education students with disabilities are responsible for self-identifying and requesting any accommodations they may need. Adult education students are also responsible for submitting documentation of their disability, consistent with federal law.

Job/Career Planning

The student is responsible for finding their own job. MTC instructors have many business and industry contacts in the field and are a good resource to help connect to potential job openings. MTC instructors and other staff members, including the Business and Industry Specialist, will be able to assist upon program completion.
In addition, please check the MTC Career Board frequently for current job postings, found online on the MTC website at https://www.manateetech.edu/students/career-board/

FINANCIAL

Financial Aid

The Financial Aid Office provides financial assistance to students who, without such aid, would be unable to attend. Grants and scholarships do not have to be repaid; however, students must make satisfactory progress in their programs to continue to be eligible for awards. ***MTC does not offer student loans***.

Financial Aid for Ability-to-Benefit Students: Manatee Technical College ***does not offer*** non-high school graduates "ability-to-benefit" status to qualify them for federal financial aid.

Financial Aid awards are processed on, or about, the published disbursement date. Financial aid will cover any outstanding balance, in a student account, for the term. Any overage will be issued in the form of a check and mailed to the address of record.

This credit balance check is to help with other educational expenses such as food, housing, etc. In the event of an over award, the student is responsible for returning those funds. Payment should be made directly into the student's account using the student portal. Funds are never returned directly to the Financial Aid Office.

FAFSA

All students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA) before any financial aid can be awarded. This application is available online at: https://studentaid.gov/. Our Federal School Code for all campuses is 015496. Adult applicants are required to complete a FAFSA at https://studentaid.gov/ to qualify for services from CareerSource Suncoast, Bradenton and Sarasota Offices:
3660 N Washington Blvd, Sarasota, FL 34234, 941.358.4200 https://careersourcesuncoast.com/

Federal Financial Aid (Title IV) Available at Manatee Technical College

FEDERAL

Pell Grant

Students who have financial needs and are enrolled in an eligible program may be eligible for this grant if they have not previously earned a bachelor's degree. We are a clock-hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period and maintain a minimum grade of "C" to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or half of their program length if the program is less than 900 clock hours.

Federal Supplemental Education Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need. It gives priority to students who receive Federal Pell Grants and whose Student Aid Indicator (SAI) is zero. The FSEOG does not need to be repaid.

Federal Work Study

The Federal Work-Study (FWS) Program allows students to gain valuable work experience while attending school. This federal program provides jobs for students to earn money to help pay for their educational expenses.
Students must have an unmet need as determined by completing the FAFSA to be considered for employment. Students must be enrolled in a program of 600 clock hours or more to be eligible. Applicants must be fingerprinted for a background check before they are eligible to work. This process can only start after class begins. Students holding a Bachelor' Degree are eligible for the Federal Work Study program.

Veterans Educational Benefits

MTC is certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at https://www.va.gov/education/how-to-apply/. Veterans are also encouraged to complete a FAFSA to determine their eligibility for additional funds.

STATE

State and Local Scholarships Florida's Bright Futures Scholarships Bright Futures students are required to file a FAFSA application each school year. Students who register through Bright Futures, but do not complete their entire registration period will be required to pay back unearned awards, or they will lose their Bright Futures eligibility.

Florida Student Assistance Grant

The Florida Public Postsecondary Career Education Student Assistance Grant (FSAGCE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating career centers operated by district school boards. This grant is open to Florida Residents with financial need, as determined by the completion of the FAFSA, and who are enrolled in a technical program that is at least 450 clock hours. Students cannot be in default on any student loans or have a bachelor's degree and must be Enrolled for a minimum of 180 clock hours per quarter. Proof of Florida Residency is required.

Florida Prepaid College Fund

Florida Prepaid Plans are Educational Savings Plans purchased on behalf of a student to be used at any qualified educational institution. Once enrolled, qualified students should present a current prepaid college fund to the Student Financials Coordinator. This document entitles students to use these funds to pay for their ***TUITION*** only.

OTHER–STUDENTAID

The MTC Student Financial Aid office often has other grant and/or scholarship resources to award student aid. Resources vary from year to year and may or may not be available. Requirements also vary depending on the grantor. Please refer to the Financial Aid/Scholarship link under the admissions tab on the MTC website or visit the MTC Student Financial Aid Office for more information.

Manatee Technical College Scholarship

This scholarship typically assists up to 50% of the tuition costs only. Fees are not covered. In order to be considered for this scholarship, students are required to complete a FAFSA application https://studentaid.gov/h/apply-for-aid/fafsa. This scholarship is open to Florida Residents, with a need, based on their cost of attendance. Students cannot be in default on any student loans or have a bachelor's degree.

Leave of Absence

If a Career and Technical Education student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, or military reasons. A student taking approved leave retains their in-school status. A student who does not return from the approved leave of absence will be considered withdrawn.

A leave of absence request can be initiated by making an appointment with your career counselor who can direct you on how to proceed. Students cannot be guaranteed reentry in the same class or semester if the leave of absence is extensive; see program policies for more information.

Adult Education students are not permitted to take a leave of absence due to statutory requirements and MTC attendance policy.

Payments

MTC does not require up-front payment for an entire Career and Technical Education program, rather, it requires payment per OCP. All fees for each Occupational Completion Point (OCP) must be paid at least **14** days before the start date of the OCP. If you are applying under the PRIORITY Application window, please note that earlier payment may be required. Please refer to all relevant documents for additional information.

All Financial Aid checklist items must be complete, and received by Financial Aid, **21** days prior to the payment date. Adult Education programs must be paid in advance, on a semester basis.

Refund Policy

Manatee Technical College has a fair and equitable refund policy for the refund of tuition fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

A. Outside Vendor Return Policy

For books and uniforms purchased from an outside vendor or online, the student must follow that vendor's refund policy. Books purchased from the Criminal Justice Academy are non-refundable.

B. Main Campus Book Store Return Policy

All refunds and/or exchanges for uniforms or merchandise must be made within five days of purchase. The original receipt is required for a refund. Clothing must be returned unwashed, and unworn, in the same condition they were sold in.

C. Career and Technical Education Programs

Tuition and fees refunds are as follows:

1. If before the first class meets, MTC cancels a class, denies a student's enrollment, or a student withdraws:
    a. TUITION: 100% refund
    b. FEES: All fees refunded except application fee

2. If a student is enrolled, or enrolls in an OCP, but withdraws prior to the end of the 5th class day: (Exception: OCP's that are less than 32 hours).
    a. TUITION:100% refund
    b. FEES: Amount determined on day of program withdrawal.
3. If a student is enrolled and withdraws after the 5th class day of the program start date:
    a. Tuition - No refund.
    b. FEES - No refunds. Exceptions: drug testing, background checks, and certification fees (only if not yet been performed).

Remaining balances of $5.00 or less will not be refunded.
There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the CTE Basic Skills Assessment test.

The director or designee will approve refunds on an individual basis for students who are in the military and are called to active duty.

MTC will refund the applicable tuition and fees without a request from the student if they are dropped. All refunds will be processed within **45** days of the refund request or after a student unofficial withdrawal has been verified.

To determine unofficial withdrawals, the school monitors student attendance. An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence must notify the school if he or she will not be returning.

Adult Education Programs

Tuition and fee refunds are as follows:

A. If, before the first class meets, MTC cancels a class, denies a student's enrollment, or a student withdraws:
B. TUITION: 100% refund
C. FEES: All fees refunded except application fee
D. Students may request a refund through a counselor prior to their class start date.
E. No refunds will be provided to Adult Education students after the start of their scheduled class(es).

Money Back Guarantee

Senate Bill 240 (2023) amended section (s.) 1011.803, Florida Statutes (F.S.), and modified the Money-back Guarantee Program, providing more flexibility for school districts and Florida College System institutions on what programs are eligible to be refunded. The program requires each educational entity to refund tuition costs to students who cannot find a job in the field in which the student was trained within six months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

Please look at the link https://www.manateetech.edu/students/quick-docs/ to see which programs MTC has designated for the Money-Back guarantee program.

Program Transfers

MTC follows FL State Statute 1007.24 sections 7 and 8 in awarding transfer credit for incoming applicants/students. An official transcript must be provided by the applicant/student.
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 into 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.

Participating postsecondary institutions receiving transfer course credit must accept and apply general education courses and credit in accordance with this section, s. 1007.25, and other provisions of law, including credit earned through dual enrollment, course equivalencies, and other acceleration mechanisms, as first satisfying general education core course credit requirements and other general education subject area course credit requirements before applying the course credit as elective credit.

Veterans

Students receiving Veteran's benefits are subject to the same Attendance and Satisfactory Academic Progress polices, and Standards of Conduct as all other MTC Students.

MTC is certified by the Florida State Approving Agency for Veterans Educational Benefits. Veterans may apply for educational benefits online at https://www.va.gov/education/how-to-apply/.
Veterans are also encouraged to complete a FAFSA to determine eligibility for additional Federal/State grants funding. MTC does not participate in Student Loans. **Army, Coast Guard, Marine Corps, Navy and Space Force** transcripts are currently being added. https://jst.doded.mil/

AirForce Transcripts
https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/

Educational Benefits Available

- Chapter 33: Post-9/11 GI Bill
- Chapter 30: Montgomery GI Bill - Active-Duty
- Chapter 31: Veteran Readiness and Employment
- Chapter 35: Dependents' Educational Assistance
- Chapter 1606: Montgomery GI Bill – Selected Reserve

Tuition Assistance
MTC will accept approved tuition assistance vouchers from the U.S. Air Force, Army, Coast Guard, Marine Corps, Navy, Space Force, and National Guard. MTC does not participate in Student Loans.

Pay Rates
You can check the current pay rates here: https://www.va.gov/education/gi-bill-comparison-tool/.

You can explore MTC programs on our website at https://www.manateetech.edu. On each program page, you will find the contact information for the career counselor of that program who can help you enroll. During the enrollment process, you will learn about the graduation requirements and the time it will take you to complete that program.

Veterans' Educational Assistance Information
MTC's programs are approved by the State of Florida Approving Agency. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for help and advisement. Veterans' information may also be obtained at www.va.gov.

Beginning October 1, 2011 Post 9/11 GI Bill (Chapter 33) can be used at MTC. This will cover tuition and eligible fees in addition to a monthly stipend directly to the veteran. Please see our Financial Aid page on the MTC website for the latest information. For additional questions contact the Financial Aid Office.

Application for Veterans Education Benefits
Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Applications must be submitted to the VA through their website: https://www.va.gov/education/how-to-apply/.

Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application and let the VA determine eligibility or call the GI Bill Hotline at 1.888.442.4551. This number will connect the veteran to a customer service representative who should be able to provide additional information as to whether a particular veteran is entitled to benefits. MTC does not have access to this information.

Veteran's Award Letter

When payment of education benefits is authorized, the VA will mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with:

- Notification that his or her enrollment has been processed for a specific period.
- The inclusive dates for which payment will be issued will be shown.
- The monthly rate of payment the student can expect to receive.
- The student's original net entitlement.
- Delimiting date.
- The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. (For a service person, the entitlement used is shown.)
- Information regarding appeal procedures.

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective. MTC is required to maintain academic and attendance records for each student that includes, for a veteran or eligible person, the credit allowed toward the student's current program due to previous training and experience, not to exceed 50 clock hours. Students can only be certified for the total number of hours required for the program. If a student does not complete the program after they have been enrolled (not attended) for the number of hours equal to the program length, certification will cease. The VA will not pay benefits beyond the required program length.

Mitigating Circumstances for Veterans

Mitigating circumstances are unanticipated AND unavoidable events or situations beyond a student's control that prevent him or her from completing a course with a creditable grade. Generally, the student will be required to submit corroborative evidence to substantiate his or her claim of mitigating circumstances. For example, if the student

claims that a personal illness or injury seriously interfered with his or her enrollment, a physician's statement would be appropriate evidence. If the student was required to withdraw from a course because of an unanticipated and unavoidable change in his or her hours of employment, the employer's verification of the required change of work schedule should be submitted. A student may use Form 21–4138, Statement in Support of Claim, to submit his or her statement(s).

Appeal

If the veteran student is dismissed for unsatisfactory progress, he or she may request readmission into the vocational program after the term of non–attendance has elapsed. Approved Programs, Bureau of State Approving for Veterans' Training list is available in the Financial Aid Office.

Applying to MTC & Signing Up For V.A. Benefits

Approved Programs, Bureau of State Approving for Veterans' Training list, is available in the Financial Aid Office and at the VA's website. Once you have decided that you will be attending MTC, the following steps are to be taken:

- Complete an Application for Admission.
- Sign up to take the Basic Skills Assessment. This is required for all incoming students not holding an Associate's Degree or higher.
- See a counselor regarding the program you wish to take. The counselor will go over information about the class. Any questions you may have regarding the program can be answered at this time.
- See the Veterans/Financial Aid Counselor. You should also pick up a Financial Aid Packet to find out if you are eligible for a Pell Grant or other aid.
- Fill out an application online at https://www.va.gov/education/how-to-apply/ or you can call 1– 888–GI BILL–1 (1–888–442–4551) to have a paper form mailed to you. This will supply you with a Certificate of Eligibility which shows the VA Certifying Official how to certify your benefits. A copy of your Certificate of Eligibility needs to be submitted to the Financial Aid Office before certification can be done. If you are the veteran, you will need to submit a copy of your discharge papers (DD214) to this office. (Dependents will need to mail in a copy of their birth certificate with this application.)

- You will also have to fill out the following school forms: The Evaluation of Previous Training Form along with any corresponding transcripts and the Acknowledgement Form.
- After all documents are submitted to the Financial Aid Office, MTC's VA Certifying Official will prepare a file for you and enter your Enrollment Certification on the computer through VA Enrollment Manager.

Ch. 30, 35, and 1606 Students must certify their enrollment at the end of each month through WAVE: https://www.va.gov/find-forms/about-form-21-2680/ or by calling 1–888–442–4551. Certifying hours after withdraw will result in an overpayment and any funds received will be collected by the VA.

Deferments

In accordance with Title 38 US Code 3679 subsection (e), a deferment of tuition and fees will be issued for all VA Chapter 31 and 33 beneficiaries. This deferment will be for up to ninety (90) days following certification of enrollment to VA for payment. Once the VA Deferment is in place on the student account MTC will not:

- Prevent the student's enrollment, if not on VA or academic probation/ suspension;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to: produce the VA Certificate of Eligibility, provide a written request to be certified, and/or provide additional information to properly certify the enrollment as described in other institutional policies.

Waiver of Out of State Tuition

Many active-duty personnel and veterans, as well as dependents, who are receiving Transfer of Entitlement benefits under the Post 9/11 GI Bill may be eligible for a waiver of the out of state portion of their tuition and fees. Contact your veteran advisor for details and requirements.

Other Information for Veterans

- Initial checks usually take from four to six weeks after the Educational Certification is entered on VA Once.
- You will be monitored for your grades and attendance each month. Please be aware of the attendance and grade policy.
- If there are any changes (class, address, etc.) you are to inform us immediately.
- The VA will not pay students for a Leave of Absence; if you have been approved for a LOA by your counselor your enrollment will be terminated in VA. You will be re–certified when you return to school.
- The VA will not pay you for breaks that occur between quarters.

HEALTH AND SAFETY

Campus Security Report

This report contains emergency information, crime definitions, and crime statistics for Manatee Technical College. It is designed to provide information concerning safety and security on all Manatee Technical College campuses should an emergency occur. The document is located on this webpage: https://www.manateetech.edu/quick-docs/

Controlling the Spread of Communicable Diseases

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety. To protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization under Policy 5320, and other means for controlling communicable disease spread through normal interaction in the school setting as set forth in Policy 8450.

Counseling/Treatment Programs

MTC is committed to providing each of its students and staff with a drug-free environment in which to attend classes and work. From a safety perspective, the users of drugs or alcohol may impair the well-being of students and staff, interfere with MTC's educational environment, and result in damage to college property.

Therefore, the college's policy is that the unlawful manufacturing, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances or alcohol is prohibited on all MTC campuses or as part of any college-sponsored activity. MTC encourages the identification and treatment of alcohol and chemical dependency in its early stages before school or work is affected.

Students interested in speaking with someone on campus may contact a career counselor at 941.751.7900. The following organizations offer drug/ alcohol counseling and treatment programs:
Alcoholics Anonymous: https://www.aa.org/
Centerstone: https://centerstone.org/locations/florida and https://centerstone.org/locations/florida/facilities/centerstone-bradenton-hospital-and-addiction-center/
Manatee County Health Department: https://manatee.floridahealth.gov/programs-and-services/wellness-programs/od2a

Drills & Emergencies

Regulations require that multiple fire drills be held periodically during the school year. In addition, the college also has other emergency drills. Each exit in each campus building is clearly indicated. During all drills, follow the instructor's directions. Causing a false alarm or reporting an alarm that is false, is a criminal offense in the State of Florida. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergencies, students should go to the designated safety areas inside the buildings as directed or exit the building if safe. Students and staff must participate in all emergency drills.

Drug Screenings

Drug screenings are mandatory due to the equipment used in the program, clinical site and apprenticeship requirements.

Students must participate in a drug screening at MTC in the programs listed below:

Automotive Collision Technology Technician	Emergency Medical Technician Combined/Fire	Nursing Assistant Articulated
Advanced Manufacturing	Firefighter I & II	Paramedic
Building Trades & Construction	Florida Law Enforcement Academy	Patient Care Technician
Central Sterile Processing Technician	Heating, Ventilation and Air Conditioning	Pharmacy Technician
Dental Assisting	Machining/CNC Production	Practical Nursing
Diesel Mechanic	Marine Service Technologies	Surgical Technology
Electrician	Massage Therapy	Select Apprenticeships Based on Employer Requirements
Electrical and Instrumentation Technology 1	Master Automotive Service	Welding
Emergency Medical Technician	Medical Assisting	

Drug testing will be done randomly throughout the academic year. During the drug test, the students will be asked to submit to a urinalysis or oral fluid test. Drug screenings are completely confidential and will only be shared with appropriate college personnel, and parents or guardians of high school students under the age of 18. Students must test negative to remain in the program and avoid consequences.

Exceptions will be made if medical documentation is provided to explain the validity of a legally prescribed chemical presence. All prescriptions must be in the original container and dated within one year. **This does not include a physician's order or referral for a medical marijuana prescription or card.**

If a student tests positive, the specimen will be sent for lab confirmation. The student may not participate in activities involving heavy machinery, clinical site activities, or any activity that can cause harm to themselves or others during this waiting period. If the lab confirmation is concluded positive, it will result in immediate withdrawal from the program.

If a student is in a dual-enrolled high school program, the parent will be notified, the high school will be notified, and the student will be returned to their districted high school. "No retesting will be provided."

Reasonable Suspicion: If any student during the school year exhibits suspicious behavior in or around Manatee Technical College or clinical site, the instructor will immediately secure help from a second instructor, administrator, or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office to wait for the drug testing company to come and test the student. Reasonable suspicion may result in a urinalysis test. If alcohol is suspected, the student may be subject to a breath alcohol test.

Refusal of Testing: If a student leaves for any reason before or after the drug testing company arrives, it will be considered a positive drug test, and appropriate consequences will be followed.

Drug/Alcohol Abuse and Prevention

Students shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any other controlled or synthetic substance defined in F.S. 893.03, or substitute for such, hemp, Cannabidiol (CBD), alcoholic beverage (including powdered alcohol), inhalant or intoxicant, or over the counter drugs outside of the medication policy. This applies to school grounds before, during, or after school hours, or off the school grounds, at a school activity, function, or event.

Also, students shall not possess, have under their control, sell or deliver any device, or contraband, instrument or paraphernalia containing the substance or substances described in this paragraph, or any residue of such substance, or devices intended for use or used in injecting, inhaling/huffing, smoking, administering, or using any of the foregoing prescribed drugs, narcotics or stimulants.

Suspected Overdose

District schools may maintain an on-site supply of the opioid antagonist Naloxone, following guidelines established in Board Policy 5780 and F. S. 499.003. Naloxone is a medication that is used to reverse an opioid overdose. If any student or staff are suspected of having an opioid related overdose, Naloxone will be administered by a trained staff member as a life-saving measure.

Bullying and Harassment

Conduct that constitutes bullying or harassment, as defined below, is prohibited.

Bullying: (intimidating behaviors that are repeated, intentional, and involve a power imbalance) Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

Harassment: Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.

Both bullying and harassment are prohibited at school, during school related activities (whether on or off campus), and through the use of computer or other electronic devices, which is known as cyberbullying. Cyberbullying and harassment are also prohibited through off campus social media, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school or activity or interferes with the educational opportunities of others.

If you engage in bullying or harassment, the consequences and appropriate disciplinary action may range from performance improvement plan up to and including suspension, or withdrawal from program. Bullying should be reported to the appropriate school administrator or through the School District of Manatee County's anonymous reporting system.

The Florida Department of Law Enforcement sexual predator and sexual offender registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information pursuant to Florida law. The Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website may be accessed at:
https://offender.fdle.state.fl.us/offender/sops/home.jsf
FDLE toll free number: 1.888.357.7332 (for TTY Accessibility: 1.877.414.7234)

Hazing

Hazing is defined as any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Dating Violence or Abuse

Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager.

Abuse may include, insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. Students, parents, or legal guardians are encouraged to report any act that may be dating violence and abuse anonymously or in-person to the principal or the principal's designee.

Severe Weather

Manatee Technical College will follow the School District of Manatee County's severe weather closures. Watch the situation on TV or online or listen to local weather reports for announcements of school closings.

Student Accidents & Injuries

In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. All students should have emergency contact information in Campus Solutions.

Limited Student Accident Insurance – Full-time, Career Preparation and Adult Education students attending any campus day or night are covered, as are students on clinicals and field trips. Students attending Continuing Education are not covered. High school students are covered through the district's policy and do not pay the fee. Again, all accidents must be reported to an instructor or available staff member immediately. Student accident insurance is a secondary insurance policy. Students should file an initial claim with their own insurance first.

Technology and Internet Safety Policy

Technology is an integral part of a student's educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC) and Manatee Technical College. Technology includes, but is not limited to, computers, other electronic devices, software, email, the Internet, and other network resources. Your use of technology is a privilege, and you are responsible for using it appropriately. This includes the use of district technology while off school property. Refer to the discipline matrix for possible disciplinary consequences.

The following are <u>improper</u> uses of technology:

- Photographing, recording, or using images of any person without their knowledge or consent.
- Accessing pornographic or obscene images, language, or materials, including screen savers.
- Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes but is not limited to copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses or malware.
- Using technology for commercial activities unless explicitly permitted by the School Board.
- Modifying the original SDMC pre-set software image including, but not limited to loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts.
- Downloading music, games, or videos at any time on a district computer.
- Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school unless your school has different policy restrictions, or you have permission from an administrator or designee.
- Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or "sexting."
- Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.

- Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.

- Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author's prior consent, when using computer network access.

- Downloading or printing any material that is deemed inappropriate by the School District.

- Attempting to log onto the SDMC network or other district affiliated systems using another's identity or password

- Sharing logins and passwords to the SDMC network

- Bypassing or attempting to bypass SDMC filtering software.

- Unauthorized disclosure use and dissemination of personal information regarding students, unauthorized online access by students, including hacking and other unlawful activities, and access by students to inappropriate matters on the Internet is prohibited.

NOTE: There is no right or expectancy of privacy on District provided or owned technology. College officials may review any information or files on such technology at any time.

ARTIFICIAL INTELLIGENCE (AI)

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations.
Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. Unauthorized use of AI/NLP tools is considered a form of plagiarism per Policy 7540.03 and any student found using these tools without permission will be disciplined in accordance with the Student Code of Conduct.
Students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical manner including proper citation.

- Research assistance
- Data Analysis
- Language translation
- Writing assistance
- Accessibility

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. For additional information see School Board Policy 7540.03.

Tobacco-Free Policy

Possession or use of tobacco on school grounds is illegal. If a student is caught smoking or in possession of tobacco, a law enforcement officer may give the student a written citation. In addition to possible fines, students caught using or possessing any form of tobacco, including electronic cigarettes at school, at any school-sponsored activity, will receive a disciplinary consequence. Tobacco or nicotine products include cigars, cigarettes, dip, snuff, dissolvable tobacco products (e.g. gum, mints, or dissolvable strips) and electronic smoking devices. Additionally, any electronic smoking device is subject to field testing or illicit substances and will be confiscated.

Policies and Procedures

Academic Integrity

As a part of the School District of Manatee County, Manatee Technical College is committed to fostering a culture of academic integrity. Students, instructors, administration, and parents understand that hard work produces excellent results. All students are expected to uphold the highest standards of academic honesty by completing their own work, properly citing all sources used, avoiding plagiarism, not sharing answers with others during exams, and not engaging in any form of unauthorized collaboration on assignments, unless explicitly permitted by the instructor: any violation of these principles may result in disciplinary action, including failing grades or other academic sanction.

CHEATING includes all the following but is not limited to:

- Copying the work of others or claiming someone else's work.
- Allowing others, including family, friends, or classmates to complete assignments.
- Completing work for someone else.
- Using archived work from previous terms.
- Sharing answers, questions, or work, unless specifically instructed to do so by my classroom teacher.
- Participating in inappropriate testing behavior.
- Using electronic devices, the Internet, or social media to achieve any of the above.
- Plagiarizing, whether it is done intentionally or accidentally.
- Representing work generated by artificial intelligence (AI) or submit such work in a way inconsistent with the teachers' expectations.

PLAGIARISM includes all the following but is not limited to:

- Copying from sources without directly quoting and properly citing those sources.
- Paraphrasing from sources without citing those sources or taking ideas from sources without citing those sources.

ATTENDANCE

Career & Technical Education Students

Please note that attendance is crucial for student success and active participation in the learning process. Students are advised to prioritize their attendance and engage fully in their classes.

Students are required to attend all classes regularly and punctually. There are no excused or unexcused absences. A student is either present or absent. Any Student that is absent for more than 10 percent of an Occupation Completion Point (OCP) may be withdrawn based on the recommendation of the instructor's, career counselor's or administration recommendation. Attendance resets at the beginning of each OCP. Students who are withdrawn from a class course/ program due to excessive absences may not be eligible for a refund of tuition or fees.

Students attending an approved field trip or other college-sponsored activity are marked present. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence. It is the responsibility of the student to keep track of their attendance. Some programs may require more stringent attendance policies due to licensure and/or state certification requirements.

DUAL ENROLLMENT STUDENTS' ATTENDANCE POLICY

High school students are expected to follow the MTC attendance policies. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours).

First Withdrawal: A student withdrawn due to poor attendance may apply for readmission for the next course start date within the OCP that the student was withdrawn. Students previously withdrawn for attendance reasons and who are later readmitted will be required to comply with a Performance Improvement Plan to remain in the program. See Specific Program Policies for more information.

Second Withdrawal: A student withdrawn for poor attendance a second time must be out of school until the next school year begins and may apply for readmission; the student will be accepted on a space-available basis. A Performance Improvement Plan must be signed before the student can re- enter the program. See Specific Program Policies for more information.

Third Withdraw: Any student withdrawn for poor attendance a third time may apply or readmission after one school year. See Specific Program Policies for more information.

In first, second or third withdrawal for poor attendance, extenuating circumstances dealing with disciplinary removal from a program will result in a review by administrative committee prior to a student being allowed to return to program or school.

This attendance policy emphasizes the importance of regular class attendance for academic success and ensures that students maintain consistent engagement with the course material and learning objectives.

ESOL ATTENDANCE POLICY

The MTC Adult Education attendance policy follows the Florida Statute. Students are expected to be in class daily and on time. Absences should be reserved for extenuating circumstances. **There are NO excused and unexcused absences**. A student is either present or absent.

FACE-TO-FACE HYBRIDSTUDENTS

Studentsarerequiredtoparticipatein10hoursofinstructionperweek,andacordingto FLDOEpolicy,thosewhodonotmaybewithdrawnfromtheESOLprogram.

EXCESSIVE/CONSECUTIVE ABSENCES

- 6consecutiveorexcessive absences within a semester will resultinwithdrawal from the program.

LATE ARRIVALS

- Studentswhoarrive5minutesafter the designatedstartorleavetimewillbemarkedtardy. If bothoccurinoneclass,studentswillreceive2tardies.
- 3 tardy/leaving early = 1 absence

ONLINE STUDENTS

- 2 consecutive weeks of zero or low hours will result in withdrawal from the program.

WITHDRAWN STUDENTS

- *First Withdrawal*: A student withdrawn due to poor attendance may apply for readmission for the next semester. Students previously withdrawn for attendance reasons and who are later readmitted will be required to comply with Performance Improvement Plan to remain in the program.
- *Second Withdrawal*: A student withdrawn for poor attendance a second time must be out of school before the next school year begins and may apply for readmission; the student will be accepted on a space- available basis. A performance Improvement Plan must be signed before the student can re-enter the program.
- *Third Withdrawal*: Any student withdrawn for poor attendance a third time may apply for readmission after one school year.

GED ATTENDANCE POLICY

The MTC Adult Education attendance policy follows the Florida Statue. Students are expected to be in class daily and on time. Absences should be reserved for extenuating circumstances. **There are NO excused and unexcused absences**. A student is either present or absent.

FACE-TO-FACE STUDENTS

Students are required to participate in 10 hours of instruction per week, and according to FLDOE policy, those who do not may be withdrawn from the GED program.

EXCESSIVE ABSENCES

- 10 absences within a semester will result in withdrawal from the program.

CONSECUTIVE ABSENCES

- 6 consecutive absences within a semester will result in withdrawal from the program.

LATE ARRIVALS

- Students who arrive 5 minutes after the designated start or leave before the designated end of class will be marked tardy.
- If both occur in one class, students will receive 2 tardies.
- 3 tardy/leaving early = 1 absence
- Students abusing any part of the attendance policy may be at risk of dismissal.

ONLINE STUDENTS

EXCESSIVE ABSENCES

- 4 weeks below the minimum 10-hour online requirement is considered excessive and will result in withdrawal from the program.

CONSECUTIVE ABSENCES

- 2 consecutive weeks of zero hours will result in withdrawal from the program.

WITHDRAWN STUDENTS

- Any student withdrawn due to poor attendance and/or has not taken a state-required post-test must skip a semester before re-applying.

Cell/Mobile Phones

All cell phones should be on vibrate and out of sight during classroom time. Texting while in class is prohibited. Students may use cell phones before and after school, while on break and during lunch. Cell phones may be used in class if the instructor has given permission to do so for a college-related purpose. If an EVACUATION is ever announced, cell phones are NOT to be used as they could inadvertently trigger a remote- control explosive device. During a lockdown, you must silence your cell phone.

Dress Code

The dress and grooming of MTC students shall be neat and clean, promoting a safe and positive educational environment. Apparel that disrupts educational activities and processes of the school may result in the removal of the student from the regular learning environment until acceptable apparel can be secured for the student. Failure to comply with the dress code may result in disciplinary consequences outlined in state statute and the district discipline matrix. Pursuant to F.S. 1006.07, wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the learning environment will have specific consequences.

Requirements for student dress in all schools are listed below:

a. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times.
b. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
c. Shorts, skirts, skorts, and dresses, are allowed. They must be mid-thigh length or longer.
d. All trousers, pants, or shorts must fully cover undergarments and worn at the waist.
e. All clothing, jewelry, body art, tattoos or nail art, shall not have profanity, violent images, weapons, wording, or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs, political, or advertisements for such products.
f. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers. Each program may specify footwear needed for safety in the classroom.
g. Form-fitting leotard/spandex type clothing (to include shorts and leggings) are allowed with proper garments that cover to mid-thigh length or longer.
h. See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
i. Sleepwear shall not be worn as outer garments.
j. Sunglasses may not be worn inside unless a doctor's note is provided to the school. Outdoor activities are an exception with instructor approval.
k. Bandanas or sweatbands are not allowed to be visible on school grounds during regular school hours.
l. Hats, headphones or other head coverings cannot be worn while in the building unless it is part of the official MTC uniform or the student has permission of the director, assistant director, or designee. They may be worn during outside activities with permission of the director or designee.
m. If the program has a mandatory school uniform policy, the student must adhere to those requirements. Official program specific MTC uniforms must be worn as the outer most garment.

ID Badges

All students must always wear their MTC identification badge. It must be always visible while on campus. IDs are part of the administrative fee during initial enrollment. The MTC badge is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the MTC Outfitters bookstore for $10.

Lost and Found

All articles found on campus are to be turned into the Administration Office. Lost articles not claimed may be disposed of after 30 days. Lost money not claimed during the school calendar year is deemed abandoned and becomes property of Manatee Technical College after July 1. Manatee Technical College and the School District of Manatee County are not responsible for lost, stolen, or broken items while on campus.

Parking

All student-driven vehicles must have a parking tag that can be obtained from the MTC Outfitters bookstore on the Main Campus or from the front desk in the Conard Building at East Campus.

Students must have a valid driver's license to be issued a parking permit. The cost is part of the administrative fee; the tag must always be displayed on the vehicle. No skateboards or hoverboards are allowed on campus.

Neither Manatee Technical College nor the School District of Manatee County is responsible for damage or theft to cars, trucks, bicycles, or motorcycles, etc., or their contents. Student parking tags can be revoked by the school administration for unsafe driving practices, grounds, or property destruction by vehicles and/or continued disregard to park properly in designated areas.

Do not park in no parking designated yellow striped areas, visitor parking or in disabled parking unless you are a visitor or have the proper permit. Violators will be towed at the owner's expense.

Personal Property

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. All personal property in possession of the student should be identified with the student's name. The school disclaims responsibility for any lost, stolen, broken or confiscated property. Students bring such items to school at their own risk. Students are expected to turn into the office any found times.

Searches and Seizures

Lockers, vehicles, purses, backpacks, and other personal possessions may be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband, or other items not permitted on campus. Students are expected to cooperate fully with the school administration in all searches and investigations.

Failure to fully cooperate may be grounds for the school administration to infer that the student is in possession of contraband or illegal items and the matter will be referred to law enforcement as deemed necessary. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school.

Routine checks by the dogs are not considered a search; however, an alert by the dog gives reasonable suspicion for a search. Dogs may not check students themselves to determine probable cause for a search. The use of trained dogs is a safety precaution to provide you with a safe school in which to learn. Metal detectors may be used on campus.

Student Discipline

For a detailed description of Student Discipline, you can locate the School District of Manatee County Code of Student Conduct on the District website at www.Manateeschools.net. Click on "Parents and Students" then "Student Code of Conduct."

The discipline matrix is a tool that helps ensure a consistent and progressive response to discipline at Manatee Technical College. Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct, culminating in Level 4 offenses, the most serious threats to safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's or their designee's responsibility to determine the level of the offense that has been committed and the appropriate response.

The term SESIR is found throughout the discipline matrix and is an acronym for School Environmental Safety Incident Reports.
In certain circumstances, a combination of corrective measures may be appropriate. It is important to understand that certain programs might have different and more severe corrective measures based on program guidelines. The Manatee Technical College Director or designee may assign additional consequences for behaviors as long as these consequences do not violate school board policy or state statutes.

Withdrawals Due to Disciplinary Infractions

Some programs may require more stringent discipline policies due to licensure and/or state certification requirements.

Disciplinary Infractions and Administrative Actions

Action Code	Administrative Action Type
CAW	Counseled and Warned
CFS	Confiscation
EXP	Expulsion
FIN	Fine Charged
LOP	Loss of Privileges
LPP	Loss of Parking Privileges
OSS	Out-of-School Suspension
PIP	Performance Improvement Plan
RES	Restitution
RLW	Referral to Law Enforcement
W/D	Withdrawn
Zero	Student receives no grade for work

Level 1

Infractions	Administrative Actions
• Disrespect towards Others • Disruptive Behavior • Dress Code Violation • Failure to properly display student ID (1st Offense) • Horseplay • Medication Policy Violation • Tardies, Habitual • Technology – Inappropriate Use or Unauthorized Use • Violation of Attendance Procedures • Out of Area	• CAW • LOP • LPP • OSS • PIP • RES

Level 2

Infractions	Administrative Actions
• Aggression, Non- Physical • Aggression Towards Object • Cheating or Plagiarism • Contraband– Possession • Defiance • Disrespect to Staff or Authority • Inappropriate Behavior • Leaving Campus without Permission • Lying to Staff or Authority • Theft (Less than $750) **(LE-Optional)** • Vandalism (under $1,000) (**LE – Optional**)	• CAW • EXP • LOP • LPP • OSS • PIP • RES • RLW • W/D • Zero

**** FS 1006.09(1)(b)**
Written notification, within 24 hours, by U.S. Mail (LE)
Notify Law Enforcement
(S)SESIRReport to Florida Department of Education

Level 3

Infractions	Administrative Actions
• Aggression, Physical • Alcohol Possession or Use or Distribution **(S) (LE- Optional)** • Bullying **(LE- Optional)** • Contraband, Sale • Drugs – Poss./Use **(S)(LE- Optional)** • Endangerment • Fighting • Harassment **(S) (LE)** • Hazing • Other Serious Misconduct • Sexual Harassment **(S) (LE) (DCF)** • Sexual Other **(S) (LE) (DCF)** • Theft (over $750) **(S) (LE)** • Tobacco Possession or Use • Trespassing **(S) (LE)** • Vandalism under $1,000 **(LE- Optional)**	• EXP • LOP • LPP • OSS • PIP • RES • RLW • W/D

**** FS 1006.09**
Written notification, within24hours,
by U.S. Mail (LE) Notify Law Enforcement
(S) SESIR Report to Florida Department of Education (≠) Report to Law Enforcement and/ or SESIR if original, Department of Children and Families (DCF).

Level 4

Infractions	Administrative Actions
• Arson **(S) (LE)** • Battery - Aggravated **(S) (LE)** • Burglary • Disruption on Campus (**S) (LE)** • Drugs, Distribution/Sale • **(S) (LE)** • False Accusation • Fighting **(S) (LE-Optional)** • OffCampus ArrestCharge • Other Major **(S) (LE – Optional)** • Robbery **(S) (LE)** • Sexual Assault **(S) (LE)** • Sexual Battery **(S) (LE) (DCF)** • Simple Battery/Physical Attack **(S) (LE – Optional)** • Threat/Intimidation **(S) (LE)** • Weapon-Like Contraband Possession. • Weapons – Possession or Use of **(S) (LE) (LE-Optional)**	• **EXP** • **OSS** • **RLW** • **W/D**

**** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S Mail**
(LE) Notify Law Enforcement
(≠) Report to Law Enforcement and/or SESIR if original infraction is reportable Notify Department of Children & Families

Talent/Participant Release

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA requires that the School District of Manatee County, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from a child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from education records in certain publications. Examples include but are not limited to:

- Advertisements
- Press Releases
- Honor Roll or other lists.
- Graduation programs
- SkillsUSA, HOSA, Honor Societies, activity sheets.
- Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.
- Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and law enforcement agencies.

If you are over the age of 18 and object, you must object in writing to your instructor who will inform Manatee Technical College Administration.

If parents of a minor do not want the School District to disclose directory information from their child's education records without prior written consent, they must notify MTC in writing by September 15th of each year or within 30 days of receiving this annual notice. The School District has designated the following information as directory information:

- Student's name.
- Electronic mail address.
- Photograph or other likeness.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- Participation in officially recognized activities.
- Degrees, honors, and awards received.
- The most recent school attended.

  NOTE: Objecting to the release of directory information may result in your name, photograph, video/audio and other directory information being excluded from publications and press releases. Both parents have a right to see the school records of their child under the age of 18 unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school office.

Uniforms

MTC has a program-specific uniform policy. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required) as the outer most garment. Refer to individual Program Guidelines for exact details, including program- specific information regarding hair, makeup, and jewelry.

Video Cameras on Campus

Video surveillance is in use on each campus. In order to maintain a safe environment for students, staff and the public, and to control vandalism and criminal activity on School District Property, the district has installed and will utilize video surveillance systems on School District property. Any activities recorded on the video cameras may be used for school discipline or for law enforcement purposes. Federal and state law governs disclosure and use of video material, and such material could become part of a student's record. Requests for school videos are exempt under Florida Statute as well as FERPA-34 CFR s 99.12, unless under a subpoena.

Weapons and Firearms

Weapon Detection Systems

The Safety of our staff and students at Manatee Technical College is our number one priority. To enhance our security efforts at our schools we have launched a new high- tech security scanner weapons detection system to screen students and visitors for weapons.

Weapons are not permitted on the School District of Manatee County (SDMC) property. All students entering District property may be required to submit to a weapon detector screening to ensure no weapons are brought onto the premises. Bags, purses, backpacks, etc. may also be screened using metal/weapon detecting wands and/or by hand. Refusal to cooperate with the screening procedure will result in the denial of entry and/or disciplinary action for the student. If a student activates the Weapon detector, a staff member will conduct a search of the student and their belongings in alignment with School Board policy 5771.

STUDENT SUPPORT

Freedom of Expression

Students have the right to freedom of expression; however, when students exercise that right, they must do so in a responsible manner that does not cause a disruption of the school or school activity.

Prohibition of Discrimination and Title IX

Manatee Technical College (MTC) is part of the School District of Manatee County. The School Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Acts of 1972, and it's implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Title IX of the Education Amendments Act of 1972 is a federal law, enacted in 1972, which state: "No person in the United States shall, on the basis of sex, be excluded from participate in, be denied the benefits of, or be subjected to the discrimination under any education program or activity receiving Federal financial assistance."

The United State Department of Education requires school districts to follow a specific Title IX Grievance Process while investigating allegations of sexual misconduct. The Office of Civil Rights of the United State Department of Education considers sexual misconduct (including sexual harassment, sexual violence, sexual assault, and intimate partners violence) to be a form of sexual discrimination and requires the school districts to take immediate and effective steps to respond to sexual misconduct. For a Title IX investigation to apply, the incident must have occurred in an education program or activity in which the district has substantial control over both the respondent and the context in which the incident occurred.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. Any School District of Manatee County employee conditions the provision of an aid, benefit, or service of the recipient on an individuals' participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so sever, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C 1092(f)(6)(A)(v), "Dating violence" as defined in 34 U.S.C. 12291(a)(10). "Domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Responsibilities and Obligations

The School District of Manatee County takes its obligation to comply with Title IX very seriously. Inquiries concerning the application of Title IX, and the Grievance Procedures may be referred to the District's Title IX Coordinators:
Schools and Educational Facilities
Office of Student Services
2501 63rd Avenue East Bradenton, FL 34203
941.751.6550

Student Clubs / Activities

HOSA-Future Health Professionals

HOSA-Future Health Professionals is a global student-led career and technical student organization endorsed by the Florida Department of Education, the U.S. Department of Education and the Health Science Education Division of the Association for Career and Technical Education (ACTE). The mission of HOSA is to empower future health professionals to become leaders in the global health community through education, collaboration, and experience. Its purpose is to develop leadership and technical skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the health science education instructional program. HOSA provides opportunities for students to develop, practice and refine their technical, leadership, and teamwork skills to achieve a seamless transition from education to a health care career. The MTC postsecondary/collegiate chapter is open to any student enrolled in a postsecondary health science program during the current school year.

SkillsUSA

SkillsUSA is a national career and technical student organization that serves trade, industrial, and technical students, and instructors. SkillsUSA is endorsed by the Florida Department of Education, the U.S. Department of Education and the Association for Career and Technical Education (ACTE). SkillsUSA is dedicated to developing a well- rounded education by enhancing leadership, citizenship, safety, and skill training.

Members compete on regional, state, and national levels in their skill areas as well as leadership and occupationally related contest areas. The instructors and staff at Manatee Technical College support and encourage participation in this student organization.

National Adult Education Honor Society (NAEHS)

The National Adult Education Honor Society is a national organization providing "meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs and to create adult education awareness with school administrators and state legislators." Students are nominated by their instructors "based on dependable attendance, a cooperative attitude, and work ethic."

National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is the honor society for Career & Technical Education (CTE). As a national non-profit student organization, NTHS has been recognizing outstanding student achievement in CTE since 1984. Having served well over 1.2 million members in campus chapters across the country and beyond. NTHS continues to support the next generation of skilled workers and leaders through chapter activities built around the core four objectives of career development, leadership development, service, and recognition.

Students are nominated by their MTC instructors for maintaining an "A" average in their CTE coursework, met all requirements on their exams and possess the highest level of the characteristics of NTHS such as honesty, respectfulness, responsibility, and work ethic.

Student Grievances

When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned.

If the situation cannot be resolved, the student should see the career counselor, or program director to discuss the grievance. During this meeting, the counselor/director/coordinator will assist the student in documenting the grievance, the actions that need to be taken towards resolution, and the results of those actions taken.

If a resolution cannot be reached, the student will make an appointment with the campus Assistant Director. During this meeting, the Career Counselor can be present as the student's advocate. All further actions taken, and the results of those actions must also be documented. If a resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing that consists of a non-partisan group that will review all the documentation compiled. They will then separately discuss the grievance with the student and the instructor/staff member.

The members of the group will then discuss the findings and arrive at a mutually agreed upon resolution. This resolution will be presented separately to the student and then to the instructor/staff member. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:

Make an appointment to meet with the MTC Director. All previously collected documentation, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution cannot be reached at the college level, the student may:

Seek resolution at the district level from the following individuals in the following order: Executive Director of Adult, Career and Technical Education; Deputy Superintendent of Instruction; Superintendent of Schools; and finally, the School Board of Manatee County.

If the issue cannot be resolved at the district level, the student may contact the Florida Department of Education Division of Career, and Adult Education. https://www.fldoe.org/academics/career-adult-edu/

If the student believes the complaint has not been addressed satisfactorily, after exhausting all Manatee Technical College's complaint or grievance procedures, the student may contact:
Council on Occupational Education
7840 Rosewell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: 800.917.2081, FAX: 770.396.3790
http://www.council.org

Where To Go for Help

MTCdashboard.net

For class schedules, grades, assignments, financial balance, financial aid, academic advising notes, view items you need to submit or outstanding fees and update personal information visit: MTCdashboard.net.

Accounting Operations

Short Description: Learning is constructed of double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

Program Content: This Business Management and Administration cluster program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, or Accounting Assistant. The course work provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, work attitudes, general employability skills, technical skills, occupationally specific skills, and higher-order reasoning and problem-solving skills for not only accounting careers but also, all other careers in the Business Management and Administration cluster.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The curriculum also consists of certification preparation for the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and QuickBooks Online.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of your admittance date unless exemption criteria have been documented per State Statute. For exemption information, see TABE exemption in the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 900 hours – approximately 8 months full-time to complete.

OCP	COURSE	HOURS
A	Information Technology Assistant – OTA0040	150
B	Accounting Clerk – ACO0040	300
C	Accounting Associate – ACO0041	300
D	Accounting Assistant – ACO0042	150

Dual Enrollment: Yes

Certification/Licensure: QuickBooks Certified User, Microsoft Office Specialist (MOS), Certified Professional Bookkeeper (Optional)

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Rev. 6/23/25

Program #B070110	CIP# 0552030202
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$3,344.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 shirts recommended $30.00 ea.)	$60.00
Textbook(s)*	$408.04
Estimated Total Cost of Program	**$3,857.04**

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
*Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Administrative Office Specialist

Short Description: Administrative Office Assistants help an organization run efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. They also may perform accounting duties, negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries. The type of business you choose to work for would determine your exact duties.

Program Content: This program prepares students for employment as an administrative assistant, administrative support assistant, and/or office assistant in almost any industry utilizing Business and Information technology. The curriculum provides students with work-based competencies including intensive training in Microsoft Office certification, desktop publishing, journal accounting, and QuickBooks. It provides essential knowledge of clerical procedures, computer concepts, customer services, and the principles of business and management. The self-paced program also includes basic web design, keyboarding/keypad, business communication, and soft skills such as telephone etiquette, workplace safety, and personal productivity.

Admissions:

1. Apply to MTC at **https://manateetech.edu/apply-now/**. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your to-do list.
2. Attend a Program Information Session. Call 941.751.7900, prompt, 6 Information Sessions.
3. Complete your "To-Do List" at **https://www.MTCdashboard.net.** Note: TABE (Test of Adult Basic Education) must be taken within 6 weeks of your admit date unless exemption criteria have been documented. For exemption information, see TABE exemption in the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**

Length of Program: Full-time 1050 hours – approximately 9 months full-time to complete.

OCP	COURSE	HOURS
A	Information Technology Assistant – OTA0040	150
B	Front Desk Specialist – OTA0041	300
C	Assistant Digital Production Designer – OTA0030	150
D	Administrative Office Specialist – OTA0043	450

Dual Enrollment: Yes

Certification/Licensure: Microsoft Office Specialist (MOS), QuickBooks Certified User

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203
941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program #B070330	CIP# 0552040103
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$3,782.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 shirts recommended $30 ea.)	$60.00
Textbook(s)*	$54.00
Estimated Total Cost of Program	**$3,941.00**

For More Information: Scan QR Code at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Estimated textbook list and pricing: https://www.manateetech.edu/library/bookstore/Bookstore_Medical_Administrative_Specialist.pdf

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Advanced Manufacturing and Production Technology

Short Description: This program offers a broad technical foundation of knowledge and skills to prepare students for employment in Automation and Production positions. Study of automation technology, its application in manufacturing, engineering and robotics, fiber optics, co-bots (collaborative robots), electrical controls, machine language, drones, animatronics, programming safety, training in programmable logic controller, basic CNC design, milling, woodworking, plasma cutting, LASERS, pneumatics, hydraulics, basic electrical, CAD, project management, persistence of vision (optical illusion)

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in Advanced Manufacturing and Production positions.

The content includes but is not limited to providing students with a foundation of knowledge and technically oriented experiences in the study of automation technology, its application in manufacturing, engineering and robotics, and its effect upon our lives and the choosing of an occupation. The content and activities will also include the study of enterprise systems, safety, quality, and leadership skills. This program focuses on transferable skills and stresses understanding and demonstration of the technological tools, machines, instruments, materials, processes and systems in business and industry.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access you "To Do List.″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List″at https://www.MTCdashboard.net
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete.

OCP	COURSE	HOURS
A	Entry-Level Production Worker – ETI0040	150
B	Production Quality and Assurance – ETI0431	150
C	Manufacturing and Production Processes – ETI0432	150
D	Manufacturing and Production Maintenance – ETI0453	150

Dual Enrollment: Yes

Certification/Licensure: SolidWorks Professional

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941.751.7900

Rev. 6/23/25

Program #J100200	CIP# 0615040606
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$2,736.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 Polos Recommended $30 ea.)	$60.00
Estimated Total Cost of Program	**$2,841.00**

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Applied Cybersecurity Hybrid

Short Description: Students learn foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incident response, penetration testing, key management, access control, recovery, and a specialized course focused on web security.

Program Purpose: This program is offered in a hybrid format where the student is physically in the classroom each school day from 8:00 a.m. to 3:00 p.m. and has to complete 5 hours a week at home. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, recovery and a specialized course focused on web security.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List.". You are not accepted into the program after applying, you must complete your to-do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of your admission date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 750 hours – approximately 7 months full-time to complete.

OCP	COURSE	HOURS
A	Cybersecurity Associate – CTS0018	600
B	Web Security Specialist – CTS0085	150

Dual Enrollment: Yes

Certification/Licensure: CompTIA Security+, Certified Internet Web (CIW) Web Security Associate. *Once you pass your Comp TIA Security+ and your CIW Web Security Associate, you can have your CIW Web Security Associate upgraded to a Web Security Specialist.*

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program #Y100300	CIP# 0511100302
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$3,085.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 Black Polo recommended $30 ea.)	$60.00
Estimated Total Cost of Program	**$3,190.00**

Start Date: August, January

Start Time: Monday – Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of the document.

Financial aid is available depending on the student's eligibility.
*Uniforms may be covered, for Pell eligible students, once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Automotive Collision Technology Technician

Short Description: This program focuses on refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations, and employability skills; and safe, efficient work practices.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1400 hours – approximately 12 months full-time to complete.

OCP	COURSE	HOURS
A	Automotive Collision Repair and Refinishing Helper/Assistant - ARR0140	150
B	Automotive Refinishing Technician – ARR0141	450
C	Non-Structural Damage Repair Technician – ARR0312	300
D	Damage Analysis and Estimating – ARR0022	75
E	Automotive Collision Welding, Cutting and Joining – ARR0112	75
F	Structural Damage Repair Technician – ARR0295	350

Dual Enrollment: Yes

Certification/Licensure: Automotive Service Excellence (ASE) Collision Repair & Refinish:
B2 - Painting and Refinishing

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program #T401300	CIP# 0647060306
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$6,759.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$211.00
Uniform* (Minimum 3 shirt $40.00)	$120.00
Additional Required Items (Outside Vendor)	
Dark Pants- black or navy blue – *estimate*	$35.00
Dark Shoes – steel-toed preferred but not required – *estimate*	$50.00
Mechanic style work gloves (ex: Harbor Freight) – *estimate*	$10.00
Estimated Total Cost of Program	**$7,230.00**
Optional Fees	
ASE B3 Test – Non-Structural Analysis and Damage Repair	$81.00
ASE B4 Test – Structural Analysis and Damage Repair	$81.00

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Baking and Pastry Arts

Short Description: This program focuses on preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices in the kitchen environment are also covered.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete.

OCP	COURSE	HOURS
A	Pastry Cook/Baker – FSS0090	300
B	Pastry Chef/Head Baker – FSS0091	300

Dual Enrollment: No

Certification/Licensure: Certified Food Protection Manager (SERV Safe)

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For Day Class Information: Scan QR CODE on next page

Program #N100600	CIP# 0612050103
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$3,881.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$123.36
Chef Hat	$10.00
Additional Required Items (Outside Vendor)	
Black oil resistant non-slip shoes – *estimate*	$50.00
Uniform (Scrub Club)	$68.00
Estimated Total Cost of Program	**$4,177.36**

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.
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https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Barbering

Short Description: This program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License examination. Students will learn Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy, and physiology; development of skill in performing the manipulative technique required in the practice of barbering.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy, and physiology; development of skill in performing the manipulative technique required in the practice of barbering.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 900 hours – approximately 8 months full-time to complete.
Part-time 900 hours – approximately 15 months part-time to complete.

OCP	COURSE	HOURS
A1	Barber 1A – COS0160	320
A2	Barber 2A – COS0161	150
A3	Barber 3A – COS0162	300
A4	Barber 4A – COS0163	130

Dual Enrollment: No

Licensure: Barber

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #I120403	CIP# 0612040202
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$4,233.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$305.25
Additional Required Items (Outside Vendor)	
Solid color under jacket shirts (white, gray, blue or black) or MTC shirts/collared shirts - *estimate*	$15.00
MTC approved barber jacket – estimate	$55.00
Properly fitting pants (no rips, tears, or holes) - *estimate*	$40.00
Casual, dress or tennis shoes (completely closed) - *estimate*	$50.00
Exit Requirement (Outside Vendor)	
Licensure	$205.50
Exam Fee	$49.00
HIV Training	$20.00
Estimated Total Cost of Program	**$5,017.75**

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

For more information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.752.8100 **ManateeTech.edu**

Building Construction Technologies

Short Description: This program focuses on both commercial and residential construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning. Residential and Commercial Construction industries. Carpentry, drywall, basic HVAC, plumbing, electrical, concrete, masonry, windows. Trains in forklift, OSHA standards. Building Inspectors, Builds Tiny Houses, and other structures on site at school.

Program Content: The purpose of this program is to prepare students for employment or advanced training in the building construction industry.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to applying construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List."You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List"at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1050 hours – approximately 10 months full-time to complete.

OCP	COURSE	HOURS
A	Building Construction Helper – BCV0400	450
B	Building Construction Technician 1 – BCV0401	300
	Building Construction Technician 2 – BCV0402	300

Dual Enrollment: Yes

Certification/Licensure: NCCER Core, NCCER Cabinetmaking, NCCER Carpentry and Masonry, NCCER Electrical and Plumbing, NCCER A/C Painting and Construction Equipment

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program # 8720300	CIP# 0646041504
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$6,006.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 Polos recommended $30 ea.)	$60.00
Textbook(s)*	$291.90
Additional Required Items (Outside Vendor)	
Safety glasses – *estimate*	$15.00
25' Tape Measure – *estimate*	$12.00
Black work boots or shoes (Steel-Toed Optional)- *estimate*	$30.00
Long Pants - *estimate*	$35.00
Estimated Total Cost of Program	**$6,494.90**

Start Date: August, January

Start Time: Monday-Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

***** Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Central Sterile Processing Technology

Program Content: This program is designed to prepare students for employment as sterile processing department supervisors, sterile processing department workers, ambulatory surgery center sterile processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope reprocessors, case cart technicians, inventory technicians, processing technicians, stock clerks: stock room or warehouse, sterilizers, sterile processing technicians (medical equipment preparers). Students participate in healthcare facility experiences within the Sterile Processing Departments. Successful completers will sit for the CRCST National Certification Exam.

Admissions:	**Apply to MTC** at **https://manateetech.edu/apply-now/**. Submit your application to access your "To Do List." You are not accepted into the program after you apply. You must complete your To Do list. **Note:** The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**
Length of Program:	**Full Time: 650 Hours** – approximately 5 months to complete. Clinical hours scheduled toward the end of program. Schedules vary depending on clinicals site.
Dual Enrollment:	No
Certification/Licensure:	Program graduates are prepared to earn the Certified Registered Central Service Technician (CRCST) HSPA Exam. Certified in BLS.
CTSO:	HOSA is the approved co-curricular career and technical student organizations and an integral part of the instruction, providing leadership training and reinforcing specific career and technical skills.
Location:	MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211 941.752.8100
Start Date:	January Start Date
Start Time:	Hybrid

MTC Program & Counselor QR

Program # H170222	**CIP#** 0351101201
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$2787.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated: $100.00*
Background Check *(All for Life)*	*$70.00-$90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated: $150.00*
Uniforms: Ciel Blue Scrub Set (Light Blue, 2 sets min.) * Not sold at MTC Bookstore 1 Ciel Blue Lab Coat if needed	*Estimated: $90.00* *Estimated: $50.00*
Out of Pocket Expenses	
CastleBranch: Clinical Experience Screening	$50.00
Exiting Requirements	
Certified Registered Central Service Technician (CRCST) Exam (Non-Refundable App Fee)	Price Included in Lab Fees
Certified Registered Central Service Technician (CRCST) Exam	Price Included in Lab Fees
Estimated Total Cost of Program	**$3336.00**

Financial aid available depending on student's eligibility

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

Uniforms: Ciel Blue scrub pants and Ciel Blue scrub tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Child Care Center Operations

Short Description: This program will focus on the training needed serve a Director in a Child Care Center. The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources. This program earns DCF Director's Credential.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

Florida Director Credential Core Requirements:

1) Possess an active Staff Credential (Excluding Employment Recognition Exemption)
2) Other Core Requirements:
   - Possess an Accredited High School Diploma or G.E.D.
   - Complete the 30-hour Part I Department of Children and Families (DCF) "*Introductory Child Care Training*." https://www.myflfamilies.com/childcaretraining/child-care-facility-training-requirements
3) Complete 8 hours of in-service training regarding children with Disabilities (DCF's *Special Needs Appropriate Practices* course will meet this requirement). Refer to https://www.myflfamilies.com/ for additional information.

In addition, the Director Credential, Level I require:

- Core Requirements
- Completion of an approved "*Overview of Child Care Management*" (https://www.myflfamilies.com/) course or a Director Credential issued by another state.

There are additional requirements for the Director Credential, Level II and the Advanced Level. Refer to https://www.myflfamilies.com/ for additional information.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.

2. Complete your "To-Do List**" at https://www.MTCdashboard.net.**
   Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-time 45 hours – approximately 8 weeks part-time to complete.

OCP	COURSE	HOURS
A	Child Care Center Director - HEV0160	45

Program #V200206	CIP# 0419070802
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$241.40**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Estimated Total Cost of Program	**$286.40**

Dual Enrollment: No

Certification/Licensure: DCF Director's Credential.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941-751-7900

Start Date: October

Start Time: Tuesday and Thursday evenings 6:00 p.m. – 9:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Not Pell Eligible (for programs under 600 hours)
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

941.751.7900 **ManateeTech.edu**

CNC Production Specialist

Short Description: This program focuses on computer numeric controls (CNC) as it relates to the automation, machining, and manufacturing industry, and demonstrates such elements of basic machine programing and operation aligned to local manufacturing career availability. 3, 4, and 5 axis machine training is all available

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to limited to broad, transferable skills, stresses the understanding of all aspects of the computer numeric control as it relates to the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete.
Part-time 600 hours – approximately 10 months part-time to complete.

OCP	COURSE	HOURS
A	CNC Production Technician I – PMT0026	300
B	CNC Production Technician II – PMT0027	300

Dual Enrollment: Yes

Certification/Licensure: National Institute for Metalworking Skills (NIMS) Level 1, Autodesk CAM 2.5 Axis Mill Certification.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.
Monday – Friday, 8:00 am – 11:00 am (Part Time)

Program #J200300	CIP# 0648050307
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$3,057.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 shirts recommended $40 ea.)	$80.00
Additional Required Items (Outside Vendor)	
Scientific calculator (must have trigonometry functions) – *estimate*	$25.00
Close-toed shoes (steel-toed shoes are required) – *estimate*	$50.00
Estimated Total Cost of Program	**$3,257.00**

For More Information: Scan QR CODE at the bottom of document

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Computer-Aided Drawing and Modeling

Short Description: This program focuses on use of software to convert the engineering or architectural designs into technical models and drawings. Students can specialize in architectural, civil, or mechanical CAD modeling and use technical drawings to help design everything from microchips to skyscrapers.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to the use of software to convert the engineering or architectural designs into technical drawings. Students can specialize in architectural, civil, or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.

OCP	COURSE	HOURS
A	CAD & Modeling I – TDR0301	450
B	CAD & Modeling II – TDR0302	450
C	Mechanical CAD Technician – TDR0305/ Building Information Modeling CAD Technician TDR0303	300

Dual Enrollment: Yes

Certification/Licensure: Auto CAD Professional Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #C100300	CIP# 0615130205
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$4,508.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)	$105.50
Uniform* (1 shirt recommended $30)	$30.00
Estimated Total Cost of Program	**$4,688.50**

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Computer Systems & Information Technology

Short Description: This program prepares students to learn the fundamental concepts of computer hardware, software, and network operations, making them suitable for entry-level IT roles, with A+ focusing more on basic hardware troubleshooting and software installation, while Network+ delves deeper into network topologies, protocols, and troubleshooting network issues.

Program Content: The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry, technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to communication, leadership skills, human relations, and employability skills; and safe, efficient work practices.

The structure is intended to prepare students to complete the CompTIA A+, Network+ industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

Admissions:

1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List."You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List"at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 900 hours – approximately 8 months full-time to complete.

OCP	COURSE	HOURS
A	Computer Systems Technician – CTS0082	300
B	Computer Network Technician – CTS0083	150
C	Computer Networking Specialist – CTS0084	150
D	Computer Security Technician – CTS0069	300

Dual Enrollment: Yes

Certification/Licensure: CompTIA A+ and CompTIA Network+

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941.751.7900

Start Date: August, January

Start Time: Monday – Friday, 8:00 a.m. – 3:00 p.m.

Program #Y100200	CIP# 0511090107
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$3,924.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 shirts recommended $30 ea.)	$60.00
Estimated Total Cost of Program	**$4,029.00**

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Cosmetology

Short Description: A student completing the Cosmetology program is prepared for employment as a licensed hairdresser, hairstylist, and cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions. A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.
Part-time 1200 hours – approximately 20 months part-time to complete.

OCP	COURSE	HOURS
A1	Grooming and Salon Services Core, Facials and Nails – CSP0009	225
A2	Cosmetologist and Hairdresser 1 – COS0002	300
A3	Cosmetologist and Hairdresser 2 – COS0003	300
A4	Cosmetologist and Hairdresser 3 – COS0009	375

Dual Enrollment: No

Licensure: Program graduates are prepared to earn their FL Cosmetologist License by examination based on Florida education.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available toward credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program #D500100	CIP# 0612040102
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$5,439.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)* - *estimate*	$345.00
Additional Required Items (Outside Vendor)	
HIV Training - *estimate*	$20.00
Black scrubs (shirt and pants) – *estimate*	$100.00
Black scrubs jacket – *estimate*	$55.00
Black closed shoes – *estimate*	$50.00
Licensure fee (It varies)	$45.00
State exam - Pearson Vue (It varies)	$31.50
Estimated Total Cost of Program	**$6,130.50**

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

For Day /Evening Class Information: Scan the QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Dental Assisting Technology & Management ATD

Program Content: This program has 100% placement because Dental Assistants are in demand in this community. Upon completion of the program, students will receive their Florida Expanded Functions and Florida Dental Radiographer's Certificates. The program also articulates with several associate degrees offered on the state college level. The program is accredited by the Commission on Dental Accreditation which ensures students receive standard quality dental education above and beyond what the State of Florida requires. MTC students sit for the Dental Assisting National Board Certification exams in the last month of the program, which when passed, provides career advancement opportunities. The last 3 months of the program, students participate in externships with a variety of dental practices in the area as they assist in the treatment of patients under the supervision of a licensed dentist.

Admissions: **Apply to MTC** at https://manateetech.edu/apply-now/
Email mtcdental@manateeschools.net to request a virtual **mandatory** info session.

Prerequisites: PERT Exam - https://manateetech.edu/testing

Length of Program:
Full-Time: 1230 hours – approximately 11 months to complete
Clinical Start Dates (Monday – Thursday Weekly)
August Class: March thru May; 4 days a week
January Class: September thru November; 4 days a week
***All Clinicals are during the last 3 months of the program**

OCP	Course Number	Course Title	Length
A	DEA0725	Introduction to Dental Assisting	90 hours
B	DEA0726	Dental Infection Control Assistant	210 hours
C	DEA0727	Dental Assisting 1	465 hours
	DEA0728	Dental Assisting 2	465 hours

Dual Enrollment: Yes, high school seniors only, August start only (Must be 18 on or before March 1)

Certification/Licensure: The program will prepare students for the Dental Assisting National Board Examination as well as state requirements. The program will meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: When offered at the college credit level, this ATD program is part of the Dental Assisting Technology and Management AS (1351060104) and has a program length of 50 credits.

Governing Agencies: Florida State Department of Education and the Florida State Board of Dentistry.

Location MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211 941.752.8100

Start Date and Time: August, January
Hybrid Schedule: Three days a week on campus from 8:00am – 3:00pm
Two days a week Online

MTC Program & Counselor QR Code

Program #H170113	CIP# 0351060113
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$6085.60**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Dental Exam, Physical Exam and Immunizations	*Estimated*: $200.00
PERT Exam	$10.00
Background Check *(All For Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Textbooks and Uniforms	
Textbooks	*Estimated*: $640.69
BLACK Scrub Top; BLACK Scrub Pants (NO joggers) with embroidery from Scrub Club (Embroidery alone is $15.00/set)	*Estimated:* $70.00/Set
Black Athletic Shoes	*Estimated: $75.00*
Safety Glasses	*Estimated: $20.00*
Additional Required Items (Outside Vendor)	
REQUIRED ON THE FIRST DAY OF CLASS **Specific details will be provided during the Orientation** **Uniforms:** Black scrub pants (NO joggers) and black tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669. On cold days, solid colored long sleeve tops can be worn under uniform tops. **Shoes:** Solid color dark gray or black duty or athletic style shoes are to be worn. Shoes must be worn with socks, be closed toe and closed heel, and kept clean. **Safety Glasses:** Plastic safety glasses with side shields.	
Estimated Total Cost of Program	**$7236.29**

Financial aid available depending on student's eligibility

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Diesel Systems Technician 1

Short Description: This program focuses on learning and working with various diesel vehicles such as buses, trucks, fire trucks, semis, motorcoaches, heavy equipment, and others. Students engage in hands-on experience with mechanical and electrical systems engines, fuel injection systems, and perform diagnosis, repairs, and preventive maintenance.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

The course content should also include training in communication, leadership, human relations and employability skills, and safe efficient work practices.

Admissions:

1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1050 hours – approximately 10 months full-time to complete.

OCP	COURSE	HOURS
A	Diesel Engine Mechanic/Technician Helper – DIM0101	150
B	Diesel Electrical and Electronics Technician – DIM0102	300
C	Diesel Engine Technician – DIM0104	300
D	Diesel Brakes Technician – DIM0105	300

Dual Enrollment: Yes

Certification/Licensure: ASE T6 Medium/Heavy Duty Electrical and ASE T2 Medium/Heavy Truck Technician.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program #T650100	CIP# 0647061305
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$5,120.22
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform*(Recommend 2 Shirts $40.00 ea.)	$80.00
Additional Required Items (Outside Vendor)	
Pens – *estimate*	$5.00
Black work boots or shoes (steel-toed optional). MUST be oil and slip resistant.	$50.00
Estimated Total Cost of Program	**$5,300.22**

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Digital Design

Short Description: This program targets enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations. Students build a design portfolio using Adobe Creative Suite.

Program Content: The purpose of this program is to prepare students for employment in digital publishing positions, such as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multimedia Designers.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations. Students build a design portfolio using Adobe Creative Suite; includes Adobe Photoshop, Image Editing and Retouching, Adobe Light Room, and Adobe Illustrator. Students will graduate with an interview-ready full portfolio casa and International Adobe Certification.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.

OCP	COURSE	HOURS
A	Information Technology Assistant – OTA0040	150
B	Production Assistant – GRA0024	150
C	Digital Assistant Designer – GRA0025	300
D	Graphic Designer – GRA0026	300
E	Media Designer – GRA0027	300

Dual Enrollment: No

Certification/Licensure: Adobe Certified Professional (ACP) - Visual Communication with Adobe Photoshop

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program #B070600	CIP# 0510030306
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$5,123.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$71.00
Uniform* (2 shirts recommended $30ea.)	$60.00
Estimated Total Cost of Program	**$5,299.00**

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.
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https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Digital Photography Technology

Short Description: Students learn the use of digital cameras techniques, commercial and industrial applications with emphasis on composition and color dynamics, printing, workflow, software and use, care, and maintenance of photographic equipment. Students build a photographic portfolio using Adobe Creative Suite.

Program Content: The purpose of this program is to prepare students for careers in the photography industry.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, communication skills, leadership skills, human relations, and employability skills, safe and efficient work practices, and the use of digital cameras techniques, commercial and industrial applications with emphasis on composition and color dynamics, printing, workflow, software and use, care, and maintenance of photographic equipment. Students build a photographic portfolio using Adobe Creative Suite; includes Adobe Photoshop, Image Editing and retouching, and studio lighting. Students will graduate with an interview ready full portfolio casa and International Adobe Certification.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1050 hours – approximately 9 months full-time to complete.

OCP	COURSE	HOURS
A	Photographic Specialist – PGY0190	150
B	Photography Technician – PGY0191	300
C	Studio Photographer – PGY0192	300
D	Digital Photographer – PGY0193	300

Dual Enrollment: No

Certification/Licensure: Adobe Certified Professional (ACP) – Visual Communications with Adobe Photoshop.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program #K100300	CIP# 0650060502
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$4,910.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$71.00
Uniform*(2 shirts recommended $30ea.)	$60.00
Estimated Total Cost of Program	**$5,086.00**

For More Information: Scan QR CODE at the bottom of document

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Digital Video Technology

Short Description: Students prepare to assume responsibility for the overall production of digital video activities such as scripts, lighting, camera operation, electronic news gathering, field/studio production, video editing.

Program Content: The purpose of this program is to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, and broadcast technicians.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and preparation to assume responsibility for the overall production of digital video activities (e.g., scripts, lighting, camera operation, electronic news gathering, field/studio production, video editing).

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 900 hours – approximately 8 months full-time to complete.

OCP	COURSE	HOURS
A	Digital Videography – RTV0015	450
B	Digital Audio-Video Technology – RTV0016	300
C	Digital Video Direction and Production – RTV0017	150

Dual Enrollment: Yes

Certification/Licensure: Adobe Premiere Pro Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Program #K100400	CIP# 0610010524
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$5,071.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*(estimate)	$185.63
Uniform* (estimate) (2 Black Polos $30 ea.)	$60.00
Estimated Total Cost of Program	**$5,361.63**

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Early Childhood Education Apprenticeship Program

Short Description: This is an advanced, comprehensive, child development-based program that shows students how to become competent in childcare rules and regulations, learning environments, principles of child development, trends and issues in early childhood education and classroom management techniques. Students must be employed in the Childcare Industry. Upon completion, students will earn their DCF Staff Credential.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

This program is approved by the Florida Department of Children and Families (DCF) as meeting the course requirement for child care personnel/pre-school teachers, 65C-221(6). Students who complete this course can be awarded the Department of Labor Apprenticeship Certificate and will be eligible for the DCF Staff Credential.

Admissions: Potential students must be employed full-time at a participating employer. Applications are available through the participating employer and can be mailed to MTC for approval and acceptance into the program.

Length of Program: 288 hrs. of Related Technical Instruction
4,000 hours of On-the-Job training
Approximately 2 years

Job Placement Rate: 100%

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203
941.751.7900

Start Date: August, January

Start Time: Monday and Thursday evenings, 6:00 p.m. – 10:00 p.m.

For More Information: Scan Q R Code

Program #E30010R	CIP# 0419070913
Estimated Tuition, Lab, and Fees *(includes administrative fee)*	**$0.00**
Additional Fees Due Prior to Admittance	
Application Fee	
Bookstore	
Estimated Total Cost of Program	**$0.00**

Not Pell Eligible (for programs under 600 hours)

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

Early Childhood Education Pre-Apprenticeship

Short Description: This is a comprehensive, child development-based program that shows students how to become competent in childcare rules and regulations, learning environments, principles of child development, trends and issues in early childhood education and classroom management techniques. Students train and test to earn their required 45 hours of DCF training.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do. List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-time 300 Hours – approximately 15 weeks part-time to complete.

Dual Enrollment: Yes

Certification/Licensure: 45 hrs. of DCF training.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday through Friday 8:00 a.m. – 12:30 p.m.

For More Information: Scan QR CODE at the end of document.

Program #E300100	CIP# 0419070913
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$445.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform (T-Shirt Light Purple)	$12.00
Estimated Total Cost of Program	**$502.00**

Not Pell Eligible (for programs under 600 hours)
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

Program costs are currently sponsored by the Early Learning Coalition of Manatee County.

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Electrical and Instrumentation Technology 1

Short Description: This program offers technical training to enter the career field of automation as an electrical and instrumentation technician, one of the most sought-after career fields worldwide. Designing automated electrical systems such as elevators, fire sprinklers, traffic lights and HVAC systems. Content also includes Computerized Electrical Controls, Programmable logic controller (PLC's), industrial and commercial controls in manufacturing and electrical, student-built panels, HVAC controls, process controls and logical thinking and problem solving.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the technical training to enter the career field of automation as an electrical and instrumentation technician, one of the most sought-after career fields worldwide.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. "You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List "at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1000 hours – approximately 9 months full-time to complete

OCP	COURSE	HOURS
A	Electrician (Construction) – EEV0650	350
B	Instrument Mechanic – EEV0652	350
C	Electrician Maintenance – EEV0654	300

Dual Enrollment: Yes

Certification/Licensure: PMMI Mechatronics Certification: Industrial Electricity 1, PMMI Mechatronics Certification: Industrial Electricity 2

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Program #J110100	CIP# 0615040401
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$4,294.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform*(two shirts)	$60.00
Estimated Total Cost of Program	**$4,399.00**

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Electrician

Short Description: This program helps students acquire knowledge of planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes for both commercial and residential applications.

Program Content: The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1500 hours – approximately 13 months full-time to complete.
Part-time 1500 hours – approximately 25 months part-time to complete.

OCP	COURSE	HOURS
A	Electrician Helper – BCV0603	300
B	Residential Electrician – BCV0640	450
C	Commercial Electrician – BCV0652	450
D	Industrial Electrician – BCV0667	300

Dual Enrollment: No

Certification/Licensure: NCCER Core, NCCER Electrician Level 1, NCCER Electrician Level 2, NCCER Electrician Level 3, and NCCER Electrician Level 4

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel. 941-751-7900

Start Date: August, January

Program #I460314	CIP# 0646030204
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$6,857.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (4 shirts recommended $25 each)	$100.00
Textbook(s)*	$770.55
Additional Required Items (Outside Vendor)	
Safety glasses – *estimate*	$15.00
3" and 6" Screw tip (One of each)	$20.00
Estimated Total Cost of Program	**$7,807.55**

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

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941.751.7900 **ManateeTech.edu**

Emergency Medical Technician ATD

Program Content: EMT is an instructional program that prepares students for employment as emergency medical technicians (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program is a steppingstone to Paramedic/Advanced Life Support (ALS).

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**.
Email mtcpublicsafety@manateeschools.net to request a virtual **mandatory** information session.

Length of Program: 300 hours (including 60 hours minimum of clinical) – approximately 3 months to complete the day program and approximately 5+ months to complete the evening program **(Not Pell Eligible)**

OCP	Course Number	Course Title	Length
A	EMS0110	Emergency Medical Technician	300 hours

Dual Enrollment: Yes

Industry Certification: Florida Department of Health National Registry of Emergency Medical Technicians. Certified in BLS.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: This program is an Applied Technology Diploma (ATD) program that is part of a technical degree program, is less than 60 credit hours, and leads to employment in a specific occupation. An ATD program may consist of either technical credit or college credit. A public school district may offer an ATD program only as clock hour credit, with college credit awarded to a student upon articulation to a state college.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August, January

Start Time: **Day: Monday – Friday** 8:30 a.m. – 3:00 p.m.
Eve: Monday – Thursday 6:00 p.m. – 10:00 p.m.

MTC Program & Counselor QR

Program #W170212	CIP# 0351090413
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$1542.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated:* $175.00
Background Check *(All For Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated:* $382.71
Uniforms (2 T-Shirts for classroom and 1 Polo Shirt for clinical) (Purchased at MTC Outfitters at Main Campus)	$66.00
Additional Required Items (Outside Vendor)	
State & National Testing Fees	$105.00
Uniforms (pants, shoes, belt)	*Estimated*: $150.00
Estimated Total Cost of Program	**$2579.71**

Uniform Details: Black Cargo pants or Black Dickies pants. Program color shirt/polo (Gray T-Shirt for High School students only, Blue Polo for all). Work boots (zip up or laced).
Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

Not Pell Eligible
All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Facials Specialty

Short Description: Students completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification. Obtain knowledge of the facial specialist and the related chemistry; bacteriology, anatomy, and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

The content includes, but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy, and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 220 hours – approximately 2 months full-time to complete.
Part-time 220 hours – approximately 4 months part-time to complete.

OCP	COURSE	HOURS
A	Facials/Skin Care Specialists – CSP0266	220

Dual Enrollment: No

Licensure: Program graduates are eligible to apply for a Florida Facial Specialist Registration.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Program #I120425	CIP# 0612040806
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$1,467.40**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Books	
Textbook(s)* Purchased Online	*Estimated*: $373.00
Additional Required Items (Outside Vendor)	
White Scrub Top; BLACK scrub pants with embroidery from the Scrub Club *(Embroidery alone is $9.75 each piece)*	*Estimated*: $70.00 set
Black shoes – *estimated*	$50.00
Exiting requirements	
HIV Course	$10.00
Licensure	$55.00
Estimated Total Cost of Program	**$2,070.40**

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: Full-time -August, October, December, February, and May
Part-time– August, October, November, February, and March

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m. – Full-time.
Monday- Thursday, 8:00 a.m. – 1:00 p.m. – Part-time

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

For Class Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.752.8100 **ManateeTech.edu**

Rev. 6/23/25

Firefighter/Emergency Medical Technician Combined

Program Content: Successful completion of this program equips students with the knowledge, skills, and attitude necessary to be a member of the Florida Fire service team as a career firefighter. Students are qualified and prepared to pass the Florida Fire Fighter licensure examination.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**.
Email mtcpublicsafety@manateeschools.net to request a virtual **mandatory** information session.

Length of Program: 792 hours – approximately 8 months to complete the day program and approximately 13.5 months to complete the evening program

OCP	Course Number	Course Title	Length
A	FFP0030	Firefighter I	191 hours
B	FFP0031	Firefighter II	301 hours
C	EMS0110	Emergency Medical Technician	300 hours

Dual Enrollment: No

Certification/Licensure: Program graduates are prepared to earn FL-EMT and National Registry certifications. Program graduates are prepared to earn the Certified Firefighter (State of FL) certification.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August, January

Start Time: **Day (EMT): Monday – Friday 8:30am – 3:00pm**
Eve (EMT: Monday – Thursday 6:00pm – 10:00pm
Day (Fire): Monday – Friday 8:00am – 5:00pm
Eve (Fire): Monday – Thursday 6:00pm – 10:00pm
Saturday 8:00am – 5:00pm

MTC Program & Counselor QR Code

Rev. 2-25-25

Program #P430217	CIP# 0743020313
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$4628.60**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated:* $175.00
Medical Evaluation **(Fire Fighter only)**	*Estimated:* $150.00
Drug Screening *(All for Life)*	$35.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbook Estimate **(EMT)** (Purchased Online)	TBD
Textbook Estimate **(Fire)** (Purchased Online)	TBD
Uniforms: 2-MTC Black Fire T-Shirt (Adult Students) $12.00 2-MTC Green First T-Shirt (High School Students) $12.00 MTC Black Fire Shorts $21.00	$45.00
Additional Required Items (Outside Vendor)	
Fire II State Testing Fees – Practical Certification Exam	$30.00
Fire II State Testing Fees – Written Exam (Pearson VUE Computer Testing)	$42.00
EMS – State & National Testing Fees	$105.00
Uniforms (pants, shoes, belt)	*Estimated:* $150.00
Estimated Total Cost of Program	**$5519.60**

Uniform Details: Black Cargo pants or Black Dickies pants. Black Fire Program polo shirt. Work boots (zip up or laced).

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Firefighter

Program Content: The successful completion of this program equips students with the knowledge, skills, and attitude necessary to be a member of the Florida Fire service team as a career firefighter. Students are qualified and prepared to pass the Florida Fire Fighter licensure examination. Prerequisites: Emergency Medical Technician (EMT) Certification Program.

Admissions:

Apply to MTC at **https://manateetech.edu/apply-now/**.
Email **mtcpublicsafety@manateeschools.net** to request a virtual **mandatory** information session.

Length of Program:

492 hours – approximately 4 months to complete the day program and approximately 7.5 months to complete the evening program

OCP	Course Number	Course Title	Length
A	FFP0030	Firefighter I	191 hours
B	FFP0031	Firefighter II	301 hours

Dual Enrollment: No

Certification/Licensure: This course prepares students for the Florida Bureau of Fire Standards and Training

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: Fall and Spring Semester Only

Start Time:

Day (Fire):	**Monday – Friday**	8:00 a.m. – 5:00 p.m.
Eve (Fire):	**Monday – Thursday**	6:00 p.m. – 10:00 p.m.
	Saturday	8:00 a.m. – 5:00 p.m.

MTC Program & Counselor QR Code

Program #P430211	CIP# 0743020304
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	$3146.60
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated:* $175.00
Medical Evaluation (Advanced Fire Fighter Physical)	*Estimated:* $150.00
Drug Screening *(All for Life)*	$25.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated:* $181.35
Uniforms: 2 MTC Black Fire T-Shirts, 1 Pair of Black MTC Fire Shorts	$49.00
Additional Required Items (Outside Vendor)	
Fire II State Testing Fees – Practical Certification Exam	$30.00
Fire II State Testing Fees – Written Exam (Pearson VUE Computer Testing)	$42.00
Uniforms (pants, shoes, belt)	*Estimate:* $150.00
Estimated Total Cost of Program	**$4107.95**

Uniform Details: Black Cargo pants or Black Dickies pants. Black Fire Program shirt/ polo. Work boots (zip up or laced).

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Florida Law Enforcement Academy

Program Content: The purpose of the Manatee Technical College Florida Law Enforcement Academy is to prepare students for employment and advanced training for Law Enforcement Officers in the State of Florida. Law enforcement recruits will be trained in firearm proficiency, defensive driving, defensive tactics, first responder, and academic areas of criminal justice.
Top Local Employers: Manatee County Sheriff's Office and Bradenton Police Department

Admissions: Pre-requisites for law enforcement applicants: Must be U.S. Citizen, 18 years of age or older, have a high school diploma or GED, pass the Florida Criminal Justice Basic Abilities Test (CJBAT) (unless statutorily exempt), good moral character, no felony convictions involving false statements or spouse battery. Applicants must be in good physical condition, pass a drug screen, and successfully complete a polygraph, criminal history background check and pass the physical assessment test (all 5 absolute standards).

Length of Program: **Full-Time:** 770 hours – approximately 6 months to complete

OCP	Course Number	Course Title	Length
A	CJK0002	Introduction to Law Enforcement	12 hours
	CJK0016	Communication	24 hours
	CJK0018	Legal	64 hours
	CJK0019	Interviewing and Report Writing	56 hours
	CJK0063	Fundamentals of Patrol	40 hours
	CJK0021	Serving Your Community	34 hours
	CJK0072	Crimes Against Persons	48 hours
	CJK0073	Crimes Involving Property and Society	12 hours
	CJK0079	Crime Scene Follow-up Investigations	34 hours
	CJK0400	Traffic Incidents	12 hours
	CJK0401	Traffic Stops	24 hours
	CJK0402	Traffic Crash Investigations	30 hours
	CJK0403	DUI Traffic Stops	24 hours
	CJK0093	Critical Incidents	44 hours
	CJK0020	Law Enforcement Vehicle Operations	48 hours
	CJK0031	First Aid for Criminal Justice Officers	40 hours
	CJK0040	Criminal Justice Firearms	80 hours
	CJK0051	Criminal Justice Defensive Tactics	80 hours
	CJK0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4 hours
	CJK0096	Criminal Justice Officer Physical Fitness Training/Law Enforcement	60 hours

Dual Enrollment: No

Certification/Licensure: Successful completion of the program prepares graduates to take the State Certification Examination for Law Enforcement, the test required to become a certified law enforcement officer in the state of Florida.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Other Classes Offered: Information regarding continuing education classes can be found here under "Law": https://manateetech.edu/programs/continuing-education/

Location: MTC East Campus, 5540 Lakewood Ranch Blvd., Bradenton, FL 34211

Start Date: August, January

Start Time: 7:00 a.m. – 3:30 p.m.

MTC Program & Counselor QR Code

Program #P430105	**CIP# 0743010700**
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$3233.40**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Background Check/Fingerprints *(All for Life)*	*$70.00 - $90.00*
Polygraph	$175.00
Driver's License History	$25.00
Drug Screening *(All for Life)*	$40.00
Physical with EKG	$120.60
FBAT Testing Fee	$45.00
Exiting Requirements	
State Officer Certification Exam	$100.00
Additional Required Items (Outside Vendor)	
Uniform Estimate (shirts, pants, shoes)	$575.00
Estimated Total Cost of Program	**$4449.00**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30). Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/ Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.752.8100 **ManateeTech.edu**

Fundamental Foodservice Skills

Short Description: This program is designed to prepare students for success in today's commercial kitchens, focusing on employability skills and safe/efficient work practices. The coursework lays the groundwork for employment in food service/hospitality positions such as steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook and line cook. Students will learn to properly use recipes, to scale, to prepare a wide variety of foods, entrees, and sauces.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Admissions:

1. Apply to MTC at **https://manateetech.edu/apply-now/**. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your to-do list.
2. Attend a Program Information Session. Call 941.751.7900, prompt, 6 Information Sessions.
3. Complete your "To-Do List" at **https://www.MTCdashboard.net.**

Note: TABE (Test of Adult Basic Education) must be taken within 6 weeks of your admit date unless exemption criteria have been documented. For exemption information, see TABE exemption in the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**

Length of Program: Full-time 600 hours – approximately 6 months full-time to complete.

OCP	COURSE	HOURS
A	Intro to Food Prep – HMV0101	300
B	Cooking Methods and Techniques – HMV0102	300

Dual Enrollment: Yes

Certification/Licensure: Certified Food Protection Manager (SERV Safe)

CTSO: Skill USA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203
941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For Class Information: Scan QR Code at the bottom of document.

Program #N100520	CIP# 0612050304
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$3,930.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$182.00
Chef Hat	$10.00
Additional Required Items (Outside Vendor)	
Black non-slip oil resistant shoes – *estimate*	$50.00
Uniform (Scrub Club)	$64.00
Estimated Total Cost of Program	**$4,281.00**

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Estimated textbook list and pricing: https://www.manateetech.edu/students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

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https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

Short Description: This program includes designing, testing, and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems for both commercial and residential systems.

Program Content: The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning, and cooling (HVAC) systems.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-time 750 hours – approximately 13 months part-time to complete.

OCP	COURSE	HOURS
A	Introduction to HVAC/R – ACR0000	250
B	HVAC/R Fundamentals – ACR0001	250
C	HVAC/R Service Practices – ACR0012	250

Dual Enrollment: No

Certification/Licensure: HVAC Excellence Employment Ready-Electrical, HVAC Excellence Employment Ready-Air Conditioning, HVAC Excellence Employment Ready-Heat Pump, EPA Section 608 Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August

Program #C400410	CIP# 0615050111
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$3,745.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$17.39
Uniform* (2shirts recommended $32 ea.)	$64.00
Additional Required Items (Outside Vendor)	
Closed-toe shoes (boots, sneakers, etc.) - *estimate*	$60.00
Gloves- mechanic style - *estimate*	$15.00
Long pants (no sweatpants or pajama pants) – *estimate*	$30.00
Composition Notebook 8x10– *estimate*	$5.00
Pencils, pens, highlighters – *estimate*	$10.00
Ruler – *estimate*	$10.00
Safety Glasses – *estimate*	$15.00
Estimated Total Cost of Program	**$4,016.39**

Start Time: Monday - Thursday, 5:15 p.m. – 10:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

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941.751.7900 **ManateeTech.edu**

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)

Short Description: This program includes designing, testing, and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems for both commercial and residential systems.

Program Content: The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List" at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1350 hours – approximately 12 months full-time to complete.

OCP	COURSE	HOURS
A	Introduction to HVAC/R – ACR0000	250
B	HVAC/R Fundamentals – ACR0001	250
C	HVAC/R Service Practices – ACR0012	250
D	HVAC/R Intermediate Service Practices – ACR0013	250
E	HVAC/R Advanced Service Practices	350

Dual Enrollment: Yes

Certification/Licensure: HVAC Excellence Employment Ready-Electrical, HVAC Excellence Employment Ready-Air Conditioning, HVAC Excellence Employment Ready-Heat Pump, EPA Section 608 Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program #C400400	CIP# 0615050110
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$5,091.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$224.39
Uniform* (2 shirts recommended $32 ea.)	$64.00
Additional Required Items (Outside Vendor)	
Closed-toe shoes (boots, sneakers, etc.) - *estimate*	$60.00
Mechanic style work gloves - *estimate*	$15.00
Long pants (no sweatpants or pajama pants) – *estimate*	$30.00
Composition Notebook 8x10– *estimate*	$5.00
Pencils, pens, highlighters – *estimate*	$10.00
Safety Glasses – *estimate*	$15.00
Estimated Total Cost of Program	**$5,559.39**

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Machining Technologies

Short Description: This program focuses on the elements of basic machine programing and operation aligned to automation, machining, and manufacturing.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in machining positions.

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1500 hours – approximately 13 months full-time to complete.

OCP	COURSE	HOURS
A	Machinist Helper – PMT0020	300
B	Machinist Operator – PMT0022	300
C	Machinist Setup Operator – PMT0024	600
D	Machinist – PMT0025	300

Dual Enrollment: Yes

Certification/Licensure: National Institute for Metalworking Skills (NIMS) Level 1, Autodesk CAM 2.5 Axis Milling Certification

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the end of document.

Financial aid available depending on student's eligibility.

Rev. 6/23/25

Program #J200100	CIP# 0648050305
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$5,029.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)*	$257.95
Uniform* (2 shirts recommended $40.00 each)	$80.00
Additional Required Items (Outside Vendor)	
Scientific calculator (must have trigonometry functions) – *estimate*	$25.00
Close-toed shoes (steel-toed shoes are required) – *estimate*	$50.00
Estimated Total Cost of Program	**$5,486.95**

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

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941.751.7900 **ManateeTech.edu**

Marine Service Technologies

Short Description: This program trins students for the marine industry and targets service, repair of motors; and service and repair of boating accessories. Course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: service, repair, and overhaul of four-stroke outboard motors, jet propulsion, an overview of two-stroke cycle engines, and installation of boating accessories. Regarding the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

The course content will include training in communication, leadership, human relations, and employability skills; and safe, efficient work practices.

Admissions:

1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List."You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List"at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1350 hours – approximately 11 months full-time to complete.

OCP	COURSE	HOURS
A	Marine Rigger – MTE0003	300
B	Outboard Engine Technician – MTE0090	300
C	Outboard Engine Diagnostics Technician – MTE0074	150
D	Inboard Gas Engine Technician – MTE0092	300
E	Drive Train Technician – MTE0093	150
F	Inboard Diesel Technician – MTE0056	150

Dual Enrollment: Yes

Certification/Licensure: ABYC Marine Electrician Technician, Basic NMEA 2000 Installer, Basic NMEA Marine Electronics Installer, Yamaha Maintenance Certification Portable, Yamaha Maintenance Certification Midrange, Yamaha Maintenance Certification Inline, Yamaha Maintenance Certification V Engine, Suzuki technician Level 1, Suzuki Technician Level 2, Suzuki Technician Orientations, Mercury Marine Systems Technician, Snap On DMM Certification, Forklift Certification, USCG CPR.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available toward credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #T400210	CIP# 0647061611
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$6,527.00
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Textbook(s)* (Only for DE students)	$324.00
Uniform* (2 shirts $60.00 Recommended)	$120.00
Estimated Total Cost of Program	**$7,016.00**

Start Time: Monday - Friday, 8:00 a.m. – 3:15 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Massage Therapy

Short Description: The content includes but is not limited to the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The program is designed to prepare students for employment as Florida licensed massage therapists, all other service workers. SOC Code 31-9011- (Massage Therapists).

The content includes but is not limited to the theory and practice of massage, theory, and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills. Colonic irrigation is optional post initial licensure.

Admissions:

1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List."You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List"at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-time Day 750 hours – approximately 10 months part-time to complete.

OCP	COURSE	HOURS
A	Massage Therapy 1 – MSS0204	375
B	Massage Therapy 2 – MSS0209	375

Dual Enrollment: No

Licensure: MBLEx

Articulation: May be available toward credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location:

MTC East Campus, 5520 Lakewood Ranch Blvd, Bradenton, FL 34211. Tel 941.752.8100
Day (on campus): Monday - Thursday 1:00 p.m. – 5:00 p.m.

Start Date: August 2024

Program #H120406 CIP# 0351350102

Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$2,704.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Background Check – *must be completed prior to admittance*	$58.00
Bookstore	
Textbook(s)*	$239.15
Additional Required Items (Outside Vendor)	
Black scrub bottoms - *estimate*	$55.00
White polo shirt – *estimate*	$35.00
Solid black or white zippered sweatshirt – *estimate*	$60.00
4 – sets of twin sheet sets (fitted sheet, flat sheet, and pillowcase) - *estimate*	$100.00
Estimated Total Cost of Program	**$3,296.15**

For Class Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Rev. 6/23/25

Master Automotive Service Technology

Short Description: This program prepares students for entry into the automotive service industry. Students learn and explore skills, career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the **Automotive** industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Admissions:
1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.

Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1800 hours – approximately 16 months full-time to complete.

OCP	COURSE	HOURS
A	Automobile Services Assistor – AER0014	300
B	Engine Repair Technician – AER0110	150
C	Automatic Transmission and Transaxle Technician – AER0257	150
D	Manual Drivetrain and Axle Technician – AER0274	150
E	Automobile Suspension and Steering Technician – AER0453	150
F	Automotive Brake System Technician – AER0418	150
G	Automotive Electrical/Electronic System Technician – AER0360	300
H	Automotive Heating and Air Conditioning Technician – AER0172	150
I	Automotive Engine Performance Technician – AER0503	300

Dual Enrollment: Yes

Certification/Licensure: Automotive Service Excellence (ASE) Automotive & Light Truck Certification

A1– Engine Repair
A2–Automatic Trans/Transaxle
A3–Manual Drive Train & Axles
A4 – Suspension and Steering
A5 – Brakes
A6–Electrical/Electronic Systems
A7 – Heating & Air Conditioning
A8 – Engine Performance

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #I470608	CIP# 0647060405
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$7,716.65
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (2 shirts recommended $32 ea.)	$64.00
Additional Required Items (Outside Vendor)	
State Background Check – *must be completed within 20 days of program start*	$30.00
Black Ink Pens – *estimate*	$5.00
2" or 3" 3-ring Binder (no zipper) – *estimate*	$5.00
Dark blue "Dickies" style pants – *estimate*	$35.00
White "crew" socks (must come to at least the bottom of calf) – *estimate*	$10.00
Black work boot or shoe (steel-toed optional). MUST be oil and slip resistant.	$30.00
Estimated Total Cost of Program	**$7,940.65**

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.
All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Master Automotive Service Technology 1

Short Description: This program prepares students for entry into the automotive service industry. Students learn and explore skills, career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

Program Content: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the **Automotive** industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Admissions: 1. Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-Time 1050 hours – approximately 18 months part-time to complete.

OCP	COURSE	HOURS
A	Automobile Services Assistor – AER0014	300
B	Automotive Brake System Technician – AER0418	150
C	Automobile Suspension and Steering Technician – AER0453	150
D	Automotive Electrical/Electronic System Technician – AER0360	300
E	Engine Repair Technician – AER0110	150

Dual Enrollment: No

Certification/Licensure: Automotive Service Excellence (ASE) Automotive & Light Truck Certification
A1- Engine Repair
A5 – Brakes
A6–Electrical/Electronic Systems
A4 – Suspension and Steering

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Program #T400700	CIP# 0647060411
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	$4,534.65
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform*(2 shirts recommended $32 ea.)	$64.00
Additional Required Items (Outside Vendor)	
State Background Check – must be completed within 20 days of program start date	$30.00
Black Ink Pens – *estimate*	$5.00
2" or 3" 3-ring Binder (no zipper) – *estimate*	$5.00
Dark blue "Dickies" style pants – *estimate*	$35.00
White "crew" socks (must come to at least the bottom of calf) – *estimate*	$10.00
Black work boot or shoe (steel-toed optional). MUST be oil and slip resistant.	$30.00
Estimated Total Cost of Program	**$4,758.65**

Start Date: August

Start Time: Monday - Thursday, 6:00 p.m. – 10:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.
*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges. All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Medical Administrative Specialist

Program Content:

This program instructs how to serve a key role in a medical office, clinic and hospital settings. Learn to become a multi-skilled practitioner, competent in medical records management, insurance processing, coding and billing, management tasks. Become very familiar with clinical and technical concepts that are required to coordinate administrative office functions in the healthcare setting (Microsoft Office, Medisoft, Excel, Access, PowerPoint, outlook, EHR/Electric Health Records).

Admissions:

Apply to MTC at **https://manateetech.edu/apply-now/.** Submit your application to access your "To Do List."
Email mtcalliedhealth@manateeschools.net to request a virtual **mandatory** information session.
Complete your "To-Do List" at **https://www.MTCdashboard.net.**
The deadline for your completed "To-Do List" is 4 weeks prior to the class start date.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here:
https://www.manateetech.edu/quick-docs/

Length of Program:

Full-Time: 1050 hours - approximately 11 months to complete Clinical hours scheduled throughout the program (80 hours) Schedules vary depending on clinical site.

OCP	Course Number	Course Title	Length
A	OTA0040	Information Technology Assistant	150 hours
B	OTA0041	Front Desk Specialist	300 hours
C	OTA0631	Medical Office Technologist	300 hours
D	OTA0651	Medical Administrative Specialist	300 hours

Dual Enrollment: Yes

Industry Certification: Certified Medical Administrative Assistant (CMAA).

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Job Placement Rate: 75%

On-Time Completion Rate: 92%

Location: MTC Main Campus, 6305 FL-70, Bradenton, FL 34203
(941) 751-7900

Start Date: August, January

MTC Program & Counselor QR

Program # B070300	**CIP#** 0551071603
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$3739.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated: $205.89*
Additional Required Items (Outside Vendor)	
Estimated Total Cost of Program	**$3989.89**

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

Not Pell Eligible

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Medical Assisting

Program Content: This program will enable the student to gain knowledge of administrative, clerical and clinical skills; to include, ECG, phlebotomy, laboratory skills, minor surgery, patient examination, evaluation, and education. Upon successful completion of this course, graduates will be eligible for national certification for Medical Assisting, ECG Technician & Phlebotomy Technician.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**. Submit your application to access your "To Do List." You are not accepted into the program after applying. You must complete your To Do list.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: **https://www.manateetech.edu/students/quick-docs/**

Length of Program: **Full-Time Hybrid:** 1300 hours approximately 9 months to complete. (Including 200 hours clinical)

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0002	Introduction to Medical Assisting	250 hours
	MEA0501	Medical Office Procedures	75 hours
C	MEA0521	Phlebotomist, MA	75 hours
D	MEA0543	EKG Aide, MA	75 hours
E	MEA0581	Clinical Assisting	230 hours
	MEA0530	Pharmacology for Medical Assisting	90 hours
	MEA0573	Laboratory Procedures	125 hours
	MEA0506	Administrative Office Procedures	90 hours
	MEA0942	Practicum Experience	200 Hours

Dual Enrollment: **No**

Certification/Licensure: Program graduates are prepared to earn AAMA Certified Clinical Medical Assistant (CCMA), Certified ECG Technician (CET), and Certified Phlebotomy Technician certifications. Certified in BLS. NHA Certified Clinical Medical Assistant CCMA with NHA.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211 941.752.8100

Start Date: August

Start Time: **Day (on campus):** **Tuesday – Thursday** 6:00pm – 10:00pm.

Hybrid (online): **Monday thru Friday (**Remote Online) Including Tuesday Eve.

MTC Program & Counselor QR Code

Program #H170515	**CIP# 0351080102**
*Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$5608.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam & Immunizations	*Estimate*: $100.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbook Estimate *(day)* (Purchase Online)	TBD
NAVY Scrub Top; NAVY Scrub Pants with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece) 1 Navy Blue Lab Coat	*Estimate:* $70.00 *Estimate*: $45.00
Additional Required Items (Outside Vendor)	
Watch with a Second Hand	*Estimate*: $15.00
Estimated Total Cost of Program	**$5997.00**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Medical Coder/Biller

Program Content: This program will focus on medical terminology, anatomy, physiology, coding, fundamentals of disease including pharmacology, health care delivery systems, medical records, ethical and legal responsibilities, including safety and security procedures.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**. Submit your application to access your "To Do List."
Email mtcalliedhealth@manateeschools.net to request a virtual **mandatory** information session.

Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**

Length of Program: **Full-Time Online:** 1110 hours – approximately 9 months to complete
(Not Pell Eligible)

OCP	Course Number	Course Title	Length
A	HIM0009	Introduction to Health Information Technology	90 hours
	HIM0091	Medical Coder/Biller I	350 hours
	HIM0092	Medical Coder/Biller II	350 hours
B	HIM0093	Medical Coder/Biller III	320 hours

Dual Enrollment: Yes

Certification/Licensure: Program graduates are prepared to earn the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC®) Certification and the National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS).

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Location: **Online** and includes several in-person meetings on campus, scheduled at specific times throughout the school year.
MTC East Campus, 5520 Lakewood Ranch Blvd Bradenton, FL 34211
941/752-8100

Start Date: August/January

Start Time: **Online Instruction; This program will include several in-person meetings on campus, scheduled at specific times throughout the school year.**

MTC Program & Counselor QR Code:

Program #H170530	CIP# 0351070715
*Estimated Tuition, Lab, and Fees (online) (Includes $60.00 Administrative Fee)	**$4479.20**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Background Check *(All for Life)*	*$70.00 - $90.00*
Books	
MTC Textbook (purchased Online through Akademos)	*Estimate:* $201.54
Other Required Textbooks (from AAPC)	TBD
Additional Required Items (Outside Vendor)	
***Estimated Total Cost of Program (Distance Learning)**	**$4815.74**

Not Pell Eligible

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/ Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Nails Specialty

Short Description: Students completing this program acquires knowledge of the nail's specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The content includes, but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nail's specialist and the related chemistry; bacteriology, anatomy, and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Part-time 180 hours – approximately 3 months part-time to complete.

OCP	COURSE	HOURS
A	Manicure and Pedicure Specialist – CSP0016	180

Dual Enrollment: No

Licensure: Program graduates are eligible to apply for a Florida Nail Specialist Registration

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August 8, 2023 – October 25, 2023 (Day)
August 8, 2023 – November 6, 2023 – February 26, 2023 (Evening)

Days/ Time: Monday-Thursday, 1:30 p.m. – 5:30 p.m.
Monday-Thursday, 6:00 p.m. – 10:00 p.m.

Program #I120415	CIP# 0612041005
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$1,000.60**
Additional Fees Due Prior to Admittance	
Application Fee	$75.00
Bookstore	
Textbook(s)*	$329.00
Additional Required Items (Outside Vendor)	
Black Scrubs (shirt and pants) – *estimate*	$100.00
HIV Training (estimate)	$20.00
Licensure Fee	$55.00
Estimated Total Cost of Program	**$1,579.60**

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.752.8100 **ManateeTech.edu**

Nursing Assistant (Articulated)

Program Content: MTC's **Nursing Assistant** program teaches students how to provide direct care to patients under the supervision of nurses in long-term care and acute care settings.

Admissions: **Apply to MTC** at https://manateetech.edu/apply-now/.
Email mtcnursing@manateeschools.net to request a virtual **mandatory** information session.

Length of Program: **Full-Time:** 165 hours – approximately 5 weeks to complete **(Not Pell Eligible)**

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours

Dual Enrollment: No

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Certification/Licensure: Graduates are prepared to earn the Certified Nurse Assistant (CNA) certification, Basic Life Support (BLS) certification.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August, January

Start Time: 8:00 a.m. – 3:00 p.m.

MTC Program & Counselor QR Code

Program #H170690	CIP# 0351390203
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$792.80**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated:* $100.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Pre-admissions Tracker	$24.00
Books and Uniforms	
Textbook (Purchased Online)	*Estimate:* $79.55
TEAL Scrub Top; TEAL Scrub Pants with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece)	*Estimate:* $70.00
Exiting Requirements	
Background Check *(All for Life)*	$90.00
State Certification Fee – Prometric	$35.00
Additional Required Items (Outside Vendor)	
REQUIRED ON THE FIRST DAY OF CLASS **Uniforms:** TEAL scrub pants and TEAL tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669. White long sleeve tops can be worn under uniform tops, no other colors. A matching Teal Uniform Warm-Up Jacket with MTC program embroidery may be worn. Non-uniform jackets **may not** be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided on the first day of class. **Shoes:** Solid white leather (nonporous), must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. **White socks only.** **Students must also have a watch with second hand, no smart watches.**	
Estimated Total Cost of Program	**$1326.35**

Not Pell Eligible

The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Paramedic - ATD

Program Content: Successful completion of this program equips students with the knowledge, skills, and attitude necessary to be a member of the emergency medical services team as a Paramedic. Students are qualified and prepared to pass the National Registry Licensure Examination.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**.
Email **mtcpublicsafety@manateeschools.net** to request a virtual **mandatory** information session.

Prerequisites: Florida EMT Licensure
250 Hours of Patient Care Contact Oral
Interview with Program Director

Length of Program: 1100 hours – approximately 12 months to complete

OCP	Course Number	Course Title	Length
A	EMS0210	Paramedic I	248 hours
	EMS0211	Paramedic II	426 hours
	EMS0212	Paramedic III	426 hours

Dual Enrollment: No

Certification/Licensure: The program prepares students for certification as paramedics in accordance with Chapter 64E-2 of the Florida Administrative Code. Certified in ACLS, PALS and PHTLS.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: When offered at the college credit level, this ATD program is part of the Emergency Medical Services AS program (1351090402) and has a program length of 42 credits.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: **August:** Manatee County C-Shift
January: Manatee County A-Shift

Start Time: **Shift Days Monday – Friday** 9:00 a.m. – 5:00 p.m.

MTC
Program &
Counselor QR Cod

Program #H170212	CIP# 0351090418
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$4301.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated*: $175.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated:* $679.49
Uniforms (2 Polo Shirt for clinical) (Purchased at MTC Outfitters at Main Campus)	$66.00
Out of Pocket Expenses	
CastleBranch: Clinical Experience Screening	$50.00
Additional Required Items (Outside Vendor)	
National Registry Written Exam	$160.00
Uniforms (pants, shoes, belt)	*Estimated:* $150.00
Estimated Total Cost of Program	**$5740.49**

- **Uniform Details: Black Cargo pants or Black Dickies pants. Royal Blue Polo Shirt. Work boots (zip up or laced).**

- **CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP). The most current CoAEMSP Annual Report was for the calendar year 2023. The most recent success rate for the National Registry of EMT Paramedic Cognitive exam was 83%. The most recent positive placement rate for graduates was 100%. Positive placement is defined by the CoAEMSP as 'Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military'. Positive placement is measured at completion of the program. The most recent retention rate was 100%.**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

Patient Care Technician

Program Content: MTC's **PCT** program is an extension of our Nursing Assistant program. This program includes instruction of Phlebotomy with certification and EKG.

Admissions:

Apply to MTC at https://manateetech.edu/apply-now/.
Email mtcnursing@manateeschools.net to request a virtual **mandatory** information session.

Length of Program:

Full-Time: 600 hours – approximately 6 months to complete

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours
C	HCP0332	Advanced Home Health Aide	50 hours
D	HCP0020	Patient Care Assistant	75 hours
E	HSC0016	Allied Health Assistant	150 hours
F	MEA0580	Advanced Allied Health Assistant	100 hours
G	PRN0094	Patient Care Technician	60 hours

Dual Enrollment: Yes

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Certification/Licensure: Graduates are prepared to earn the Certified Nurse Assistant (CNA) certification.
Basic Life Support (BLS) and Phlebotomy

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August, January

Start Time: 8:00 a.m. – 3:00 p.m.

MTC Program & Counselor QR Code

Program #H170694	CIP# 0351390205
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$2535.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated:* $100.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Pre-admissions Tracker	$24.00
Books and Uniforms	
Textbooks (Purchased Online)	*Estimated:* $79.55
TEAL Scrub Top; TEAL Scrub Pants with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece)	*Estimate:* $70.00
Out of Pocket Expenses	
CastleBranch: Clinical Experience Screening	$20.00
Exiting Requirements	
State Certification Fee – Prometric	$35.00
Background Check *(All for Life)*	$90.00
NHA Certified Phlebotomy Technician Exam	Included in Lab Fees
Additional Required Items (Outside Vendor)	
REQUIRED ON THE FIRST DAY OF CLASS **Uniforms:** Teal scrub pants and tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669. White long sleeve tops can be worn under uniform tops, no other colors. A matching Teal Uniform Warm-Up Jacket with MTC program embroidery may be worn. Non-uniform jackets **may not** be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided on the first day of class. **Shoes:** Solid white leather (nonporous), must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. **White socks only.** **Students must also have a watch with second hand, no smart watches.**	
Estimated Total Cost of Program	**$3088.55**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/
https://thescrubclub.com/

Pharmacy Technician ATD

Program Content: This program will focus on working in community, institutional, compounding, and long term care pharmacies. Students gain knowledge in pharmacology, medication processing, law & ethics, IV/chemotherapy preparation, inventory, automation/computer applications and customer service.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**. Submit your application to access your "To Do List." You are not accepted into the program after applying. You much complete your To Do list.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**

Length of Program: **Full-Time Hybrid:** 1050 hours – about 9 months to complete; includes clinical hours

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	PTN0084	Pharmacy Technician 1	360 hours
	PTN0085	Pharmacy Technician 2	300 hours
	PTN0086	Pharmacy Technician 3	300 hours

Dual Enrollment: Yes

Certification/Licensure: Program graduates are prepared to earn the PTCB Certified Pharmacy Technician (CPhT) certification and the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT). Certified in Basic Life Support CPR AED. Completing students will earn the Pharmacy Technician Registration and Certification to Administer Immunizations from the Florida Board of Pharmacy.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: An ATD program may consist of either technical credit or college credit. A public school district may offer an ATD program only as clock hour credit, with college credit awarded to a student upon articulation to a state college.

Location: MTC East Campus, 5540 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August

Start Time:

Day (on campus):	**Tuesday - Thursday**	8:00 a.m. – 3:00 p.m.
Hybrid (online):	**Monday & Friday**	Remote Online

MTC Program & Counselor QR

Program #H170700	CIP# 0351080507
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$4555.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Examination & Immunizations	*Estimated*: $100.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbook Estimate (Online)	TBD
Uniform: Dark Gray (pewter) Scrub Top; Dark Gray (pewter) Scrub Pants with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece)	*Estimate:* $70.00
Additional Required Items (Outside Vendor)	
Estimated Total Cost of Program	**$4884.00**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

Uniforms: Dark Gray (pewter) scrub pants and Dark Gray (pewter) tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/ Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Practical Nursing

Program Content: MTC's **Practical Nursing** program provides students with the knowledge, skills, and experience necessary to excel in their nursing careers. With emphasis on hands-on learning and a supportive learning environment, we are dedicated to helping our students become highly skilled, compassionate, and competent nurses.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**.
Email mtcnursing@manateeschools.net to request a virtual **mandatory** information session.

Prerequisites: TEAS Test - **https://manateetech.edu/testing**

Length of Program: **Full-Time Day Hybrid:** 1350 hours – approximately 11-13 months to complete
(August – 11 months and January – 13 months)
Full-Time Eve/Hybrid: 1350 hours – approximately 11 months to complete
688.50 hours on campus, 661.50 hours online
Dual Enrollment 1350 hours – (January - approximately 18 months to complete)

OCP	Course Number	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 hours
B	PRN0099	Practical Nursing Foundation 2	300 hours
	PRN0290	Medical Surgical Nursing 1	300 hours
	PRN0291	Medical Surgical Nursing 2	300 hours
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hours

Dual Enrollment: **Yes**
DE Start Date: January Start Only
DE Start Time: Junior Year 8am – 12pm; Senior Year 8am – 3:15pm

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

Certification/Licensure: Basic Life Support (BLS) and NCLEX, Florida Board of Nursing Licensure Examination

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211 941.752.8100

Start Date: **Day Hybrid:** August, January
Eve/Hybrid: August

Start Time:

Day Hybrid:	**Monday – Friday**	8:00 a.m. – 3:15 p.m.
Eve (on campus):	**Tuesday & Thursday**	5:30 p.m. – 9:30 p.m.
	Two Weekends per month from	6:45 a.m. – 3:15 p.m. Includes a 30-minute lunch
Eve (online):	**Monday, Wednesday, Friday**	5:30 p.m. – 9:30 p.m

MTC Program & Counselor QR Code

Program # H170607	CIP # 0351390101
Estimated Tuition, Lab, and Fees *(day)* (Includes $60.00 Administrative Fee)	**$7264.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Exam and Immunizations	*Estimated*: $100.00
TEAS Entrance Examination	$110.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Pre-Admissions Tracker	$24.00
Books and Uniforms	
Textbooks (cost includes optional books) (Purchase Online)	*Estimate*: $1619.94
Uniform: ROYAL BLUE Scrub Top; ROYAL BLUE Scrub Pants with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece)	*Estimate:* $151.90
Out of Pocket Expenses	
CastleBranch: Clinical Experience Screening	$50.00
Exiting Requirements	
Comprehensive Predictor Exam (Prep Exam for NCLEX)	Included in Lab Fees
Certification/Licensure Fees (NCLEX) – Pearson Vue *(Not covered by Financial Aid)*	$200.00
Certification/Licensure Fees (NCLEX) – Board of Nursing *(Not covered by Financial Aid)*	$110.00
Background Check (*All For Life) (Not covered by Financial Aid)*	$90.00
Additional Required Items (Outside Vendor)	
REQUIRED ON THE FIRST DAY OF CLASS **Uniforms:** Royal Blue scrub pants and top will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669. (Embroidery alone is $9.75/each piece). For classroom days the royal blue top may be worn with a royal blue scrub jacket. **On clinical days the proper top to be worn is white.** White long sleeve tops can be worn under uniform tops, no other colors. Matching Royal Blue Uniform Warm-Up Jacket may be worn which requires the MTC program embroidery. Non-uniform jackets **may not** be worn over uniforms. Uniforms must fit well and be wrinkle free. Specific details will be provided during the Orientation. **Shoes:** Solid white leather (nonporous), must be clean, closed toe & closed heel. Minimal logos or insignias. No mid or high-top athletic shoes. **White socks only. Students must also have a watch with second hand, no smart watches**	
Estimated Total Cost of Program (day)	**$9854.84**

Financial aid available depending on student's eligibility

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/
https://thescrubclub.com/

Professional Culinary Arts & Hospitality

Short Description: This program focuses on preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry in positions such as: steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook and line cook.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1200 hours – approximately 11 months full-time to complete.

OCP	COURSE	HOURS
A	Food Preparation – HMV0100	300
B	Cook - Restaurant – HMV0170	300
C	Chef/Head Cook – HMV0171	300
D	Food Service Management – HMV0126	300

Dual Enrollment: No

Certification/Licensure: Certified Food Protection Manager (SERV Safe)

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Program #N100500	CIP# 0412050312
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$7,119.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform*	$67.00
Textbook(s)*	$242.00
Additional Required Items (Outside Vendor)	
Black non-slip oil resistant shoes – *estimate*	$50.00
Estimated Total Cost of Program	**$7,523.00**

Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

For More Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

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https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Project Empower Develop Grow Educate (EDGE)

Program Content: Project Empower Develop Grow Educate (EDGE) is a postsecondary non-degree-seeking transitional program designed for students with intellectual disabilities. During this course students will work on foundational skills to include but not be limited to financial planning/responsibility, time and information management, communication skills, teamwork and leadership, along with other life skills. Students will also be exploring careers through interest surveys and class observations on MTC main campus, along with learning about skills related to joining the workforce, interpersonal relationships at work, and finding a job/interviewing. Our goal is to provide you with a comprehensive educational experience that will lead to a successful transition to additional education or employment. Project EDGE connects students to technical college life, potential industry certifications, and employment opportunities.

Admissions: To apply students must complete the following: Project EDGE application, provide eligible documentation of intellectual disability, and two letters of reference.

Length of Program:

OCP	Course Number	Course Title	Length
A	SLS0460	Specialized Career Education, Basic 1	150 hours
	SLS0461	Specialized Career Education, Basic 2	150 hours
	SLS0462	Specialized Career Education, Basic 3	150 hours
B	SLS0463	Specialized Career Education, Advanced 1	150 hours
	SLS0464	Specialized Career Education, Advanced 2	150 hours
	SLS0944	Specialized Career Education Internship	150 hours

Dual Enrollment: No

Certification: Students within this program will be working towards the following certifications: American Heart Association Friends & Family, ServSafe Food Handler, Workplace Readiness, and Customer Service Skills..

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100 ext. 47033

Start Date: August

Start Time: 8:00 AM

Program # S990007	CIP#13990007SN
Estimated Tuition, Lab, and Fees (Includes Administrative Fee)	**$3162.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Books and Uniforms	
Textbooks	$210.00
Uniforms	$200.00
Estimated Total Cost of Program	**$3617.00**

Tuition is 2.92 per hour for Florida Residents. Tuition is 11.71 per hour for Non-Florida Residents.

Surgical Technology

Program Content: This program focuses on the functioning of the operating room. Students will practice simulated operations on sophisticated equipment including our laparoscopic simulator (LapSim). Students participate in hospital clinical experiences in the operating room. Successful completers will sit for the NCCT National Certification Exam. Surgical clinical experiences and real-world operations included. Successful completers will sit for the CST National Exam.

Admissions: **Apply to MTC** at **https://manateetech.edu/apply-now/**. Submit your application to access your "To Do List." You are not accepted into the program after you apply. You must complete your To Do list.
Note: The Basic Skills Assessment must be taken within 6 weeks of your admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: **https://www.manateetech.edu/quick-docs/**

Length of Program:

Full-Time: 1330 hours – approximately 11 months to complete
Clinical hours scheduled at the end of the program
Schedules vary depending on clinical site, as early as 6:00 a.m.

Dual Enrollment: No

Certification/Licensure: Program graduates are prepared to earn the National Center for Competency Testing (NCCT – Tech in Surgery). Certified in BLS.

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Articulation: Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

Location: MTC East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211
941.752.8100

Start Date: August

Start Time:
Hybrid: Tuesday, Wednesday, Thursday on Campus 8:00am – 3:00pm
Online: Monday and Friday

MTC
Program &
Counselor QR
Code

Program #H170211	CIP# 0351090905
Estimated Tuition, Lab, and Fees (Includes $60.00 Administrative Fee)	**$6168.00**
Additional Fees Due Prior to Pre-Admittance	
Application Fee	$45.00
Physical Examination & Immunizations	*Estimated:* $100.00
Background Check *(All for Life)*	*$70.00 - $90.00*
CastleBranch: Preadmission Tracker	$24.00
Books and Uniforms	
Textbook Estimate (Purchased Online	TBD
Uniforms: Ciel Blue Scrub Set (Light Blue, 2 sets min.) with embroidery from The Scrub Club (Embroidery alone is $9.75/each piece) 1 Ciel Blue Lab Coat	*Estimate:* $120.00 *Estimated:* $50.00
Out of Pocket Expenses	
CastleBranch: Clinical Experience Screening	$50.00
Additional Required Items (Outside Vendor)	
Estimated Total Cost of Program	**$6647.00**

Financial aid available depending on student's eligibility.

Uniforms may be covered for Pell eligible students once aid has been applied to all Tuition & Fee charges.

Uniforms: Ciel Blue scrub pants and Ciel Blue scrub tops will be worn each day. Scrub sets will have MTC program embroidery done by The Scrub Club: 8527 SR 70 East, Bradenton, FL 34202 (941) 755-9669.

All pre-admission fees are non-refundable and not covered by Financial Aid. Prices are subject to change.
Annual fees (charged each academic year from July 1—June 30).
Textbook estimate. Current book list and prices: http://manateetech.edu/current-students/bookstore/
Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for Non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

https://thescrubclub.com/

Welding Technology

Short Description: This program prepares students for employment in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) Class-B Pipe Welder, pipe fitting fabrication techniques, advanced Gas Tungsten Arc Welding (GTAW), torch cutting, plasma cutting, carbon arc Stick (steel), TIG and MIG (aluminum, carbon, stainless) and more are all covered in this program.

Program Purpose: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Admissions: 1.Apply to MTC at https://manateetech.edu/apply-now/. Submit your application to access your "To-Do List. ″You are not accepted into the program after applying, you must complete your do list.
2. Complete your "To-Do List ″at https://www.MTCdashboard.net.
Note: The Basic Skills Assessment must be taken within 6 weeks of you admit date unless exemption criteria have been documented per State Statute. For exemption information, see the Student Handbook located here: https://www.manateetech.edu/quick-docs/

Length of Program: Full-time 1050 hours – approximately 9 months full-time to complete.
Part-time 1050 hours – approximately 18 months part-time to complete.

OCP	COURSE	HOURS
A1	Welder Assistant 1 – PMT0070	150
A2	Welder Assistant 2 – PMT0071	150
B1	Welder, SMAW 1 – PMT0072	150
B2	Welder, SMAW 2 – PMT0073	150
C	Welder – PMT0074	450

Dual Enrollment: No

Certification/Licensure: AWS Certified Welder in- SMAW Steel Plate 3G & 4G, GMAW Steel Plate 3G, FCAW Steel Plate 3G, GTAW Steel Plate 3G, GTAW Stainless Steel 1, 2 or 3G

CTSO: SkillsUSA and/or HOSA are the approved cocurricular career and technical student organizations which provide activities for students as an integral part of the instruction by providing leadership training and reinforcing specific career and technical skills.

Program #J400400	CIP# 0648050805
Estimated Tuition, Lab, and Fees *(includes $60.00 administrative fee)*	**$6,683.00**
Additional Fees Due Prior to Admittance	
Application Fee	$45.00
Bookstore	
Uniform* (5 T-Shirts $12 ea. Recommended)	$60.00
Textbook (s)*	$32.35
Additional Required Items (Outside Vendor)	
High top leather boots	$125.00
Jeans or cotton long pants	$45.00
Estimated Total Cost of Program	**$6,990.35**

Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m.

Evening Class Start Time: Monday-Thursday, 6:00 p.m. – 10:00 p.m.

For Day/Evening Class Information: Scan QR CODE at the bottom of document.

Financial aid available depending on student's eligibility.

*Uniforms may be covered, for Pell eligible students once aid has been applied to all tuition & fee charges.

All pre-admission fees are non-refundable and not covered by Financial Aid. *Prices are subject to change.

Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: https://manateetech.edu/current-students/bookstore/

Tuition is $2.92 per hour for Florida residents. Tuition is $11.71 per hour for non-Florida residents.

https://www.manateetech.edu/admissions/financial-aid/

941.751.7900 **ManateeTech.edu**

Course Descriptions

Accounting Operations

900 Hours

This Business Management and Administration cluster program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, or Accounting Assistant. The course work provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, work attitudes, general employability skills, technical skills, occupationally specific skills, and higher-order reasoning and problem-solving skills for not only accounting careers but also, all other careers in the Business Management and Administration cluster. The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The curriculum also consists of certification preparation for the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and QuickBooks Online.

Information Technology Assistant – Course OTA0040 (150 Hours) – Upon completion of this course students will be able to demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.

Accounting Clerk – Course ACO0040 (300 Hours) – Upon completion of this course students will be able to describe management functions and organizational structures as they relate to today's workplace and employer/employee roles; practice quality performance in the learning environment and workplace; exhibit customer service skills; apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations; asses personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals; participate in work-based learning experiences; apply accounting principles and concepts to the performance of accounting activities; apply accounting principles and concepts using appropriate technology.

Accounting Associate – Course ACO0041 (300 Hours) – Upon completion of this course students will be able to analyze and explain organizational forms as they relate to today's workforce; demonstrate skills for accounting work-based learning experiences; apply accounting principles and concepts to the performance of accounting activities; describe the importance of professional ethics and legal responsibilities; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

Accounting Assistant – Course ACO0042 (150 Hours) – Upon completion of this course students will be able to solve problems using critical thinking skills, creativity and innovation; use information technology tools; describe the importance of professional ethics and legal responsibilities; incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of professional ethics to accomplish job objectives and enhance workplace performance; apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and participate in work-based learning experiences; apply

accounting principles and concepts to the performance of accounting activities; apply accounting principles and concepts using appropriate technology; explain the importance of employability skill and entrepreneurship skills; demonstrate personal money-management concepts, procedures, and strategies; apply the decision-making process to personal and family financial choices; analyze the use of consumer credit.

Administrative Office Specialist

1050 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

Information Technology Assistant (QTA0040) 150 Hours - Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance; develop an awareness of microcomputers; demonstrate an understand of networks; use word processing applications to enhance the effectiveness of various types of document and communication; use presentation applications to enhance communication skills; use spreadsheet applications to enhance communication skills; use database applications to store and organize data; use electronic mail to enhance communication skills; investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals; incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance; demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication; develop awareness of computer languages, web-based and software applications, and emerging technologies; demonstrate an understanding of basic html by creating a simple web page; demonstrate comprehension and communication skills and use social media to enhance online communication and develop an awareness of digital footprint.

Front Desk Specialist (QTA0041) 300 Hours - Demonstrate knowledge, skill and application of information systems to accomplish job objectives and enhance workplace of performance in order to apply ergonomic principles applicable to the configuration of computer workstations; demonstrate language arts knowledge and skills; apply professional oral and written communication skills in a courteous, concise, and correct manner; solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas; practice quality performance incorporating customer service strategies in the learning environment and the workplace; apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance; demonstrate human relations/interpersonal skills appropriate for the workplace and describe the importance of professional ethics and legal responsibilities.

Assistant Digital Production Designer (QTA0030) 150 Hours - Use information technology tools;

demonstrate proficiency in computer skills; demonstrate knowledge of digital publishing concepts; perform decision making activities; demonstrate proficiency in digital imaging; demonstrate proficiency in the safe and ethical use of the internet to locate information; demonstrate the ability to set project requirements, engage in project planning, and utilize the design process; perform layout, project design, and measurement activities associated with digital publishing and develop an awareness of the emergent technologies associated with digital design.

Administrative Office Specialist (QTA0043) 450 Hours - Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels; use information to accomplish job objectives and enhance workplace performance; incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance; perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance; participate in simulated work-based learning experiences; describe the roles within teams, work unites, departments, organization, inter-organization systems, and the larger environment; demonstrate the importance of health, safety, and environmental management systems in organization s and their importance to organizational performance and regulatory compliance; use technology to increase administrative office support productivity and enhance workplace performance; explain the importance of employability skills and entrepreneurship skills; incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals; demonstrate personal money-management concepts, procedures, and strategies and apply accounting principles and concepts to the performance of accounting activities.

Advanced Manufacturing and Production Technology

600 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in Advanced Manufacturing and Production positions.

The content includes but is not limited to providing students with a foundation of knowledge and technically oriented experiences in the study of automation technology, its application in manufacturing, engineering and robotics, and its effect upon our lives and the choosing of an occupation. The content and activities will also include the study of enterprise systems, safety, quality, and leadership skills. This program focuses on transferable skills and stresses understanding and demonstration of the technological tools, machines, instruments, materials, processes and systems in business and industry.

Entry-Level Production Worker – Course ETI0400 (150 Hours) – The Entry-Level Production Worker course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students gain an understanding of technology and the concept of Design for Manufacturing, study workplace safety and workplace organization, workplace communication skills, and basic machine operation.

Production Quality and Assurance – Course ETI0431 (150 Hours) – The Production Quality and Assurance course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to accurately read and interpret blueprints and schematics; graphic design and computer- aided drawing; quality assurance methods and quality control concepts; use of precision measurement tools and instruments; and understanding modern business practices.

Manufacturing and Production Processes – Course ETI0432 (150 Hours) – The Manufacturing and Production Processes course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study how to select production processes; computer-aided manufacturing and flexible manufacturing planning; produce a product via a master project; manual milling machines, computer-numeric-control machines, and welding systems; and robotic systems used in manufacturing.
Manufacturing and Production Maintenance – Course ETI0453 (150 Hours) – The Manufacturing and Production Maintenance course prepares students for entry into the advanced manufacturing industry. Content emphasizes beginning skills key to the success of working in the manufacturing industry. Students study mechanisms; AC/DC electrical control; programmable logic control; fluid power; maintenance of technological systems; and exploration of employability and career opportunities.

Applied Cybersecurity
750 Hours

This program is offered in the traditional format where the student is physically in the classroom each school day, and a hybrid format where the student attends the class physically in the classroom for at least 51% of the time and the remaining time the student attends the class online. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity. The content includes but is not limited to foundational knowledge and skills in computer and network security, vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, recovery and a specialized course focused on web security.

Cybersecurity Associate – Course CTS0018 (600 Hours) – Upon completion of this course students will be able to demonstrate knowledge, skill and application of computer systems; demonstrate knowledge of different operating systems; develop a familiarity with the information technology industry; develop an awareness of microprocessors and digital computers; develop an awareness of programming languages and emerging technologies; demonstrate an understanding of the Open Systems Interconnection (OSI) models; demonstrate an understanding of the TCP/IP model; identify and demonstrate an understanding of basic computer components and their functions; demonstrate proficiency using the Internet to locate information; demonstrate an understanding of Internet safety and ethics; demonstrate proficiency using common software applications; perform email activities; demonstrate proficiency in using presentation software and equipment; perform decision-making activities in a multimedia environment; demonstrate an understanding of cybersecurity, including its origins, trends, culture, and legal implications; describe the national agencies and supporting initiatives involved in cybersecurity; discuss the underlying concepts of terms used in cybersecurity; describe the services and protocols that operate in the application, transport, network, and data link layers of the OSI model; demonstrate proficiency using computer networks; describe and differentiate between serial, digital subscriber line (DSL), Metro Ethernet, and cable modem WAN connections; demonstrate an understanding of basic security concepts; demonstrate an understanding of legal and ethical issues in cybersecurity; demonstrate an understanding of virtualization technology; recognize and understand the administration of different types

of remote access technologies; understand the application of different concepts of physical security; securely configure and maintain different types of devices; understand the societal and security challenges of emerging technologies; recognize and be able to differentiate and explain different access control models (MAC, DAC, RBAC); understand the security concerns of different types of media; explain security topologies as they relate to cybersecurity; describe the roles within teams, work units, departments, organizations, inter- organizational systems, and the larger environment.

Web Security Specialist – Course CTS0085 (150 Hours) – Upon completion of this course students will be able to demonstrate an understanding of the primary security services used in Internet and intranet environments; demonstrate a fundamental understanding of the SSL protocol stack and its elements; demonstrate an understanding of IPsec, including its uses, elements, and mechanisms; demonstrate an understanding of S/MIME, including its uses, functions, cryptographic algorithms, and key certificates; demonstrate an understanding of Kerberos and its role in third-party authentication in a distributed network; demonstrate an understanding of identity management and ways in which secure identity information is exchanged across different domains.

Automotive Collision Technology Technician

1400 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.

Automotive Collision Repair and Refinishing Helper/Assistant – Course ARR0140 (150 Hours) –The Automotive Collision Repair and Refinishing Helper/Assistant course prepares students for entry into the Automotive Collision and Repair industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study equipment skills, safety regulations, routine maintenance, and customer service.

Automotive Collision Refinishing Technician – Course ARR0141 (450 Hours) – The Automotive Collision Refinishing Technician course prepares students for entry into the Automotive Collision and Repair industry. Students study safety precautions; surface preparation; spray gun and related equipment operation; paint mixing, matching and applying; paint defects (causes and cures); and final detailing.

Non-Structural Damage Repair Technician – Course ARR0312 (300 Hours) – The Non-Structural Damage Repair Technician course prepares students for entry into the Automotive Collision and Repair industry. Students study safety the preparation; outer body panel repairs, replacements, and adjustments; metal finishing and body filling; movable glass and hardware; plastics and adhesives; electrical; and brakes.

Damage Analysis and Estimating – Course ARR0022 (75 Hours) – The Damage Analysis and Estimating course prepares students for entry into the Automotive Collision and Repair industry. Students study damage analysis; estimating; vehicle construction and parts identification; and customer relations and sales skills.
Automotive Collision Welding, Cutting, and Joining – Course ARR0112 (75 Hours) – The Automotive Collision Welding, Cutting and Joining course prepares students for entry into the Automotive Collision and Repair industry. Students study basic welding skills specifically related to automotive collision and repair; safety precautions; metal welding, cutting, and joining.
Structural Damage Repair Technician – Course ARR0295 (350 Hours) – The Structural Damage Repair Technician course prepares students for entry into the Automotive Collision and Repair industry. Students study frame inspection and repair; unibody and unitized structure inspection, measurement, and repair; fixed glass; steering and suspension; heating and air conditioning; cooling systems; drive train; fuel, intake and exhaust systems; and restraint systems.

Baking and Pastry Arts
600 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster. The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.
Pastry Cook/Baker – Course FSS0090 (300 Hours) – Upon completion of this course students will be able to describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; explain the importance of employability skill and entrepreneurship skills; describe the importance of professional ethics and legal responsibilities; demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; demonstrate fruit, bakery goods, dessert, and bread preparation skills; solve problems using critical thinking skills, creativity, and innovation.
Pastry Chef/Head Baker – Course FSS0091 (300 Hours) – Upon completion of this course students will be able to research the history of the baking and pastry industry and the cultures of food styles; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; use information technology tools; demonstrate advanced baking techniques; demonstrate confectionary techniques; practice display and centerpiece creation techniques; demonstrate personal money-management concepts, procedure, and strategies; develop and prepare baked goods for various nutritional needs and special diets; use oral and written communication skills in creating, expressing, and interpreting information and ideas.

Barbering
900 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes

competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation specific skills, and knowledge of all aspects of the Human Services career cluster. The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination. The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physical development of skill in performing the manipulative technique required in the practice of barbering.

Barber 1A – Course COS0160 (320 Hours) – Upon completion of this course students will be able to demonstrate safe, sanitary and work practices; identify and perform shampoo/hair conditioners and scalp treatment; identify and perform trimming/shaping of hair (cu with scissor, clipper, and razor.

Barber 2A – Course COS0161 (150 Hours) – Upon completion of this course students will be able to identify and perform hair styles; and perform mustache and beard design; demonstrate shaving the face.

Barber 3A – Course COS0162 (300 Hours) – Upon completion of this course students will be able to demonstrate appropriate understanding of basic science; identify and perform facial treatments; demonstrate knowledge of professional development
(employability skills); demonstrate knowledge of Florida Law and State Board requirements; demonstrate an understanding of entrepreneurship.

Barber 4A – Course COS0163 (130 Hours) – Upon completion of this course students will be able to identify and prepare hair pieces, and hair attachments; identify and perform permanent wave/reconstruction curl/chemical relaxing; identify and apply temporary/semi- permanent and permanent color/bleach and specialty color techniques.

Building Construction Technologies

1050 Hours

The purpose of this program is to prepare students for employment or advanced training in the building construction industry. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards a relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture & Construction career provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, high reasoning and problem-solving skills, work attitudes, general employability skills, technical skills and occupation-specific skills, and know of all aspects of the Architecture & Construction career cluster.

Building Construction Helper (BCV0400) 450 Hours - Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; investigate the construction and explore related occupations; select and use basic hand tools; select and use power tools and describe their proper operation; demo mathematics knowledge and skills; read and interpret construction drawings; frame floor systems based on drawing and specification requirements; frame walls and ceilings based on drawing and specification requirements; frame a roof based on drawing and specification requirements; analyze construction components, materials, hardware and characteristics; demonstrate masonry skills, erect, plumb and simple concrete form with reinforcement; place concrete; demonstrate welding knowledge and skills (optional) ; understand construction documents, contract documents and specifications; select the appropriate heavy equipment for a given task; identify local, state and federal codes and regulations; perform site preparation and maintenance; estimate project costs and schedule construction activities for a spec and investigate sustainability issues related to the design, construction and maintenance of the built environment; complete a construction project using skills learned in the program.

Building Construction Technician 1 (BCV0401) 300 Hours - Install roofing materials; install exterior finishes; explain the importance employability and entrepreneurship skills; demonstrate interior carpentry skill; install cabinets; prepare and apply finishes to surfaces and stairs.

Building Construction Technician 2 (BCV0402) 300 Hours - Troubleshoot, repair and install plumbing systems;

demonstrate knowledge drain, waste and vent (DWV) systems; measure, cut and join plastic piping; properly measure, ream, cut and join copper piping, demons electrical safety; troubleshoot, repair and install electrical systems; research the heating, ventilation and air-conditioning (HVAC) profess maintain, repair and install HVAC systems.

Central Sterile Processing Technology
650 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as supervisors, central supply, central supply workers, ambulatory surgery processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope reprocessors, case cart technicians, inventory technicians, processing technicians, stock clerks: stock room or warehouse, sterilizers, central service technicians (medical equipment preparers).

The content includes but is not limited to central services departmental organization and function; basic anatomy, physiology, microbiology and chemistry related to central service activities; quality assurance; infection control and isolation techniques, principles of safety; principles, methods and controls of sterilization processes; cleaning, processing, packaging, distributing, storing, and inventory control of sterile goods, instruments, trays, and equipment; medical terminology; surgical instrumentation; basic computer skills, interpersonal and job seeking skills, fundamentals of communication, case cart management, laparoscopic specialty, orthopedic specialty, flexible scope processing, shift supervisory skills and procurement of supplies and equipment.

The Basic Health Care Worker HSC0003 (90 Hours) - is referred to as the Health Science Core and is the first OCP in the majority of the Career Certificate Program health science programs. Secondary and Postsecondary students completing the health science core will not have to repeat the core in any other health science program in which it is a part. When the recommended sequence is followed, the structure allows students to complete at specified points for employment or remain for advanced training or cross-training.

Central Sterile Service Materials Management STS0019 (150 Hours) - Describe supply distribution systems and the principles of inventory control; demonstrate the ability to recall and dispose of or reprocess sterile supplies and identify fundamentals of the supply chain.

Central Sterile Processing Technician STS0013 (410 Hours) - Demonstrate language arts knowledge and skills; solve problems using critical thinking, creativity and innovation; describe the roles within teams, work units, departments, organizations, inter-organization systems, and the larger environment; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; demonstrate the roles and responsibilities of the central supply worker; recognize basic principles of microbiology; interpret and apply medical terminology and anatomical terms as they relate to equipment and supplies issued by central service personnel; describe how central service is involved in controlling infections in hospitals; explain the purpose of Occupational Safety and Health Act (OSHA); receive, decontaminate, clean, prepare, disinfect and sterilize reusable items; demonstrate the use of sterilization process monitors, including temperature and frequency of appropriate chemical indicators and bacterial spore tests for all sterilizers and demonstrate the ability to identify and select appropriate instrumentation or equipment that meets the needs of the surgical specialty.

Child Care Center Operations
45 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.

CNC Production Specialist

600 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. The content includes but is not limited to limited to broad, transferable skills, stresses the understanding of all aspects of the computer numeric control as it relates to the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

CNC Production Technician I – Course PMT0026 (300 Hours) – CNC Production Technician 1 prepares students for entry into the CNC machining industry. Students explore career opportunities and requirements of a CNC production specialist. Content emphasizes beginning skills key to the success of working in the CNC machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, metrology, the history of manufacturing and primary and secondary manufacturing processes, geometric dimension and tolerance, set up and operation of drill presses, CNC control panels, CNC machine systems, CNC lathe and mill operations, and maintenance and troubleshooting.

CNC Production Technician II – Course PMT0027 (300 Hours) –CNC Production Technician 2 is designed to build on the skills and knowledge students learned in the CNC Production Technician 1 for entry into the machining industry. Students explore the importance of employability and entrepreneurship skills, leadership and teamwork skills; solve problems using critical thinking, creativity and innovation; demonstrate inspection methods, the techniques of CNC milling, perform advanced set up and operation of a CNC mill and lathe machine, and demonstrate basic computer- aided design/computer-aided manufacturing processes.

Computer Systems and Information Technology

900 Hours

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry, technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to communication, leadership skills, human relations and employability skills; and safe, efficient work practices. The structure is intended to prepare students to

complete the CompTIA A+, Network+ industry certifications. Sufficient coverage of advanced networking concepts and competencies may also lead to Cisco's CCENT and CCNA industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

Computer Systems Technician – Course CTS0082 (300 Hours) – Upon completion of this course students will be able to demonstrate proficiency with personal computer hardware; apply troubleshooting, repairing and maintenance techniques; understand operating systems and software; identify and construct a basic network; analyze and react to various security threats and vulnerabilities; explain the basic physical security elements of a network; demonstrate proficiency with operational procedure; demonstrate language arts and mathematics knowledge and skills; demonstrate proficiency with installing, configuring, and troubleshooting personal computer hardware; apply techniques to various operating systems; build, secure and troubleshoot medium to large; use oral and written communication skills in creating, expressing and interpreting information and ideas; solve problems using critical thinking skills, creativity and innovation; use information technology tools; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; describe the importance of professional ethics and legal responsibilities.

Computer Network Technician – Course CTS0083 (150 Hours) – Upon completion of this course students will be able to describe the operation of data networks; verify connectivity between two end devices; configure a Layer 3 switch; program a router with basic configurations; explain how IPv6 address assignments are implemented in a business network; explain how data is moved across the network, from opening an application, to receiving data; demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; explain the importance of employability skill and entrepreneurship skills.

Computer Networking Specialist – Course CTS0084 (150 Hours) – Upon completion of this course students will be able to describe a switched network of a small-to-medium-sized business; describe a routing environment; explore the concept of switches and security; configure and troubleshoot a Layer 3 environment; configure, troubleshoot and implement ACLs; demonstrate knowledge of how network services and protocols interact to provide network communication in order to securely implement and use common protocols.

Computer Security Technician – Course CTS0069 (300 Hours) – Upon completion of this course students will be able to demonstrate an understanding of cybersecurity concepts and research; recognize attacks and apply appropriate solutions; recognize and be able to differentiate and explain the following access control models: MAC (Mandatory Access Control), DAC (Discretionary Access Control), RBAC (Role Based Access Control); comprehend and develop an understanding of protocol security and associated risks; recognize and understand remote access technologies; identify and administer security fixes as defined by the appropriate OSI layers; recognize and understand the administration of the following directory security concepts; identify wireless technologies, concepts, and vulnerabilities; apply advanced principles of security techniques; define concepts of Key Management and Certificate Lifecycles; understand the application of the following concepts of physical security: Access Control (e.g., physical barriers, biometrics), Social Engineering, Environment (e.g., wireless cells, location, shielding, fire suppression); understand security concerns for types of network topologies and media; implement the process of network system hardening within a computer network; describe the security implications of disaster recovery options and utilities; demonstrate proficiency in applying the concepts and uses of the following types of policies and procedures; understand different types of privilege management; understand the concepts of cybersecurity guidelines; understand training of end users, executives and human resources in security vulnerabilities.

Computer- Aided Drawing and Modeling

1200 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to the use of software to convert the engineering or architectural designs into technical drawings. Students can specialize in architectural, civil, or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

CAD & Modeling I – Course TDR0301 (450 Hours) – Upon completion of this course students will be able to apply basic Computer-Aided Drawing (CAD) skills; demonstrate mathematics knowledge and skills; prepare multi-view drawings; prepare auxiliary drawings; apply basic dimensioning; prepare pictorial drawings; prepare surface developments; prepare basic computer- aided architectural drawings; demonstrate basic electrical/electronic literacy; perform basic computer-aided drawing functions; exp lain the importance of employability and entrepreneurship skills; prepare basic computer-aided two dimensional architectural drawings; prepare basic computer-aided two dimensional architectural multi-level drawings for a residential project; prepare a basic two dimensional plot plan drawing for a residential project; prepare a basic two dimensional landscape plan drawing for a residential project; prepare computer-aided mechanical working drawings; prepare computer-aided three dimensional mechanical drawings; prepare a typical two dimensional wall section for a residence; prepare a basic foundation plan drawing for a residential project; prepare a basic electrical plan drawing for a residential structure; prepare a basic heating, ventilation, and air-conditioning (HVAC) plan drawing for a residential structure; prepare a basic two dimensional and isometric plumbing plan drawing for a residential structure.

CAD & Modeling II – Course TDR0302 (450 Hours) – Upon completion of this course students will be able to prepare
computer-aided 3D architectural drawings using building information modeling (BIM) tools; prepare advanced computer-aided 3D architectural multi-level drawings for a residential BIM project; prepare an advanced three dimensional site plan drawing; prepare an advanced landscape plan drawing; prepare an advanced wall section using BIM; prepare an advanced drawing of a foundation plan for a residential BIM project; prepare an advanced drawing of an electrical plan for a residential BIM project; prepare advanced drawing of a heating, ventilation and air-conditioning (HVAC) plan for residential BIM project; prepare an advanced drawing of a plumbing plan for a residential BIM project.

Mechanical CAD Technician –Course TDR0305 (300 Hours) – Upon completion of this course students will be able to prepare advanced mechanical drawings; prepare production drawings using 3D CAD techniques; prepare tool drawings using 3D CAD techniques; engage in project planning activities to expedite the completion of mechanical drafting projects; prepare advanced modeling analysis using Finite Element Method (FEM) techniques.

Cosmetology

1200 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging

academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Grooming and Salon Services Core, Facials and Nails – Course CSP0009 (225 Hours) – Upon completion of this course students will be able to identify career opportunities; demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; employ safe, sanitary and efficient work practices; demonstrate language arts, mathematics, and science knowledge and skills; explain the importance of employability skill and entrepreneurship skills; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; demonstrate personal money-management concepts, procedures, and strategies; describe the importance of professional ethics and legal responsibilities; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; use information technology tools; solve problems using critical thinking skills, creativity, and innovation; use oral and written communication skills in creating, expressing and interpreting information and ideas; demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals; perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application; identify the proper chemical to be prescribed using an understanding of the chemistry that affects the skin that can be described, measured, and predicted; demonstrate proper procedure and application of chemicals.

Hairdressers, Hairstylists, and Cosmetologists – Course COS0002 (300 Hours) – Upon completion of this course students will be able to identify shampoo/hair conditioners and scalp treatments; evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders; communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other; demonstrate an understanding of electrical current, transfer of energy and how it affects the skin; demonstrate application of shampoo, manipulations and rinsing; identify and perform hair shaping (cutting); identify and analyze spheres and dimensional shapes using visualization; illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client; communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

Hairdressers, Hairstylists, and Cosmetologists – Course COS0003 (300 Hours) – Upon completion of this course students will be able to identify and perform hairstyles; identify and analyze spheres and dimensional shapes using visualization; illustrate ways in which geometric shapes can be combined, subdivided and changed in performing hairstyles on a manikin or client; communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs; identify and prepare

hairpieces, wigs and hair attachments.
Hairdressers, Hairstylists, and Cosmetologists – Course COS0009 (375 Hours) – Upon completion of this course students will be able to identify and perform permanent waving, reconstructed curl and chemical relaxing; identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin; be able to demonstrate proper procedure and application of chemicals; identify and apply temporary, semi-permanent, permanent color, lightener and specialty color techniques; identify the proper chemical to be prescribed; understand the chemicals that affect the hair shaft and skin; identify, measure, and predict chemical reactions; demonstrate proper procedure and application of chemicals.

Dental Assisting Technology and Management – ATD
1230 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.
Introduction to Dental Assisting – Course DEA0725 (90 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the dental health care delivery system and dental health occupations; use oral, written, and electronic communication skills
with professional etiquette in creating, expressing and interpreting information and ideas; describe the legal and ethical responsibilities of the dental health care worker; demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts; demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance; recognize and respond to emergency situations; use information technology tools; explain the importance of employability skills; demonstrate knowledge of airborne and blood borne diseases; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
Dental Infection Control Assistance – Course DEA0726 (210 Hours) – Upon completion of this course students will be able to use dental terminology; identify structures and explain functions and pathologies of dental and general head and neck anatomy; identify principles of microbiology and disease prevention and perform infection control procedures; identify, describe, maintain and utilize dental instruments and equipment.
Dental Assisting 1 – Course DEA0727 (465 Hours) – Upon completion of this course students will be able to record patient assessment and treatment data; identify the functions of pharmacology and anesthesia as they relate to dentistry; identify and perform dental and carpal radiographic procedures; identify properties and uses and manipulate dental materials; perform chairside assisting for general dentistry and specialty procedures.
Dental Assisting 2 – Course DEA0728 (465 Hours) – Upon completion of this course students will be able to describe principles and perform techniques of preventative dentistry; perform general dental business office procedures; demonstrate professionalism as a dental team member in the clinical setting.

Diesel Systems Technician 1
1050 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning

and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster. The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The course content should also include training in communication, leadership, human relations and employability skills, and safe efficient work practices.

Diesel Engine Mechanic/Technician Helper – Course DIM0101 (150 Hours) – The Diesel Engine Mechanic/Technician Helper course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

Diesel Electrical and Electronics Technician – Course DIM0102 (300 Hours) – The Diesel Electrical and Electronics Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study general electrical systems, batteries, starting, charging, lighting, gauges, warning devices, and related electrical system diagnostics, service, and repair.

Diesel Engine Technician – Course DIM0104 (300 Hours) – The Diesel Engine Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, cylinder head, valve train, engine block, lubrication, cooling, air induction, exhaust, fuel, and engine brakes diagnostics, service, and repair.

Diesel Brakes Technician – Course DIM0105 (300 Hours) – The Diesel Brakes Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air, and hydraulic brakes.

Digital Design

1200 Hours

The purpose of this program is to prepare students for employment in digital publishing positions, such as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multimedia Designers.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster. The content includes, but is not limited to, enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations. Students build a design portfolio using Adobe Creative Suite; includes Adobe Photoshop, Image Editing and Retouching, Adobe Light Room and Adobe Illustrator. Students will graduate with an interview-ready full portfolio casa and International Adobe Certification.

Information Technology Assistant – Course OTA0040 (150 Hours) – Upon completion of this course students will be able to demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.

Production Assistant – Course GRA0024 (150 Hours) – Upon completion of this course students will be able to demonstrate knowledge of digital publishing concepts; demonstrate knowledge of basic digital imaging; demonstrate proficiency in the safe and ethical use of the Internet to locate information; identify project requirements, define project planning, and understand the design process; perform page layout and measurement activities; demonstrate an understanding of color and its role in digital design; demonstrate a basic understanding of typography; demonstrate an understanding of elements and principles of design; demonstrate basic skill in digital photography; demonstrate skill sin the use of raster software applications; demonstrate basic skills in the use of vector software applications; demonstrate basic technical skills using a desktop publishing application; develop an awareness of the emerging technologies associate with digital design; demonstrate an understanding in page layout using desktop publishing applications; demonstrate an understanding of career opportunities and requirements in the field of digital design.

Digital Assistant Designer – Course GRA0025 (300 Hours) – Upon completion of this course students will be able to perform critical thinking activities; demonstrate the ability to set project requirements, engage in project planning, and utilize the design process; demonstrate an intermediate understanding of topography; demonstrate skills in the use of vector software applications; demonstrate an intermediate understanding in digital publishing operations; demonstrate skills in promotional design and application; demonstrate proficiency in digital imaging; demonstrate the ability to apply the design process; demonstrate understanding in the creation of digital design solutions involving motion or special effects; demonstrate an understanding of the use of emerging technologies in digital design industries; identify relevant career/college opportunities and produce required documents; demonstrate the ability to independently set, design and evaluate project requirements, project planning, model project planning and utilize the design process; demonstrate understanding in creating a simple webpage; demonstrate an advanced understanding in digital publishing operations; demonstrate the ability to create a multimedia presentation; demonstrate advanced knowledge and skills relative to the design process; demonstrate proficiency in digital photography; plan, organize, and carry out collaborative digital design project(s); demonstrate proficiency in the creation of a digital design product using mobile communication devices; create a portfolio (print and/or digital).

Graphic Designer – Course GRA0026 (300 Hours) – Upon completion of this course students will be able to demonstrate mastery in digital publishing operations; demonstrate proficiency in web design; compare and contrast various digital media delivery systems; demonstrate advanced project design capabilities associated with digital publishing; refine a portfolio (print and/or digital); demonstrate proficiency in the creation of digital design solutions involving motion or special effects; demonstrate advanced ability to create and manipulate digital images using software applications; maintain a portfolio (print and/or digital).

Media Designer – Course GRA0027 (300 Hours) – Upon completion of this course students will be able to organize and carry out independent project plans for creating various digital design products; demonstrate mastery in creating and manipulating digital images using software applications; demonstrate advanced understanding of the Elements and Principles of Art and Design; consolidate coursework into a professional portfolio.

Digital Photography Technology

1050 Hours

The purpose of this program is to prepare students for careers in the photography industry.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge,

higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster. The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the use of digital cameras techniques, commercial and industrial applications with emphasis on composition and color dynamics, printing, workflow, software and use, care, and maintenance of photographic equipment. Students build a photographic portfolio using
Adobe Creative Suite; includes Adobe Photoshop, Image Editing and retouching, and studio lighting. Students will graduate with an interview ready full portfolio case and International Adobe Certification.

Photography Specialist – Course PGY0190 (150 Hours) – Upon completion of this course students will be able to discuss the history of photography; evaluate the production process; understand intellectual property rights, copyright laws and plagiarism as each applies to creative assets; operate parts of a camera system; demonstrate proper use of camera and support equipment; take basic photographs; use photographic workflow applications.

Photographic Technician – Course PGY0191 (300 Hours) – Upon completion of this course students will be able to develop a production plan; demonstrate knowledge of art/creative direction; demonstrate proficiency in computer skills; use photo editing software; use photographic lights; use photography sets, backgrounds and stages; process and print photographs.

Studio Photographer – Course PGY0192 (300 Hours) – Upon completion of this course students will be able to demonstrate knowledge of photo/video journalism; demonstrate knowledge of video production with Interchangeable Lens Cameras (ILC); demonstrate knowledge of video software; practice the business of commercial digital photography.

Digital Photographer – Course PGY0193 (300 Hours) – Upon completion of this course students will be able to operate various format cameras; demonstrate knowledge of advanced software retouching; develop a professional portfolio of work.

Digital Video Technology

900 Hours

The purpose of this program is to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, and broadcast technicians.
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster. The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and preparation to assume responsibility for the overall production of digital video activities (e.g., scripts, lighting, camera operation, electronic news gathering, field/studio production, video editing).

Digital Videography – Course RTV0015 (450 Hours) – Upon completion of this course students will be able to apply knowledge of the digital video technology program procedures; demonstrate an understanding of basic industry terminology and acronyms; collaborate with others as an effective member of a digital video team; demonstrate professionalism and personal responsibility; use basic digital video technology equipment; identify lighting needs for a planned production; interpret scripts for digital video technology; operate an editing system; understand and demonstrate the steps in the digital video pre-production, production, and post-production process; understand the value of graphics in a production; demonstrate the ability to perform on camera; develop interviewing skills; demonstrate awareness of industry-related ethics and laws; use television production equipment for a digital video production; perform lighting activities for

a digital video production; demonstrate the ability to complete the pre-production, production, and post-production process for a video production project; demonstrate industry accepted skills for remote productions; demonstrate the ability to complete the pre-production, production, and post-production process for an advanced video production project.
Digital Audio-Video Technology – Course RTV0016 (300 Hours) – Upon completion of this course students will be able to plan, coordinate, and manage a video or webcast production; demonstrate an understanding of employability in the digital video production industry; create and produce a digital video production; demonstrate an independent level of proficiency in a selected area of specialization.
Digital Video Direction and Production – Course RTV0017 (150 Hours) - Upon completion of this course students will be able to demonstrate advanced script writing techniques; apply skills by producing a program; perform advanced digital audio and video recording and editing operations.

Early Childhood Education Apprenticeship

600 Hours

Early Childhood Education Pre-Apprenticeship

600 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

Child Care Worker 1 – Course HEV0870 – (150 Hours) -

Electrical and Instrumentation Technology 1

1000 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the technical training to enter the career field of automation as an electrical and instrumentation technician, one of the most sought-after career fields worldwide.

Electrician (Construction) – Course EEV0650 (350 Hours) – The Electrician (Construction) course prepares students for entry into the Electrical and Instrumentation Technology industry. Students explore career opportunities and requirements of a professional electrical and instrumentation technician. Content emphasizes beginning skills key to the success of working in the Electrical and Instrumentation industry. Students study the National Electrical Code, installation and troubleshooting of facility wiring circuits, basic electrical drawings, electrical construction skills, DC and AC power systems, DC and AC motors, motor controls, transformers, over- current and grounding, industrial power distribution systems, preventative and corrective maintenance, electrical testing equipment, and hydraulic and pneumatic systems.

Instrument Mechanics – Course EEV0652 (350 Hours) – The Instrumentation Mechanics course is designed to build on the skills and knowledge students learned in the Electrician (Construction) course for entry into the Electrical and Instrumentation Technology industry. Students explore career opportunities and requirements of a professional electrical and instrumentation technician. Content emphasizes beginning skills key to the success of working in the Electrical and Instrumentation industry. Students study basic principles, terminology, and components of process control, instrumentation drawings, testing equipment, and installation techniques. **Electrician Maintenance – Course EEV0654 (300 Hours) –** The Electrician Maintenance course is designed to build on the skills and knowledge students learned in the Instrumentation Mechanics course for entry into the Electrical and Instrumentation Technology industry. Students explore career opportunities and requirements of a professional electrical and instrumentation technician. Content emphasizes beginning skills key to the success of working in the Electrical and Instrumentation industry. Students study programmable logic controllers (PLC).

Electrician

1500 Hours

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to planning and installing electrical wiring, equipment, or fixtures based on job specifications and local codes.

Electrician Helper – Course BCV0603 (300 Hours) – Upon completion of this course students will be able to explain the importance of health, safety, environmental stewardship and related regulatory compliance; identify, use and maintain the tools and accessories used in the electrical industry; demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills; apply mathematics knowledge and skills to electricity; demonstrate an understanding of basic electricity; read and interpret basic electric codes; apply further mathematics knowledge and skills to electricity; demonstrate further understanding of electricity; demonstrate analytical and troubleshooting skills related to electrical principles.

Electrician Helper – Course BCV0603 (300 Hours) – Upon completion of this course students will be able

to explain the importance of health, safety, environmental stewardship and related regulatory compliance; identify, use and maintain the tools and accessories used in the electrical industry; demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills; apply mathematics knowledge and skills to electricity; demonstrate an understanding of basic electricity; read and interpret basic electric codes; apply further mathematics knowledge and skills to electricity; demonstrate further understanding of electricity; demonstrate analytical and troubleshooting skills related to electrical principles.
Residential Electrician – Course BCV0640 (450 Hours) – Upon completion of this course students will be able to demonstrate proficiency in electrical math problems and skills; demonstrate an understanding of Alternating Current (AC) circuit skills; explain the importance of employability and entrepreneurship skills; install residential wiring and wiring systems.
Commercial Electrician – Course BCV0652 (450 Hours) – Upon completion of this course students will be able to demonstrate proficiency in commercial wiring and demonstrate specialized electrical skills.
Industrial Electrician – Course BCV0667 (300 Hours) – Upon completion of this course students will be able to demonstrate competency in industrial wiring; demonstrate competency in AC and DC motors; demonstrate competency in electrical and electronic control circuits and equipment.

Emergency Medical Technician – ATD
300 Hours

This is an instructional program that prepares students for employment as emergency medical technicians (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/ trauma conditions using appropriate equipment and materials. The content includes but is not limited to patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in-patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.
Emergency Medical Technician – Course EMS0110 (300 Hours) – Upon completion of this course students will be able to demonstrate knowledge of EMS systems; demonstrate knowledge of research and evidence-based decision making; demonstrate knowledge of workplace safety and wellness; demonstrate knowledge of the principles of medical documentation and report writing; demonstrate knowledge of the EMS communication system, communication with other health care professionals, and team communication; demonstrate knowledge of the principles of therapeutic communication; demonstrate knowledge of medical legality and ethics; demonstrate a fundamental knowledge of the anatomy and function of all human systems to the practice of EMS; demonstrate a fundamental knowledge in the use of medical terminology; demonstrate a fundamental knowledge of the causes and pathophysiology of shock and the components of resuscitation; demonstrate a fundamental knowledge of life span development to patient assessment and management; demonstrate a simple knowledge of the principles of illness and injury prevention in emergency care; demonstrate knowledge of pharmacology, medication safety, and medication types used during an emergency; demonstrate knowledge of emergency medications within the scope of practice of the EMT; demonstrate a knowledge of airway management across the life span within the scope of practice of the EMT; demonstrate knowledge of respiration; demonstrate knowledge of assessment and management utilizing ventilation across the life span; demonstrate knowledge of scene management and multiple patient situations; demonstrate knowledge of the primary assessment for all patient situations; demonstrate knowledge of the components of history taking; demonstrate knowledge of techniques used for a secondary

assessment; demonstrate knowledge of monitoring devices within the scope of practice of the EMT; demonstrate knowledge of how and when to perform a reassessment for all patient situations; demonstrate knowledge of pathophysiology, assessment and management of medical complaints; demonstrate knowledge of the assessment and management of a patient who may have an infectious disease, neurologic disorders/emergencies, abdominal and gastrointestinal disorders/emergencies, immunology disorders/emergencies, endocrine disorders/emergencies, psychiatric emergencies, cardiovascular emergencies, toxicological (poisoning and overdose) emergencies, respiratory disorders/emergencies, hematology disorders, genitourinary/renal emergencies, gynecologic emergencies, non-traumatic fractures across the life span; demonstrate knowledge of the causes, pathophysiology, and management of shock and respiratory failure, trauma patients, bleeding, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, soft tissue trauma, head, facial, neck, and spine trauma, nervous system trauma, trauma patients, environmental emergencies, multi-system trauma and blast injuries across the life span; demonstrate knowledge of management of obstetric patients, newborn and neonatal patients, pediatric patients, geriatric patients within the scope of the practice of the EMT; demonstrate knowledge of the management of the patient with special challenges across the life span; demonstrate knowledge of risks and responsibilities of transport; demonstrate knowledge of responding to an emergency during a multiple casualty incident; demonstrate knowledge of safe air medical operations and criteria for utilizing air medical response; demonstrate knowledge for safe vehicle extrication and use of simple hand tools; demonstrate knowledge of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident, operating on the scene of a natural or man-made disaster.

Facials Specialty

220 Hours

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification. The content includes, but is not limited to communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Facials Specialty – Course CSP0266 (220 Hours) – Upon completion of this course students will be able to identify career opportunities; demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; employ safe, sanitary and efficient work practices; demonstrate science knowledge and skills; explain the importance of employability skill and entrepreneurship skills; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; demonstrate personal money-management concepts, procedures, and strategies; describe the importance of professional ethics and legal responsibilities; use information technology tools; solve problems using critical thinking skills, creativity and innovation; use oral and written communication skills in creating, expressing and interpreting information and ideas; perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application; identify the proper chemical to be prescribed using an understanding of the chemistry that affects skin that can be described, measured and predicted; demonstrate proper procedure and application of chemicals.

Fire Fighter

492 Hours

The Firefighter program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

Fire Fighter 1 – Course FFP0030 (191 Hours) – This course is a minimum of 191 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, (2019 edition). The Hazardous Materials component of the course must meet or exceed NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 Edition). The course will present the history of the fire service, firefighter safety and health, communications, building construction, the science of fire, PPE, fire extinguishers, ropes and knots, search and rescue, vehicle extrication and technical rescue, ladders, ventilation, water supply, hose handling, fire streams and fire control, salvage and overhaul, and fire and life safety initiatives.

Fire Fighter 2 – Course FFP0031 (301 Hours) – This course is a minimum of 295 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2019 edition. The course will present information on fire department communications, building construction hazards and structural collapse, maintenance of electric generators and lighting equipment, service testing fire hose, firefighting foam, coordinating fireground operations, advanced origin and cause, fire protection systems, conducting private dwelling fire safety surveys, Florida Statewide Emergency Response Plan (SERP), air monitoring, new challenges for firefighters, and firefighter safety and survival.

Firefighter/Emergency Medical Technician – Combined

792 Hours

The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Firefighter program or the Emergency Medical Technician program.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security and Health Science career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Emergency Medical Technician – Course EMS0110 (300 Hours) – Upon completion of this course students will be able to demonstrate knowledge of EMS systems; demonstrate knowledge of research and evidence-based decision making; demonstrate knowledge of workplace safety and wellness; demonstrate knowledge of the principles of medical documentation and report writing; demonstrate knowledge of the EMS communication system, communication with other health care professionals, and team communication; demonstrate knowledge of the principles of therapeutic communication; demonstrate knowledge of medical legality and ethics; demonstrate a fundamental knowledge of the anatomy and function of all human systems to the practice of EMS; demonstrate a fundamental knowledge in the use of

medical terminology; demonstrate a fundamental knowledge of the causes and pathophysiology of shock and the components of resuscitation; demonstrate a fundamental knowledge of life span development to patient assessment and management; demonstrate a simple knowledge of the principles of illness and injury prevention in emergency care; demonstrate knowledge of pharmacology, medication safety, and medication types used during an emergency; demonstrate knowledge of emergency medications within the scope of practice of the EMT; demonstrate a knowledge of airway management across the life span within the scope of practice of the EMT; demonstrate knowledge of respiration; demonstrate knowledge of assessment and management utilizing ventilation across the life span; demonstrate knowledge of scene management and multiple patient situations; demonstrate knowledge of the primary assessment for all patient situations; demonstrate knowledge of the components of history taking; demonstrate knowledge of techniques used for a secondary assessment; demonstrate knowledge of monitoring devices within the scope of practice of the EMT; demonstrate knowledge of how and when to perform a reassessment for all patient situations; demonstrate knowledge of pathophysiology, assessment and management of medical complaints; demonstrate knowledge of the assessment and management of a patient who may have an infectious disease, neurologic disorders/emergencies, abdominal and gastrointestinal disorders/emergencies, immunology disorders/emergencies, endocrine disorders/emergencies, psychiatric emergencies, cardiovascular emergencies, toxicological (poisoning and overdose) emergencies, respiratory disorders/ emergencies, hematology disorders, genitourinary/renal emergencies, gynecologic emergencies, non-traumatic fractures across the life span; demonstrate knowledge of the causes, pathophysiology, and management of shock and respiratory failure, trauma patients, bleeding, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, soft tissue trauma, head, facial, neck, and spine trauma, nervous system trauma, trauma patients, environmental emergencies, multi-system trauma and blast injuries across the life span; demonstrate knowledge of management of obstetric patients, newborn and neonatal patients, pediatric patients, geriatric patients within the scope of the practice of the EMT; demonstrate knowledge of the management of the patient with special challenges across the life span; demonstrate knowledge of risks and responsibilities of transport; demonstrate knowledge of responding to an emergency during a multiple casualty incident; demonstrate knowledge of safe air medical operations and criteria for utilizing air medical response; demonstrate knowledge for safe vehicle extrication and use of simple hand tools; demonstrate knowledge of risks and responsibilities of operating in a cold zone at a hazardous material or other special incident, operating on the scene of a natural or man-made disaster.

Fire Fighter 1 – Course FFP0030 (191 Hours) – This course is a minimum of 191 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, (2019 edition). The Hazardous Materials component of the course must meet or exceed NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 Edition). The course will present the history of the fire service, firefighter safety and health, communications, building construction, the science of fire, PPE, fire extinguishers, ropes and knots, search and rescue, vehicle extrication and technical rescue, ladders, ventilation, water supply, hose handling, fire streams and fire control, salvage and overhaul, and fire and life safety initiatives.

Fire Fighter 2 – Course FFP0031 (301 Hours) – This course is a minimum of 295 hours of classroom and practical applications. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2019 edition. The course will present information on fire department communications, building construction hazards and structural collapse, maintenance of electric generators and lighting equipment, service testing fire hose, firefighting foam, coordinating fireground operations, advanced origin and cause, fire protection systems, conducting private dwelling fire safety surveys, Florida Statewide Emergency Response Plan (SERP), air monitoring, new challenges for firefighters, and firefighter safety and survival.

Florida Law Enforcement Academy

770 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster. The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations; investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure; knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques; traffic control and direction, DUI enforcement techniques; first aid techniques; communications skills; and human relations skills.

The Criminal Justice Standards and Training Commission (CJSTC) have established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Law Enforcement Academy curriculum consist of two textbooks (Florida Law Enforcement Academy Training Program Volume 1 and Florida Basic Recruit Training Program High Liability, Volume 2) and their accompanying Instructor Guides.

Introduction to Law Enforcement – Course CJK0002 (12 Hours) – This is a basic course which provides an introductory overview of the officer training program and the criminal justice system, ethics and criminal justice values, sexual harassment and the chain of command.

Communication – Course CJK0016 (24 Hours) – In this course the student will learn several communication skills that will help to promote a safer and more effective approach to their work as a law enforcement officer.

Legal – Course CJK0018 (64 Hours) – This course provides instruction on the history of the American legal system. Constitutional law, search and seizure, law of arrest, elements of crimes, civil and criminal liability and its application to the public and officers are examined.

Interviewing and Report Writing – Course CJK0019 (56 Hours) – This course concentrates on notetaking, interviewing, report principles and mechanics.

Fundamentals of Patrol – Course CJK0063 (40 Hours) – This course provides the student an overview of the law enforcement techniques and tactics that officers use while on patrol to include the use of communications equipment, community-oriented policing, and officer safety and survival skills. **Serving Your Community – Course CJK0021 (34 Hours) –** This course will provide the student with an overview of how to respond safely to diverse populations while maintaining professionalism and situational awareness.

Crimes Against Persons – Course CJK0072 (48 Hours) – This course will provide the student with information on how to respond to any incident that has the potential for an arrest by following a basic investigative sequence that focuses on fairness in the process and the outcome.

Crimes Involving Property and Society – Course CJK0073 (12 Hours) – This course will provide instruction on how the student will respond to an incident involving theft, and incidents involving a stolen vehicle or property.

Crime Scene Follow-up Investigations – Course CJK0079 (34 Hours) – This course will instruct the student on how to apply the rules and concepts of evidence to a crime scene, the follow-up investigation, and the support needed for successful prosecution. **Traffic Incidents – Course CJK0400 (12 Hours) –** This course will provide the student with the necessary information about traffic statutes and procedures to promote excellent traffic enforcement. **Traffic Stops – Course CJK401 (24 Hours) –** This course will provide the student an understanding on how to safely and professionally interact with people during a traffic stop.

Traffic Crash Investigations – Course CJK0402 (30 Hours) – This course will provide the student with basic steps of traffic crash management and how to safely approach a traffic crash scene.

DUI Traffic Stops – Course CJK0403 (24 Hours) – This course will provide the student with information on how a law enforcement officer detects impaired driving, administers field sobriety tests, makes arrests when appropriate and records the evidence of a DUI
(driving under the influence) offense.

Critical Incidents – Course CJK0093 (44 Hours) – This course provides the student with an overview of law enforcement techniques and tactics used when confronting large-scale or critical incidents that may include natural disasters, active shooters, exposure to hazardous materials, and explosive devices.

Law Enforcement Vehicle Operations – Course CJK0020 (48 Hours) – Components of the police driving environment are explored and practical exercises on the driving range are conducted. Vehicle pullovers and felony traffic stops are included via lecture, demonstration and scenario.

First Aid for Criminal Justice Officers – Course CJK0031 (40 Hours) – This course prepares prospective officers to apply first aid knowledge and techniques to emergency situations. Adult, child and infant CPR is included.

Criminal Justice Firearms – Course CJK0040 (80 Hours) – Students demonstrate firearms safety procedures. This hands-on training teaches students to shoot a handgun and a long gun. This course includes applied workforce training in the form of firearms qualification. **Criminal Justice Defensive Tactics – Course CJK0051 (80 Hours) –** Unarmed defense, restraining and apprehending techniques are taught. Special emphasis on the use of force continuum. Restraining devices, impact weapons, pressure points, chemical agents, and use of aerosol subject restraint, and officer fitness are also covered.

Conducted Electrical Weapon/Dart-Firing Stun Gun – Course CJK0421 (4 Hours) – This course will provide students the legal and use of force aspects of using a stun gun or conducted electrical weapon (CEW), how using a stun gun or CEW affects the human body, and how to operate a stun gun or CEW safely.

Criminal Justice Officer Physical Fitness Training/Law Enforcement – Course CJK0096 (60 Hours) – This course evaluates the student's level of fitness, then develops a program of improvement through exercise and instruction in areas of nutrition, stress management and basic training techniques.

Fundamental Foodservice Skills

600 Hours

This program offers a sequence of courses that provides coherent and relevant commercial foodservice knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning, general employability skills, technical skills, and occupation-specific hands-on technical skills. The program is designed to prepare students for entry level work positions or further culinary training and education based on basic culinary skills and practices to be successful in today's commercial kitchens.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also

covered. This coursework prepares students for employment in the food service/hospitality industry in positions such as: steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook and line cook.

Intro to Food Prep (HMV0101) 300 Hours - Explain and identify the essentials of the hospitality industry; demonstrate and incorporate kitchen sanitation and workplace safety procedure; use, identify and care for commercial tools and equipment; exhibit the ability to read, follow and prepare recipes; demonstrate essential baking preparation skills; identify, explain and illustrate basic knife cuts and skills; explain and demonstrate dry, moist and combination cooking methods; demonstrate stock and soup preparation skills; demonstrate egg, dairy and breakfast cookery and demonstrate fruit and vegetable preparation skills.

Cooking methods and Techniques (HMV0102) 300 Hours - Demonstrate salad and sandwich preparation skills; demonstrate starch & grains preparation skills; demonstrate quantity foods preparation skills; demonstrate meat, poultry, and seafood preparation skills; demonstrate sauce preparation skills; describe the basic principles of nutrition and identify career and employment opportunities.

Packer - Course - TRA0180 (150 Hours) – The Packer course prepares students for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes beginning skills key to the success of working in the logistics and supply chain industry. Students study and gain a basic understanding of global logistics and supply chain technology, transportation systems, communication skills, and customer service skills.

Material Handler - Course TRA0181 (150 Hours) – The Material Handler course is designed to build on the skills and knowledge students learned in the Packer course for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes knowledge and skills of information technology applications, common software applications, word processing, presentation, spreadsheet, and database applications. Additionally, content knowledge and skills related to electronic communication methods, understanding computer networking, awareness of emerging technologies, college and career readiness, and appropriate leadership techniques.

Shipping, Receiving and Traffic Clerk - Course TRA0182 (150 Hours) – The Shipping, Receiving and Traffic Clerk course is designed to build on the skills and knowledge students learned in the Packer and the Materials Handler courses for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes an understanding of warehouse operations, storage and control operations, protection, and economics.

Logistics Technician - Course TRA0183 (150 Hours) – The Logistics Technician course is designed to build on the skills and knowledge students learned in the Packer, Materials Handler, and Shipping, Receiving and Traffic Clerk courses for entry into the logistics and supply chain industry. Students explore career opportunities and requirements of a professional logistician. Content emphasizes knowledge, skills, and understanding of college and career readiness, employability skills, career acquisition and retention, life skills, and technological literacy.

Heating, Ventilation, Air-Conditioning/Refrigeration

1350 Hours

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/ refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Introduction to HVAC/R – Course ACR0000 (250 Hours) – Upon completion of this course students will be able to demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; explain the importance of employability, soft skills, entrepreneurship skills and making career plans; identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry; demonstrate mathematics knowledge and skills; explain the properties of matter and heat behavior; describe the history and concepts of heating, air-conditioning and refrigeration; analyze fluids, pressures, refrigerants and related codes; evaluate heating, air- conditioning and refrigeration system components and accessories; fabricate and service the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry; utilize and operate mechanical refrigeration servicing and testing equipment.

HVAC/R Fundamentals – Course ACR0001 (250 Hours) – Upon completion of this course students will be able to demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment; demonstrate knowledge of electrical wiring in air-conditioning and refrigeration; troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components; select and test electrical generation and distribution components for commercial heating and air conditioning systems; maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

HVAC/R Service Practices – Course ACR0012 (250 Hours) – Upon completion of this course students will be able to utilize mechanical components of heating, air-conditioning and refrigeration systems; operate solid-state electronics as used in heating, air- conditioning and refrigeration systems; read construction documents; assist in the installation of a residential heating and air- conditioning system and determine start-up procedures; conduct start-up and check-out procedures for mechanical heating and air-conditioning systems; use combustion-type hating servicing and testing equipment; troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems; understand the design of heating and cooling systems.

HVAC/R Intermediate Service Practices – Course ACR0013 (250 Hours) – Upon completion of this course students will be able to select appropriate commercial compressors; test and adjust commercial evaporative condensers; maintain, test and troubleshoot commercial evaporators; identify basic principles of heating, air-conditioning, refrigeration and ventilation piping sizing; maintain, troubleshoot and repaid commercial heating systems; discuss new HVAC/R technologies; interpret, use and modify construction drawings and specifications; troubleshoot and repair commercial heating and air-conditioning systems.

HVAC/R Advanced Service Practices – Course ACR0044 (350 Hours) – Upon completion of this course students will be able to develop an understanding of hydronic systems; determine the properties of air; use a pressure enthalpy chart to diagram refrigerant cycles; explain the standards for and ways to measure indoor air quality; develop an understanding of chilled systems; understand and explain the calculation of commercial heating and air-conditioning loads; balance an air distribution system; select energy conservation equipment; analyze building management systems.

Heating, Ventilation, Air-Conditioning/Refrigeration 1

750 Hours

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/ refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air- conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Introduction to HVAC/R – Course ACR0000 (250 Hours) – Upon completion of this course students will be able to demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance; explain the importance of employability, soft skills, entrepreneurship skills and making career plans; identify, use and maintain the tools

and tool accessories used in the heating, air-conditioning and refrigeration industry; demonstrate mathematics knowledge and skills; explain the properties of
matter and heat behavior; describe the history and concepts of heating, air-conditioning and refrigeration; analyze fluids, pressures, refrigerants and related codes; evaluate heating, air- conditioning and refrigeration system components and accessories; fabricate and service the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry; utilize and operate mechanical refrigeration servicing and testing equipment.

HVAC/R Fundamentals – Course ACR0001 (250 Hours) – Upon completion of this course students will be able to demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment; demonstrate knowledge of electrical wiring in air-conditioning and refrigeration; troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components; select and test electrical generation and distribution components for commercial heating and air conditioning systems; maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

HVAC/R Service Practices – Course ACR0012 (250 Hours) – Upon completion of this course students will be able to utilize mechanical components of heating, air-conditioning and refrigeration systems; operate solid-state electronics as used in heating, air-conditioning and refrigeration systems; read construction documents; assist in the installation of a residential heating and air- conditioning system and determine start-up procedures; conduct start-up and check-out procedures for mechanical heating and air-conditioning systems; use combustion-type hating servicing and testing equipment; troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems; understand the design of heating and cooling systems.

Machining Technologies

1500 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in machining positions.

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Machinist Helper – Course PMT0020 (300 Hours) – The Machinist Helper course prepares students for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes beginning skills key to the success of working in the machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, basic measuring operations, benchwork skills, the history of manufacturing, manufacturing processes and systems, generating and interpreting computer-aided design drawings, basic precision measurement, sharpening tools, operating power saws, pedestal grinders, drill presses, and understanding the importance of employability and entrepreneurship skills.

Machinist Operator – Course PMT0022 (300 Hours) – The Machining Operator course is designed to

build on the skills and knowledge students learned in the Machinist Helper course for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to work in teams, using critical thinking skill to solve complex problems, advance mathematics, quality control and inspection methods, plan machining operations using a lathe and mill, use CAD/CAM processes for lathe and milling operations, and set-up and program a CNC machine for lathe and milling operations.

Machinist Setup Operator – Course PMT0024 (600 Hours) – The Machine Setup Operator course is designed to build on the skills and knowledge students learned in the Machinist Helper and Machine Operator courses for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to perform advanced lathe, milling, and CNC operations.

Machinist – Course PMT0025 (300 Hours) – The Machinist course is designed to build on the skills and knowledge students learned in the Machinist Helper, Machine Operator, and Machine Setup Operator courses for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to perform grinding operations, operating and setting up electrical discharge machines, and heat-treating furnaces.

Marine Service Technologies

1350 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: service, repair and overhaul of four-stroke and two-stroke cycle engines and outboard motors; and service and repair of boating accessories. With regard to the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Marine Rigger – Course MTE0003 (300 Hours) – Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of workplace safety and organization, trailer service, various boat materials, 2-stroke cycle outboard engines, fuel systems on boats, marine electrical systems, procedures for preparing boats to customers, capacitor discharge ignition systems, outboard engine fuel systems, and proper use of computer systems related to parts specialization. Outboard Engine Technician – Course MTE0090 (300 Hours) – Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of outboard 4-stroke cycle engines, charging systems, battery ignition systems, cranking systems, lubrication systems, cooling systems, lower gear cases, lower units and housing assemblies, employability, and entrepreneurship.

Outboard Engine Diagnostics Technician – Course MTE0074 (150 Hours) – Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and

classroom experiences gives the student a full understanding of basic computer skills, computer-based diagnostic equipment, electrical, control box, and gauges.

Inboard Gas Engine Technician – Course MTE0092 (300 Hours) – Students will learn skills for the inboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the student an understanding of basic four-stroke cycle engines, fuel systems, cooling systems, lubrication systems, ignition systems, and capacitor discharge ignition systems.

Drive Train Technician – Course MTE0093 (150 Hours) – Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of stern drive upper and lower cases, intermediate housings, and inboard gas transmissions.

Inboard Diesel Technician – Course MTE0056 (150 Hours) – Students will learn entry-level skills for the diesel marine service industry. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of diesel fuel, cooling, lubrication, and charging systems.

Massage Therapy

750 Hours

This 750-hour program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. The content includes but is not limited to the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills. Colonic irrigation is optional post initial licensure.

Massage Therapy 1 – Course MSS0204 (375 Hours) – Upon completion of this course students will be able to demonstrate the ability to communicate effectively as a medical therapy professional; demonstrate an understanding of human anatomy and physiology, kinesiology and pathology as related to the practice of massage therapy; exhibit an understanding of the principles of the theories of therapeutic massage and demonstrate the proper techniques of massage manipulations; demonstrate the recommended safety, hygiene and health practices for the massage therapist.

Massage Therapy 2 – Course MSS0209 (375 Hours) – Upon completion of this course students will be able to exhibit an understanding of the principles of the theory of hydrotherapy and use hydrotherapy modalities; explain and appropriately apply allied modalities related to massage therapy; demonstrate knowledge of ethical practice standards and the statutes and rules of Florida Massage Practice Act and the rules of the Florida Board of Massage Therapy; demonstrate knowledge of basic business practices and standards.

Master Automotive Service Technology

1800 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with

challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Automotive Services Assistor AER0014 (300 hours) - The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

Course Description: Engine Repair Technician AER0110(150 hours) - The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic.

Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems. **Automatic Transmission and Transaxle Technician AER0257 (150 hours) -** The Automatic Transmission and Transaxle Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics, repair, service, and operation of automatic transmission/transaxles.

Course Description: Manual Drivetrain and Axle Technician AER0274 (150 Hours) - The Manual Drivetrain and Axle Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of drive train, clutch, transmission, transaxle, half shaft universal, constant-velocity joint, rear axle, ring and pinion gears, differential case assemble, limited slip differential, drive shaft, and four-wheel drive/all-wheel drive.

Course Description: Automotive Suspension and Steering Technician AER0453 (150 Hours) - The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

Course Description: Automotive Brake System Technician AER0418 (150 Hours) - The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

Automotive Electrical/Electronic System Technician AER0360 (300 Hours) - The Automotive Electrical/ Electronic System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

Automotive Heating and Air Conditioning Technician AER0172 (150 Hours) - The Automotive Heating and Air Conditioning Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling.

Automotive Engine Performance Technician AER0503 (300 Hours) - The Automotive Engine Performance Technician course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer, engine and emission control systems.

Medical Administrative Specialist
1050 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Medical Assisting
1300 Hours

This program is designed to prepare students for employment as medical assistants. The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Basic Healthcare Worker – Course HSC0003 (90 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities; demonstrate an understanding of and apply wellness and disease concepts; recognize and practice safety and security procedures; recognize and respond to emergency situations; recognize and practice infection control procedures; demonstrate an understanding of information technology applications in healthcare; demonstrate employability skills; demonstrate knowledge of blood borne diseases; apply basic math and science skills. **Introduction to Medical Assisting – Course MEA0002 (250 Hours) –** Upon completion of this course students will be able to demonstrate proper use of medical terminology; demonstrate knowledge of legal and ethical responsibilities for medical assistants; demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.
Medical Office Procedures – Course MEA0501 (75 Hours) – Upon completion of this course students will be able to demonstrate basic clerical/medical office duties.
Phlebotomist, MA – Course MEA0521 (75 Hours) – Upon completion of this course students will be able to demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy; discuss phlebotomy in relation to the health care setting; identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist; recognize and identify collection reagents supplies, equipment and interfering chemical substances; demonstrate skills

and knowledge necessary to perform phlebotomy; practice infection control following standard precautions; practice accepted procedures of transporting, accessioning and processing specimens; practice quality assurance and safety; describe the role of a medical assistant with intravenous therapy in oncology and dialysis.

EKG Aide, MA – Course MEA0543 (75 Hours) – Upon completion of this course students will be able to describe the cardiovascular system; identify legal and ethical responsibilities of an EKG aide; perform patient care techniques in the health care facility; demonstrate knowledge of, apply and use medical instrumentation modalities.

Clinical Assisting – Course MEA0581 (230 Hours) – Upon completion of this course students will be able to demonstrate basic office examination procedures; demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques; demonstrate minor treatments; demonstrate knowledge of basic diagnostic medical assisting procedures; demonstrate basic radiologic procedures.

Practicum Experience – Course MEA0942 (200 Hours) – This "Practicum" experience is a supervised, unpaid activity of a total of 200 hours of which 160 contact hours must be in an ambulatory health care setting and no more than 40 hours in a simulated laboratory setting performing administrative and clinical procedures and must be completed prior to graduation. Students ready for the Practicum experience have completed all other program requirements and are eligible for this final phase in the program. This course is set to assess the student in their ability to utilize all critical thinking applications learned during the program and to apply these critical thinking skills during the Practicum experience. The healthcare facility and the learning college/institute will expect the student to utilize good work ethics, show excellent civic responsibilities, and further learn to both embrace and respect cultural diversity.

Medical Coder/Biller – ATD

1110 Hours

The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/biller (Medical Records and Health Information Technicians).

The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

Introduction to Health Information Technology – Course HIM0009 (90 Hours) – Upon completion of this course students will be able to demonstrate an understanding of the healthcare organizations and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; explore health information as an allied health profession; demonstrate an understanding of health data concepts; identify the functions of a health record; demonstrate an understanding of Health Information Technology; discuss classification systems, clinical vocabularies and terminologies; evaluate ethical issues in Health Information Professions; demonstrate compliance with laws, regulations, and standards that impact healthcare; apply policies, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO); demonstrate computer knowledge and skills; demonstrate employability skills.

Medical Coder/Biller I – Course HIM0091 (350 Hours) – Upon completion of this course students will be able to describe the anatomy and physiology of the human body; demonstrate proficiency in the application of medical terminology; demonstrate an understanding of the fundamentals of disease

process in relationship to the human body, including pharmacology.
Medical Coder/Biller II – Course HIM0092 (350 Hours) – Upon completion of this course students will be able to demonstrate proficiency in use of ICD and HCPCS/CPT coding systems, both manual and automated; perform coding complexities proficiently; explain the significance of health information services as it relates to the medical coder/biller.
Medical Coder/Biller III – Course HIM0093 (320 Hours) – Upon completion of this course students will be able to demonstrate professional and ethical behavior of a medical coder/biller and perform healthcare revenue cycle management processes.

Nails Specialty
180 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation- specific skills, and knowledge of all aspects of the Human Services career cluster.
The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nail's specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.
Manicure and Pedicure Specialist – Course CSP0016 (180 Hours) – Upon completion of this course students will be able to identify career opportunities; demonstrate the importance of health, safety, environmental management systems, and regulatory compliance; employ safe, sanitary and efficient work practices; demonstrate science knowledge and skills; explain the importance of employability skill and entrepreneurship skills; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; demonstrate personal money-management concepts, procedures, and strategies; describe the importance of professional ethics and legal responsibilities; use information technology tools; solve problems using critical thinking skills, creativity, and innovation; use oral and written communication skills in creating, expressing and interpreting information and ideas; demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.

Nursing Assistant (Articulated)
165 Hours
This program is designed to prepare students for employment as nursing assistants.

The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.
Basic Healthcare Worker – Course HSC0003 (90 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities; demonstrate an understanding of and apply wellness and disease concepts; recognize and practice safety and security procedures; recognize and respond to emergency situations; recognize and

practice infection control procedures; demonstrate an understanding of information technology applications in healthcare; demonstrate employability skills; demonstrate knowledge of blood borne diseases; apply basic math and science skills.

Nurse Aide and Orderly (Articulated) – Course HCP0121 (75 Hours) – Upon completion of this course students will be able to use verbal and written communications specific to nurse assisting; demonstrate legal and ethical responsibilities specific to nurse assisting; perform physical comfort and safety functions specific to nurse assisting; provide personal patient care; perform patient care procedures; apply principles of nutrition; provide care for geriatric patients; apply the principles of infection control specific to nursing assisting; provide biological, psychological, and social support; perform supervised organizational functions, following the patient care plan; assist with restorative (rehabilitative) activities.

Paramedic - ATD

1100 Hours

This is an instructional program that prepares students for employment as paramedics (Emergency Medical Technicians & Paramedics) to function at the basic pre-hospital emergency medical technician – paramedic level and treat various medical/trauma conditions, using appropriate equipment and materials. The content includes but is not limited to: patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, patients with abnormal behavior, substance abuse, the unconscious state, emergency childbirth, pediatric and geriatric emergencies, burns, environmental hazards, communications, documentation, extrication, mass casualty incident, incident command system, and transportation of patient.

Paramedic I – Course EMS0210 (248 Hours) – This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS, the Florida Department of Education Standards, and in accordance with F.S. 401.2701 and Florida Administrative Code 64J-1.020 which includes aspects of the prehospital environment. This is the first phase in the sequence necessary for completion of the Paramedic Certificate curriculum. This course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed psychomotor skills for, patient assessment, airway management and ventilation, pharmacology, monitoring devices, and management of patients.

Paramedic II – Course EMS0211 (426 Hours) – This is an instructional program that prepares students for employment as paramedics to function at the basic pre-hospital emergency room medical technician/paramedic level and treat various medical/trauma conditions, using appropriate equipment and materials. This is the second phase in the sequence necessary for completion of the Paramedic Certificate curriculum. The program prepares students for certification as paramedics in accordance with Chapter 64J-1.020 of the Florida Administrative Code.

Paramedic III – Course EMS0212 (426 Hours) – This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS, the Florida Department of Education Standards, and in accordance with F.S. 401.2701 and Florida Administrative Code 64J-1.020 which includes aspects of the prehospital environment. This is the third phase in the sequence necessary for completion of the Paramedic Certificate curriculum.

This final phase will focus on gynecological, obstetrical, and pediatric emergencies. The student will be introduced to concepts
in the Incident Command structure, HAZMAT, air medical, vehicle extrication, mass casualties, and mass

casualties due to terrorism. The student will also demonstrate principles in ambulance operations. This course will reinforce theory and psychomotor abilities learned in the classroom, lab and clinical settings in order to integrate this knowledge in advanced life support concepts and skills. The focus will be to ensure the student is ready to transition to the working world as a paramedic by applying learned skills during the capstone phase as a lead paramedic and a team member participant.

Patient Care Technician

600 Hours

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies, Home Health Aides, or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Students will also have hands-on phlebotomy training and test for certification.

Basic Healthcare Worker – Course HSC0003 (90 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities; demonstrate an understanding of and apply wellness and disease concepts; recognize and practice safety and security procedures; recognize and respond to emergency situations; recognize and practice infection control procedures; demonstrate an understanding of information technology applications in healthcare; demonstrate employability skills; demonstrate knowledge of blood borne diseases; apply basic math and science skills.

Nurse Aide and Orderly (Articulated) – Course HCP0121 (75 Hours) – Upon completion of this course students will be able to use verbal and written communications specific to nurse assisting; demonstrate legal and ethical responsibilities specific to nurse assisting; perform physical comfort and safety functions specific to nurse assisting; provide personal patient care; perform patient care procedures; apply principles of nutrition; provide care for geriatric patients; apply the principles of infection control specific to nursing assisting; provide biological, psychological, and social support; perform supervised organizational functions, following the patient care plan; assist with restorative (rehabilitative) activities.

Advanced Home Health Aide – Course HCP0332 (50 Hours) – Upon completion of this course students will be able to use verbal and written communications specific to home health aide; demonstrate legal and ethical responsibilities specific to home health aide; perform physical comfort and safety functions specific to home health aide; apply principle of infection control specific to home health aide; perform home health-care services.

Patient Care Assistant – Course HCP0020 (75 Hours) – Upon completion of this course students will be able to perform nursing assistant skills related to the hospital setting; provide nursing assistant care for the adult patient.

Allied Health Assistant – Course HSC0016 (150 Hours) – Upon completion of this course students will be able to perform aide level skills representative of 1 to 3 major allied health areas in the school laboratory before beginning the clinical phase and successfully complete a clinical rotation in 1 to 3 major allied health areas.

Advanced Allied Health Assistant – Course MEA0580 (100 Hours) – Upon completion of this course students will be able to perform additional skills from the previous module which are in the aide

level and do not go beyond the scope of practice of unlicensed assistive personnel; successfully complete a clinical rotation in the selected major allied health area.

Patient Care Technician – Course PRN0094 (60 Hours) – Upon completion of this course students will be able to demonstrate knowledge and practice organizational and effective team member skills.

Pharmacy Technician – ATD

1050 Hours

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry, planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety, and environmental issues.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Basic Healthcare Worker – Course HSC0003 (90 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities; demonstrate an understanding of and apply wellness and disease concepts; recognize and practice safety and security procedures; recognize and respond to emergency situations; recognize and practice infection control procedures; demonstrate an understanding of information technology applications in healthcare; demonstrate employability skills; demonstrate knowledge of blood borne diseases; apply basic math and science skills.

Pharmacy Technician 1 – Course PTN0084 (360 Hours) – Upon completion of this course students will be able to practice personal relation skills; identify pharmaceutical abbreviations and terminology as related to pharmacy practice; identify medical and legal considerations in various pharmacy settings; perform clerical duties as related to pharmacy practice; demonstrate knowledge of basic pharmaceutical chemistry and drug classification; demonstrate knowledge of inventory management; initiate measurement and calculating techniques as it relates to United States Pharmacopeia (USP) 795 (non-sterile) compounding in pharmacy practice.

Pharmacy Technician 2 – Course PTN0085 (300 Hours) – Upon completion of this course students will be able to demonstrate basic knowledge and skills in areas of science relevant to pharmacy technicians including anatomy/physiology and pharmacology and prepare and deliver medications.

Pharmacy Technician 3 – Course PTN0086 (300 Hours) – Upon completion of this course students will be able to repackage unit dose medications and prepare United States Pharmacopeia (USP) 797 and USP 800 sterile products.

Practical Nursing

1350 Hours

Content includes, but is not limited to, theoretical instruction and clinical experience in surgical,

obstetric, pediatric and geriatric nursing, acute care, long-term nursing and community settings. Personal, family and community health concepts, nutrition, human growth & development over the life span, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, legal aspects of practice and current issues in nursing also included.

Practical Nursing Foundations 1 – Course PRN0098 (300 Hours) – Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; recognize and practice safety, security and emergency procedures; demonstrate knowledge of blood borne diseases, including HIV/AIDS; perform patient and personal care as it pertains to the practical nurse; provide patient-centered care for the geriatric population; assist with restorative (rehabilitative) activities; demonstrate organizational functions, following the patient plan of care; demonstrate computer literacy as related to nursing functions; use appropriate verbal and written communications in the performance of nursing functions; demonstrate legal and ethical responsibilities specific to the nursing profession; apply the principles of infection control, utilizing nursing principles; perform aseptic and sterile techniques; describe the structure and function of the human body in relation to health and disease; apply principles of nutrition as it relates to practical nursing scope of practice.

Practical Nursing Foundations 2 – Course PRN0099 (300 Hours) – Upon completion of this course students will be able to describe human growth and development across the lifespan; demonstrate the performance of nursing procedures, how to administer medication, how to provide bio-psycho- social support (accomplished through a combination of simulation, laboratory and clinical settings); demonstrate healthy lifestyle responsibility specific to personal health maintenance; implement education and resources for family wellness; participate in Community Health Awareness Forums.

Medical/Surgical Nursing 1 – Course PRN0290 (300 Hours) – Upon completion of this course students will be able to demonstrate how to care for the surgical patient with a cardiovascular, respiratory, lymphatic, musculoskeletal, endocrine, or integumentary disease/disorder and demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.

Medical/Surgical Nursing 2 – Course PRN0291 (300 Hours) – Upon completion of this course students will be able to demonstrate how to care for the surgical patient with a gastrointestinal, neurological, urinary, reproductive, or oncologic disease/ disorder.

Comprehensive Nursing – Course PRN0690 (150 Hours) – Upon completion of this course students will be able to demonstrate how to care for maternal/newborn patients, utilizing nursing principles; demonstrate knowledge of SIDS/SUIDS as it relates to the practical nursing role; demonstrate how to care for pediatric patients, utilizing nursing principles; develop transitional skills; demonstrate employability skills specific to practical nursing.

Professional Culinary Arts & Hospitality

1200 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Project Empower Develop Grow Educate (EDGE)
900 Hours

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Instructional Support Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the related career cluster.

The purpose of this individualized job preparatory program is to provide specialized career education for students with significant cognitive/learning disabilities who, in addition to instructional accommodations, require modifications to the CTE program in order to meet individual interests, abilities, and learning needs. The goal is integrated competitive employment in the student's chosen occupation. The program is individualized for each student and documented in an individualized plan of study (IPS). Instruction is competency-based with integrated academic, technical, and problem-solving skills. The IPS consists of standards and benchmarks selected from one or more CTE programs to create an individualized plan of study for each student. Documentation of standards and benchmarks previously mastered should be reviewed in order to develop an individualized plan of study that further guides the student toward his or her employment goals.

Surgical Technology
1330 Hours

The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery, and patient preparation. After completion of Central Service portion of the program, student will be eligible to pursue additional Sterile Processing credentials if desired. Clinical learning experiences in an operating room and related areas are an integral part of this program. The Surgical Technology program is designed to prepare students for employment as surgical technologists. The program is in accordance with the Florida Statutes for Surgical Technology. **Basic Healthcare Worker – Course HSC0003 (90 Hours) –** Upon completion of this course students will be able to demonstrate knowledge of the healthcare delivery system and health occupations; demonstrate the ability to communicate and use interpersonal skills effectively; demonstrate legal and ethical responsibilities; demonstrate an understanding of and apply wellness and disease concepts; recognize and practice safety and security procedures; recognize and respond to emergency situations; recognize and practice infection control procedures; demonstrate an understanding of information technology applications in healthcare; demonstrate employability skills; demonstrate knowledge of blood borne diseases; apply basic math and science skills.

Central Supply Technician – Course STS0015 (210 Hours) – Upon completion of this course students will be able to demonstrate
central supply skills.

Surgical Technologist 1 – Course STS0010 (343 Hours) – Upon completion of this course students will be able to use communication and interpersonal skills as related to surgical technology; demonstrate an understanding of the basic sciences related to surgical technology; demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment; describe and practice safety measures in

the surgical environment.
Surgical Technologist 2 – Course STS0011 (343 Hours) – Upon completion of this course students will be able to assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patient's needs; demonstrate knowledge of the skills necessary to function safely and effectively.
Surgical Technologist 3 – Course STS0012 (344 Hours) – Upon completion of this course students will be able to demonstrate knowledge of and assist with surgical procedures; demonstrate an understanding of legal and ethical responsibilities specific to surgical technology.

Welding Technology
1050 Hours
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing
career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.
The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.
Welder Assistant 1 – Course PMT0070 (150 Hours) – The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.
Welder Assistant 2 – Course PMT0071 (150 Hours) – The Welder Assistant 2 course is designed to build on the skills and
knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder.
Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW). **Welder, SMAW 1 – Course PMT0072 (150 Hours) –** The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding
(SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills.
Welder, SMAW 2 – Course PMT0073 (150 Hours) – The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).
Welder – Course PMT0074 (450 Hours) – The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

ADULT EDUCATION

Adult ESOL

- The purpose of the Adult ESOL program is to assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, listening, and comprehension skills in English and mathematics skills.

- The program also provides English learners with an understanding of our government, individual freedom, and the responsibilities of citizenship.

- The Adult ESOL program is designed to help English learners work towards: 1) earning a secondary school diploma or its recognized equivalent; 2) transitioning to postsecondary education and training; 3) employment.

GED® Preparation

The purpose of the GED program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests, be awarded a State of Florida High School Diploma and be better prepared to earn a postsecondary degree, certificate, or industry certification.

Online ESOL and GED® Preparation

The online ESOL course is available for students to learn English who have regular computer and Internet access. Students are expected to spend a minimum of 10 hours each week online completing assignments. The objective of this course is for students to improve their English reading, writing, speaking, listening, and comprehension skills, as well as their mathematics skills.

Students will have an increased understanding of the American system of government, individual freedom, and the responsibilities of citizenship.

The Adult ESOL program may lead to a secondary school diploma, transition to postsecondary education and training, or employment. Students must be able to take the placement test, as well as ongoing testing throughout the semester at our Main Campuses.

CONTINUING EDUCATION

MAIN CAMPUS

Continuing Education is for

1. Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;
2. Business, industry, and government agencies;
3. New or expanding businesses whose products or services are changing so fast that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; and/or
4. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

Because of rapid changes in industry, course offerings change regularly. Courses can be tailor made to meet the needs of business, industry, and government. Assistance is available to companies through MTC's Business and Industry Services Specialist.

EAST CAMPUS

FL Law Enforcement Academy/Criminal Justice

• Career Development

Fire Science

• Fire Officer II Certification

Emergency Medical

• Emergency Vehicle Operator Course
• EMT Refresher
• Paramedic Refresher

Health Occupations

• Phlebotomy for Health Care Workers
• IV Therapy

Manatee Technical College is a provider for continuing education credits (through the Florida Board of Nursing# NCE 2830) which assists health care professionals in updating and 171 maintaining skills. Contact hours are available.

Educational Videos are also available and include HIV Update, Medical Errors, Domestic Violence and many more.

Community Training Center - East Campus

MTC is designated as a Community Training Center by the American Heart Association. A schedule of current courses is available online at ManateeTech.edu/programs/continuing- education/. New courses are established based on the needs in the health care community. Off- site classes can be scheduled with a six-person minimum.

The CTC offers the following classes:

- Advanced Cardiovascular Life Support (ACLS)
- Basic Life Support (BLS)
- HeartCode ACLS (Skills Testing)
- HeartCode BLS (Skills Testing)
- HeartCode PALS (Skills Testing)
- Heartsaver® CPR AED
- Heartsaver® First Aid
- Heartsaver® First Aid CPR AED
- Instructor Courses Pediatric
- Advanced Life Support (PALS)

Fire Science

- Apparatus Operations
- Building Construction for the Fire Service
- Community Emergency Response Team
- Company Officer
- Firefighting Tactics & Strategies I & II
- Fire Fighter Retention
- Firefighter Training
- Introduction to Wildland Fire Behavior
- Human Factors on the Fireline
- Fire Prevention Practices
- Fire Service Course Design
- Fire Service Course Delivery
- Fire Service Hydraulics
- Live Fire Training Evolutions

Health Occupations

- IV Therapy for LPN
- Safe Sitter
- Medical Terminology
- Phlebotomy

Public Safety & Security

- Advanced Report Writing
- Case Preparation & Court Presentation
- Hostage Negotiation Hostage
- Interviews & Interrogations
- Line Supervision
- Vehicle Operations Instructor

Early Childhood Education

- Department of Children and Families (DCF)
- Trauma-Informed Care

Apprenticeship Programs

Apprenticeship Programs At MTC

- Electrical Technical Education Council (TEC)

HVAC Mechanics and Installation

- Manasota Air Conditioning Contractors Association (MACCA)

Calendar 2025-26 Manatee Technical College Career and Technical Education Day

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						0/3

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19/21

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21/21

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22/23

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						14/14

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						15/15

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18/20

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						19/19

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						16/17

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21/21

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	**30**
31						20/20

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						15/16

Date	Event or Holiday
Jul 1 - 28	Summer Break - A few select programs conducted during Summer Break
Jul 4	No school, Independence Day
Jul 11	No school (Anticipated 4 day work week)
Jul 18	No school (Anticipated 4 day work week)
Jul 25	No school (Anticipated 4 day work week)
Jul 29	First Day for Teachers
Jul 30	Teacher Workday
Jul 31, Aug 1	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 5	First Day CTE
Sep 1	No school, Labor Day
Oct 13	Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec 22 - Jan 1	No school, Winter Break
Jan 2	Record Day
Jan 5	Teacher Inservice Day
Jan 16	Last Day Sem. 1 CTE
Jan-19	No school, MLK Day
Jan 20	First Day Sem. 2 CTE
Jan 22	Fall Graduation
Feb 16	No school, Presidents' Day
Mar 16 - 20	Spring Break
Mar 23	Record Day
Apr 3	No School, Good Friday
May 25	No school, Memorial Day
Jun 5	No school (Anticipated 4 day work week)
Jun 12	No school (Anticipated 4 day work week)
Jun 19	No school (Anticipated 4 day work week)
Jun 24	Last Day of Sem. 2 CTE
Jun 25	Record Day/Graduation

6/1-6/6	SkillsUSA Nationals
6/18-6/21	HOSA Nationals

Created 10/13/24

200 Student Days

210 Teacher Work Days

Calendar 2025-26 Manatee Technical College Career and Technical Education Evening

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						0/3

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/17

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17/17

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	7	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17/18

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						11/11

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						12/12

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						14/16

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						15/15

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						13/14

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18/18

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15/15

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						15/16

Date	Event or Holiday
Jul 1 - 28	Summer Break - A few select programs conducted during Summer Break
Jul 4	Independence Day
Jul 11	No school (Anticipated 4 day work week)
Jul 18	No school (Anticipated 4 day work week)
Jul 25	No school (Anticipated 4 day work week)
Jul 29	First Day for Teachers
Jul 30	Teacher Workday
Jul 31, Aug 1	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 5	First Day CTE
Sep 1	No school, Labor Day
Oct 13	No school, Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec 22 - Jan 1	No school, Winter Break
Jan 2	No school, Record Day
Jan 5	No school, Teacher Inservice Day
Jan 16	Last Day Sem. 1 CTE
Jan 19	No school, MLK Day
Jan 20	First Day Sem. 2 CTE
Jan 22	Fall Graduation
Feb 16	No school, Presidents' Day
Mar 16 - 20	No school, Spring Break
Mar 23	No school, Record Day
Apr 3	No school, Good Friday
May 25	No school, Memorial Day
Jun 5	No school (Anticipated 4 day work week)
Jun 12	No school (Anticipated 4 day work week)
Jun 19	No school (Anticipated 4 day work week)
Jun 24	Last Day Sem. 2 CTE
Jun 25	No school, Record Day/Graduation

162 Student Days

172 Teacher Work Days

Created 10/13/24

Calendar 2025-26 Manatee Technical College Adult Education Day & Evening

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						0/3

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						8/9

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17/17

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17/18

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						11/11

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						8/8

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						4/5

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						15/15

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						13/14

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18/18

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						12/12

June 2026

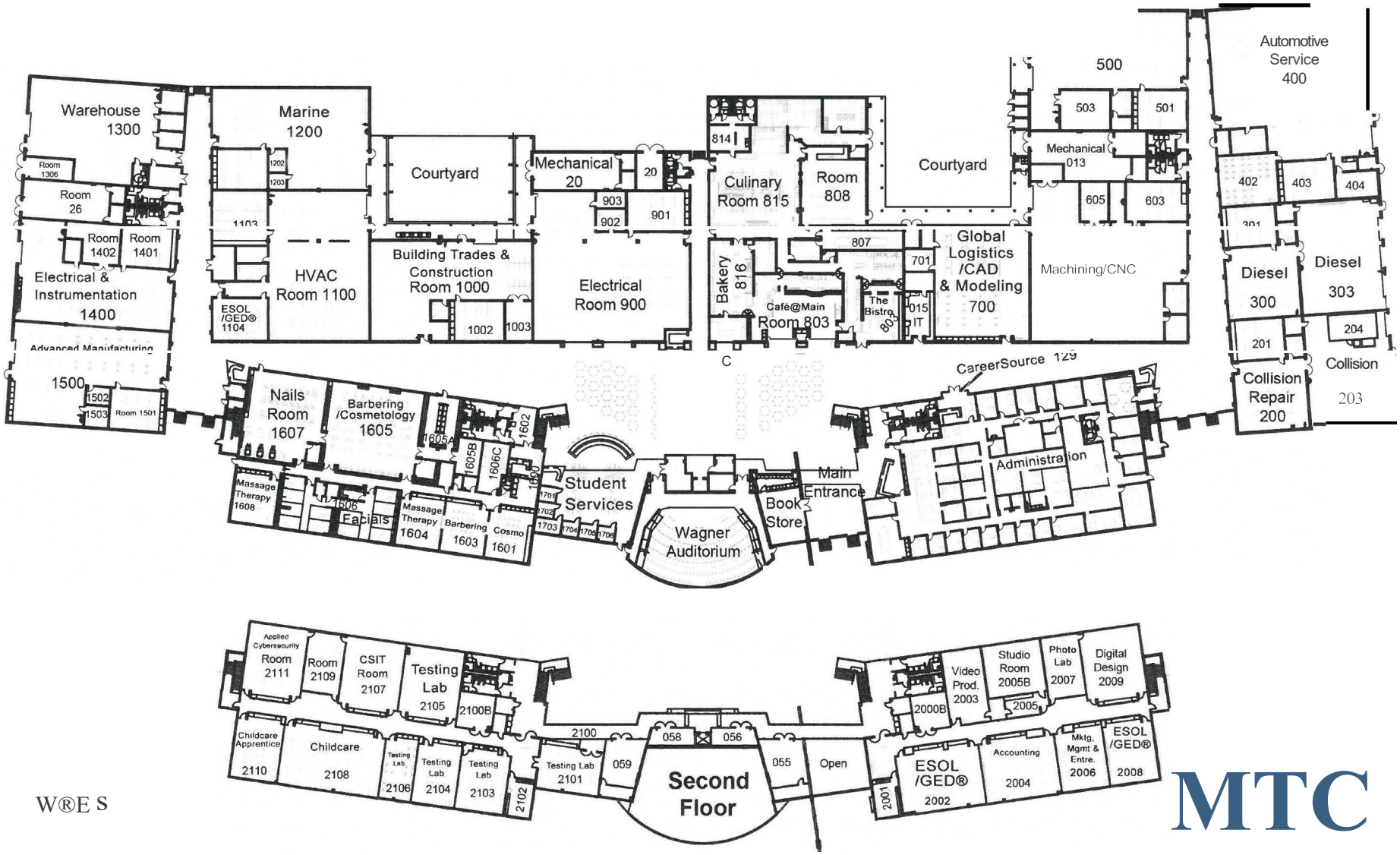
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						0/0

Date	Event or Holiday
4-Jul	Independence Day
Jul 29	First Day for Teachers/Inservice Day
Jul 30, 31	Teacher Inservice Days
Aug 4	Teacher Workday
Aug 18	First Day Student - Adult Education
Sep 1	Labor Day
Oct 13	No school, Record Day
Nov 11	No school, Veterans' Day
Nov 24 - 28	No school, Fall Break
Dec12	Last Day Sem. 1 - Adult Education
Dec 22 - Jan 5	No school, Winter Break
Jan-19	No school, MLK Day
Jan 22	Teacher Work Day/Fall Graduation (GED)
Jan 26	First Day Sem 2 - Adult Education
Feb 16	No school, Presidents' Day
Mar 16 - 20	No school, Spring Break
Mar 23	No school, Record Day
Apr 3	No school, Good Friday
May 22	Last Day of Sem. 2 - Adult Education
May 25	Memorial Day
Jun 25	Spring Graduation (GED)

123 Student Days

130 Teacher Work Days

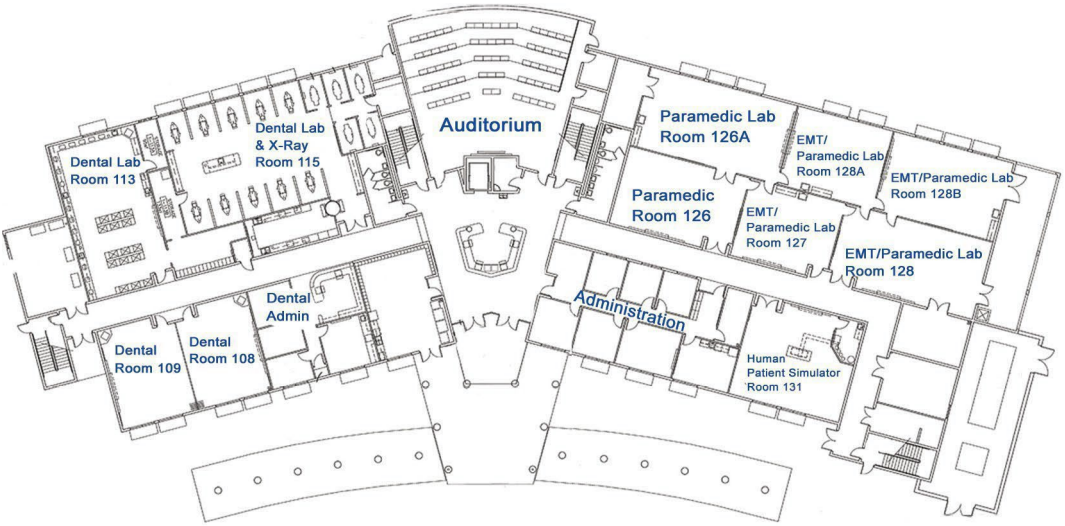
Created 10/13/24



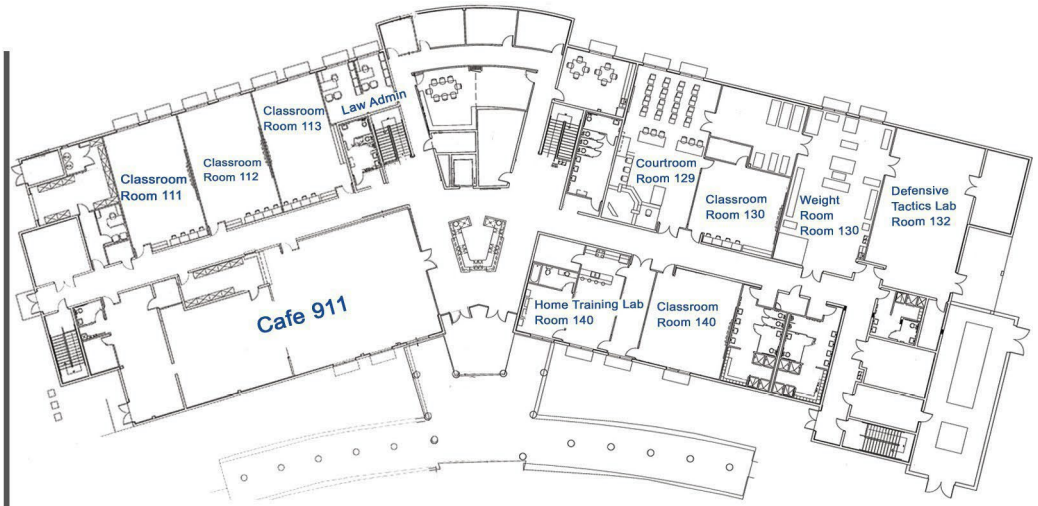
W®E S

Main Campus Map **6305 State Road 70 East | Bradenton., FL34203**
941.751.7900 ManateeTech.edu

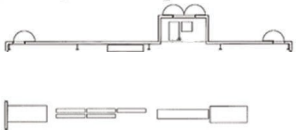
MTC
MANATEE TECHNICAL COLLEGE



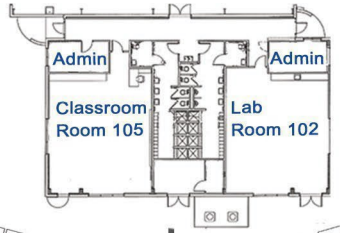
Conard Building First

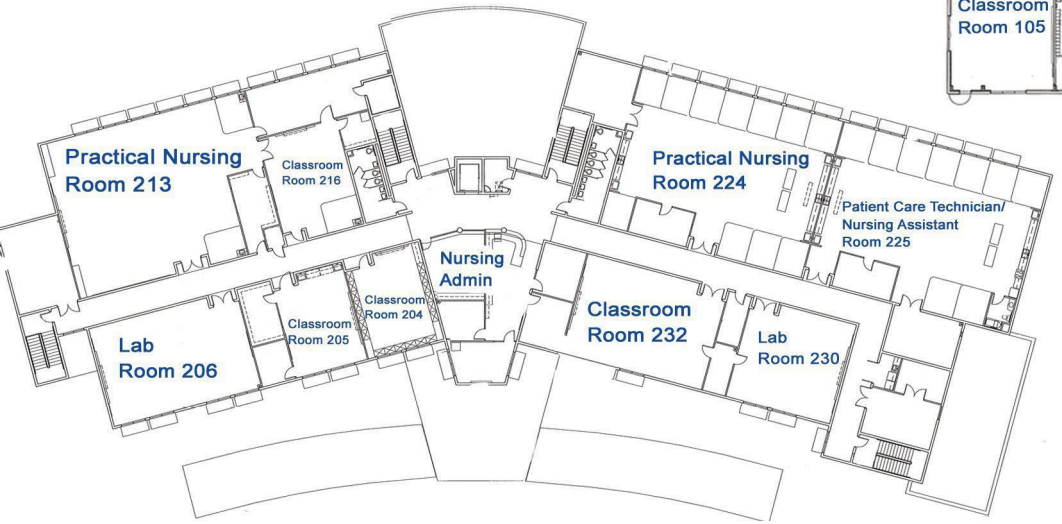


Wells Building First



Fire Academy





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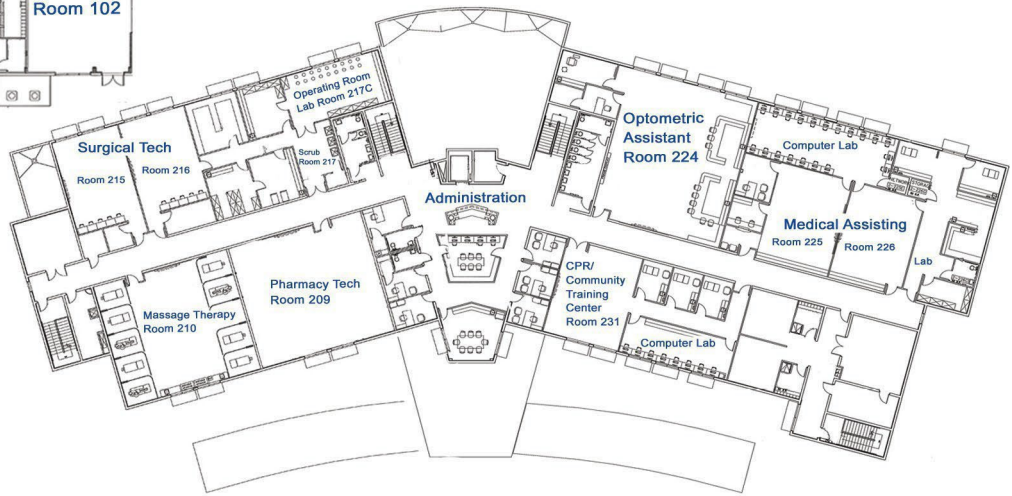

Wells Building Second

East **Campus** Map 5520 **Lakewood** Ranch Blvd. **Bradenton,** FL 34211

941.752.8100 | ManateeTech.edu

MANATEE TECHNICAL COLLEGE

Manatee Technical College is a part of the School District of Manatee County. No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit for specific: programs through plac:ement tests and c:ounseling, and, if nec:essary, will provide services or referrals to better prepare students for suc:c:essful participation.

FULL-TIME FACULTY AND STAFF

Abusaid, Francisco J. – CNC Production Specialist and Machining Technologies Instructor
Bachelor's Degree Business Administration, CESA University, Bogota, Columbia Certified Logistics Technician (CLT) Instructor
Certified Logistics Associate

Alvarado, Antonio – Culinary Instructor
Over 25 years of experience in the culinary field
ServSafe Certification

Anderson, Leonda – School Secretary, Construction and Manufacturing Programs BS, Criminal Justice – ITT Technical Institute
Over 25 years of experience in education

Babb, Jennifer – Student Services Secretary
Over 20 years administrative office experience
Medical Office Assistant Certificate, Ocean County Vocational Technical School

Bailey, Frankie – Practical Nursing Instructor
BSN – University of Texas Medicine Branch
MSN – University of Central Florida
RN – State of Florida

Baxley, Wylie Shane – Automotive Collision Technology Instructor Over 20 years in Collision Industry
ASE Certified Master Tech; PPG Gold Level Certified
Toyota Master Tech; I
Car Gold Certified

Bekkering, Tim – Marketing and Events Specialist
BA – Hope College, Holland,MI

Boucher, Lynne – MTC State Reports Specialist
Over 20 years of experience in education

Brutus, Xela – Career Counselor, East Campus
BA – USF, Psychology
7 years' experience working in the counseling area

Bryant, Michael –Computer Aided Drawing Instructor
Erwin Technical College – CAD Drafting
9+ years of experience

Bryce, David - Electrical & Instrumentation Instructor
B.S. in Mathematics

Burlew, Gil – Advanced Manufacturing & Production Technology Instructor
BA, William Penn University – Industrial technology
Over 45 years of teaching experience in Engineering Technology
Certifications: Solid Works SWA, Engineering, Manufacturing, Aerospace

Bush, Jay – Paramedic Instructor
BS – Walden University
MS Walden University
Florida Certified Paramedic

Cadena, Kelly – Dental Assisting Instructor
BA, Human Resources Management, St. Leo University
Dental Assisting Certification,
Manatee Technical College – Certified Dental Assistant

Carrillo Casique, Rafaela – Career Counselor, Adult Education
Master of Education – Reading, Northeastern State University
Educator Preparation Program, State College of Florida
Bachelor of Arts, English

Casaine, Irmarie – Senior School Secretary, Administration
Attended Universidad del Sagrado Corazon, San Juan, PR
Over 10 years of experience in school settings

Catalane, Edward – Baking and Pastry Art Instructor
AOS Degree in Occupational Studies, Culinary Institute of America, Hyde Park, NY
Over 30 years of experience in the culinary and baking fields

Cestero, Jose A – Automotive Service Technology Instructor
ASE Certified
Over 10 years of experience in the field

Chamberlain, Linda – Medical Assisting Instructor, Medical Coder Biller Instructor, CTC Coordinator
AS – Keiser University
AMT Registered Medical Assistant

Chan, Liza – Esthetics Instructor
Certified in Aesthetic Medicine – American Academy of Aesthetic Medicine
MD - University of Perpetual Help System Dalta – JONELTA Foundation School of Medicine BS Biology - De La Salle University
Certified in Advanced Esthetics; Licensed Esthetician – MTC

Chevalier, Lesley – Public Service Coordinator
BA – Mt. Vernon Nazarene University Certified
Child Abuse Investigator
Certified Drug and Alcohol Counselor
ABA Certified Paralegal

Christiano, Carla – Senior School Secretary, Administration
Certificate, Office Automation – Cittone Institute
Certificate, Realtor/Sales Associate – Ed Klopfer School of Real Estate

Coates, Robert—Armed Security Guard
U.S. Army, Military Police, Retired
5+ in the district

Cohello, Irene – Front Desk Secretary
Sport, Recreation, & Entertainment Marketing Certificate, MTC
Hospitality and Tourism Certificate, MTC

Cooper, Angel - Accounting Specialist
B.A. Business Administration, Midway University, KY
30 years of experience in school settings

Corbino, Cindy – Cosmetology Instructor
Over 20 years of experience, professional hair stylist

Cruz, Angelica—Main Campus Custodian

Cutrona, Rhonda – School Secretary, East Campus
Over 25 years of experience in the education and medical fields

DeToma, Craig – Cybersecurity Instructor
CompTIA A+ Certificate, MTC
CIW Web Foundations Associate, MTC
CompTIA Security+, MTC

Escalante, Perla – Financial Aid Specialist
Over ten years of experience in customer care.

Faicco, Sandra – School Secretary, Testing Department
Childcare Certification

Faudoa, Normalinda—MTC Accounting Specialist
Over five years of experience in the school district

Ferraro, Renee – Secretary, Testing Department
MA – Public Administration, West Virginia University
BS – Journalism & Public Administration, West Virginia University

Foley, Patricia – Student Financials Coordinator
BA – Hartwick College

Forbes, Brian – Air–Conditioning, Refrigeration
and Heating Technology Instructor
Certified Air Conditioning Contractor
Registered Air Conditioning Contractor
Over 25 years of experience

Fowler, Freddie – Marine Service Technology Instructor
AA – State College of Florida
Marine Service Technology Certificate,
MTC ABYC Certified Marine Electrician
Advanced NMEA Certified Electronics Installer

Franco, Lesvia – School Secretary, Salon Services Department
Certified Administrative Office Specialist – MTC

Gachetti, Joseph – Armed Security Guard

Gairing, Kelly – School Secretary
Allied Health and Continuing Ed BS, Child Development –
University of Maine

Garcia, Karen – Main Campus Custodian

Gates, Amy – Career Counselor
BA Criminology, USF Sarasota-Manatee

Geldmaker, Tammy – MTC Student Services Coordinator
BS Elementary Education and Interdisciplinary Studies – Lynchburg College
MA Exceptional Student Education – Saint Leo University

Giddens, Dawn—Project EDGE Coordinator
MS – Educational Leadership, University of South Florida
MS/BS—Emotional Disturbances and Learning Disabilities, Florida State University

Gilray, Jennifer – Assistant Director, East Campus
EdD – Argosy University
MED – Nova Southeastern University
BS – East Carolina University
Over 25 years of experience

Goehring, Christy- Accounting Operations/ Administrative Office Specialist Instructor
B.S. Business Administration, Tampa College
AA, State College of Florida, Bradenton, FL
18 years of experience

Goldsby, Roman – Main Campus Custodian

Gonzalez, Aurea – Case Manager
Administrative Assistant Certificate – MTC
Over 20 years of experience at MTC

Green, Adam – Diesel Systems Technology Instructor
Bachelor's Degree in Applied Science, Redding University, Maryland

Grella, Dayna – Health Education Coordinator
MSN-Ed – Western Governors University
BSN – Galen College of Nursing
ADN – Galen College of Nursing
PN – Eastern Suffolk School of Practical Nursing

Groseclose, Robert – Director, FL Law Enforcement Academy
Bachelor of Technology – Emergency Responders - Oklahoma State University
AS of Applied Science - Police Science – Oklahoma State University
20+ Years experience

Guadalupe, Matilde—East Campus Custodian

Gutierrez, Maria—Main Campus Lead Custodian

Hallett, Amy—Practical Nursing (LPN) Instructor
BS Nursing, Post University of Health Sciences
AS Nursing, Cape Cod Community College
9+ Years Registered Nurse Experience
5+ Years Nursing Instructor

Hancock, Hollie—Practical Nursing (LPN) Instructor
BS Nursing, State College of Florida
SD Nursing, State College of Florida
10+ Years Nursing Experience

Harper, Chelsea – Bookstore Manager
AA General Education, Keiser University
Over 20 years of experience in education

Haynes, Richard – Cosmetology Instructor
Over 35 years of experience in the cosmetology area Parkersburg Beauty College

Heatherman, Nichole—Cosmetology Instructor
Jolie Health and Beauty Academy Graduate
Paul Mitchel Academy Graduate
Over 5 years teaching experience
Over 10 years of cosmetology experience

Hernandez, Silvia –Secretary, Nursing Department
Over 10 years of experience at MTC

Hines, Monique – Senior School Secretary, Adult Education
Over 5 years of experience with the School District of Manatee County
Over 20 years of experience in administrative support

Hirsch, Victoria – Financial Aid Specialist

Houston, Ronald—Career Counselor
MS – Educational Leadership, Keiser University
BS – Criminal Justice, Argosy University
Over 10 years of experience in the school district

Howl, Maura – Communications & Grants Management, Supervisor
BA – Illinois State University
MA – University of Illinois
Accredited in Public Relations – Public Relations Society of America

Jackson, Craig – Automotive Service Technology Instructor
MTC Automotive Technology
8 years of experience in the automotive industry
ASE Certified Master Automotive Service Excellence Automobile Technician and Certified Med/Heavy Duty Truck

Jensen, Traci – Career Counselor, Adult Education
MS – Education, Teaching and Learning English Language Arts, University of Kansas
BS – Education, Curriculum and Instruction/Teaching & Learning

Jordan, William – Welding Instructor
BS Vocational-Technical Education and Industrial Safety – Pittsburg State University AAS Welding – Butler County Community College
AWS Certified Welding Inspector and Welding Educator

Kelley, Wayne - Electrical & Instrumentation teacher Aide
MTC Advanced Manufacturing & Production

Kempher, Barb – School Secretary, Front Desk

King, Barry – Carpentry, Building Trades & Construction Design Technology
NCCER Instructor Certification in Core, Carpentry and Building Construction Technology.
Over 40 years of experience in carpentry and building construction

Kirchberg, Nicole – Career Counselor
BA, State University of New York at Purchase, History
MS, National Louis University, Human Resources Management and Development

Kirk, Dr. Jodi - - Manatee Technical College Director
DBA, Argosy University, Tampa, FL
MBA, University of Phoenix, Columbus, OH
B.S. American Sentinel University, Aurora, CO
14 years of experience in education

Kretkowski, Jessicca – MTC Accounting Specialist
Business Management, Fairmont State College

La Fuente Del Toro, Ivis – East Campus Custodian

Labbe, Paul – – Air–Conditioning, Refrigeration and Heating Technology Instructor Certified Master Technician, Professional Service Assn. Certificates—Major Appliance Repair and HVAC, Manatee Technical College
Over ten years of experience in the field

Lee, Jeremy—Teacher Aide, Advanced Manufacturing and Production Technology Certificate—Advanced Manufacturing, Manatee Technical College
SolidWorks Associate and Professional Certifications

Leon, Angelica—Custodian, Main Campus

Lindergren, B. Shane – Barbering Instructor
Certification, Barber/Stylist, Manatee Technical
College Owner/Licensed Barber, Local's Barbershop

Lockhart, Samantha – Electrician Instructor
Manatee Technical College – Electrician Program
12+ years' experience

Lombard, Joseph—Financial Aid Coordinator
MS—Education, University of Bridgeport
BS—Psychology, University of Florida
Over 20 years of experience in student financial aid

Lopez Gamboa, Fabian – Main Campus Custodian

Lorenzo Castillo, Norbelio – Main Campus Custodian

Mardones, Julie – Nursing Instructor
AAS – Nursing, Truman College
Over 20 years of experience

Martinez Suarez, Madelin – East Campus Custodian

Mascherino Carleton, AnnaMaria - Early Childhood Education Instructor
BA – Psychology, Otterbein University
AA – Early Childhood Development

Maynard, Colleen – Assistant Director
BA – University of Rhode Island (Psychology/English)
M.Ed. – Florida Southern College (Educational Leadership)
FL Teaching Certificate – English, Educational Leadership, ESOL, Family and Consumer Science
Over 15 years in education

McBride, Bryan -- Automotive Service Technology Instructor
11 years Automotive Service experience
Automotive Service Technology Certification, MTC

Merrill, Jacob – Law Enforcement Instructor
BASc Public Safety Administration – St. Petersburg
College AA – State College of Florida
8+ Years experience

Meyer, Elizabeth – Nursing Instructor
BSN – University of
Florida MEd – Argosy
University RN – State of Florida

Mruk, Susan – Pharmacy Tech Instructor
Doctor of Pharmacy – Samford University
BS- Pharmacy – Samford University

Navarette, Cecilia – Career Counselor, Adult Education
Bachelor's Degree – Business Administration – University of Guayaquil

Nissen, Vickie – MTC Accounting Coordinator
Master's Degree, School Business Administration, Northern Illinois University Bachelor's Degree, Finance, Northern Illinois University

Nowicki, Adam – Peoplesoft Campus Solutions Analyst
MA Education Technology, Florida Gulf Coast University

Palitto, Mark – Welding Instructor
Graduated from Akron Testing and Welding, Inc.
Over 40 years of working and teaching experience in the Welding and Fabrication Industry AWS Certification

Patino, Gladys – Front Desk Secretary
AA Degree, Queensborough Community College, Bayside, NY

Perez, Federico – Lead Custodian, MTC East Campus

Pizano, Carolina - Paraprofessional, Project Edge
18 years of experience

Posada Arroyo, Brenda – Secretary, Testing Department
Attended American University of Puerto Rico

Prasad, Sandhya - Testing proctor
M.A. Karnataka State Open University, Mysuru, India
B.S, Botany, Zoology

Proskurina, Dr. Marina – Digital Design Instructor
PhD – Stroganov Moscow State University of Arts and Industry
Fine Art and Design Adobe Certified
Lifetime Teaching Certification for College and University Instruction

Ralston, Tammy – Disability Resource Center Coordinator
Ed.D – Instructional Leadership, Nova Southeastern University
Ed.S. – Instructional Leadership, Nova Southeastern University
M.Ed. – Exceptional Student Education, University of South Florida
B.S. – Behavior Disorders, University of South Florida

Resendiz, Alejandro - Custodian Main Campus

Rivera, Gigi - CTE Secretary
4 years of experience in school settings

Roberson, Kevin—Assessment and Industry Certification Administrator Masters of Executive Leadership Studies, Gardner-Webb University
BS—Technology Education, Western Carolina University

Roberts, Laura – Business and Industry Service Specialist
Bachelor of Science – Elementary Education, University of South Florida

Rodriguez, Dora—Custodian, MTC Main Campus

Ruiz, Cynthia – Financial Aid Specialist
Certificate, Administrative Office Specialist – MTC

Salas, Jose – Computer Systems and Information Technology Instructor
MBA in Finance, Loyola University of Chicago
BS in Mathematics and Computer Science, University of Illinois at Chicago

Sanchez, Francisca – Career Counselor, Adult Education
BA Interdisciplinary Social Science, University of South Florida

Sanchez, Sandy – Financial Aid Specialist
Certificate – Medical Coder Biller, MTC

Santilli, Mark – Electrician Instructor
Licensed Electrical Journeyman
Over 20 years of experience

Saxton, Thomas – Assistant Director
MA Ed Leadership and Administration, Jones International College
Teaching Certificate in Marketing and Business Education, NC State University
Bachelor's degree in Marketing/Entrepreneurship, Florida State University

Silva, Linda – Program Supervisor, Adult Education
Certificate of Advanced Studies, University of Bridgeport, CT
Educational Leadership – Administrations/Supervisor, University of

Skardoutos, Jill – Assessment & Industry Certification Administrator
BS General Psychology, Florida State University

Smith-Warzyk, Gwendolyn—State Reports Specialist
BA—International Relations, University of South Florida
Over 10 years of experience at MTC

Sosa, Joshua – Automotive Service Technology Instructor
ASE Master Certified Automotive Technician

Stedman, Cynthia – School Secretary, East Campus
BS – Psychology – Florida State University

Steele, Colette – School Secretary, CTC Department

Stephens, Andrew – Welding Instructor
Certificate, Applied Welding Technology – MTC
13 years of experience in the welding field

Tambe, Kristen—School Secretary, Criminal Justice Academy
BA—General Business Administration, University of South Florida

Thayer, Robert – EMT/Paramedic Instructor
State of Florida Certified Paramedic
State of Florida Instructor 1 Certification

Thumser, Mary – Nursing Instructor
BS Nursing, Aldephi University

Toler, Mark – Career Counselor, East Campus
AA – Manatee Community College BS – University of Central Florida MA – University of Central Florida

Tomlin, Ronald – Marine Service Technology Instructor
BS, Accounting – University of South Florida
14 years of experience in the marine service industry

Toole Plummer, Abby – Digital Video Production Instructor
BS – Business Administration, Montreat College

Tramontozzi, Analia – MTC Accounting Specialist
AA-Aquinas College, Milton, MA

Treadway, Rita – Secretary, Student Services Department
BA – Communications, Metropolitan State University of Denver

Tuten, Phillip—MTC Receiving Warehouse Clerk

Underwood, Christopher – Diesel Systems Technology Instructor
ASE Certified, Master Automobile Technician and Medium/Heavy Truck Technician

Vaquero Ramirez, Briana – Secretary, Adult Education
Certificate, Administrative Specialist Assistant, Manatee Technical College

Walden, Carrie – Varying Exceptionalities Instructor, Project EDGE
BA – Criminal Justice, Hodges University
AA – Criminal Justice, Manatee Community College
Certified in Exceptional Student Education, Middle Grades Integrated, and Family and Consumer Science
Over 15 years of Exceptional Student Education experience

Walker, Darla – School Secretary, Front Desk, MTC East Campus
Certification in Customer Service
Over 25 years of experience in the school district

Ware, Brenda J. – Dental Assisting Instructor
BS – Hodges University
MA – University of South Florida Certified Dental Assisting National Board Florida Dental Radiographer

Whalen, Steven – Auto Collision Repair Instructor
Over 15 years of experience in the automotive industry

Yenobi, Christian—Custodian, MTC Main Campus

Zabroni, Deborah – School Secretary I, Student Services

Zarate, Ricardo – Plant Manager
MTC – Accounting & Business Administration
FSPMA Certified Master Custodian
FSPMA Professional Leadership
FSPMA Certified Custodial Instructor

Zeris, Sharon – School Secretary
Over 20 years of experience in the school district

PART-TIME FACULTY AND STAFF

Aikman, Debora - ESOL Instructor
MA– University of South Florida
31 years' experience

Agresta, Francis - EMT-Paramedic Instructor
State of Florida Certified
Paramedic 8 years' experience

Allen, Alonda – Bookstore Clerk
19+ years' experience customer service

Allman, Carson- Welding Instructor
Manatee Technical College Alumni
4+ years' experience

Altman, Matthew – CTC Instructor
MA – University of South
Florida BS – Empire State
AS – Niagara County Community College
Paramedic Course Completion – Erie Community College
Certificate in Emergency Management – St. Petersburg
College

Ammon, Robert - ESOL Instructor
BA -Biology - Kent State University
30 years' experience

Anderson, Ben - Fire Science Instructor
Bureau of Fire Standards & Training
Instructor I 15 years' experience

Anderson-Stephens, Angelita - GED Instructor
Juris D - Columbia University
BA Political Science - Barnett College
10 years' experience

Basinger, Christina - GED Instructor
B.S.Ed. - Georgia Southern University
30 years' experience

Barcena, Carol – SAIL Lab Instructor
BS Ed. – Massachusetts College of Liberal
Arts AA – Berkshire Community College

Belle, Rachel – Allied Health Instructor
Manatee Technical College - Licensed Massage Therapist
Associates - Southwest Florida College – Surgical Tech
15 years' experience

Beltran, Nancy – Esol Instructor
BA – Varying Exceptionalities K-12 – Nova Southeastern
University
Early Childhood Certificate – Florida International
University
Massage Certification – Green Mountain Institute of
Integrative Bodywork
Health Coach Certification – Integrative Institute of
Nutrition
25 years' experience

Benjoud, Omar - ESOL Instructor
BA - Business/Marketing - National University-
California 5 years' experience

Bloski, Thomas – Fire Science Instructor
BS – Saint Petersburg College
Florida Certified Fire
Instructor

Bok, Randy – Law Enforcement Instructor
FDLE Certified General Instructor
10+ Years' experience

Bill, Derek - Fire Science Instructor
BS – University of
Florida AS -St.
Petersburg College

Bryant, Michael –HVAC Evening Instructor
Erwin Technical College – CAD Drafting
9+ years' experience

Bumbara, Robyn - GED Instructor
Bachelors - Business-Florida State University
Educator Preparation Institute (EPI) - Professional Teaching Certificate- State College of Florida
8 years' experience

Burghdurf, Christopher – Fire Science Instructor
AAS – Erie Community
College 9 years' experience

Butler, Derek – CTC Instructor
AAS, AS – Hillsbourough Community College
Paramedic Course Completion – MTC Fire Academy
Fire Academy – Hillsborough Community College
Florida EMT/Paramedic
Ceritified Florida Firefighter 2

Caggiano, Belinda – Nursing Instructor
BS Nursing – Western Governors University
10+ years' experience

Campion, Margorie – ESOL Instructor
Bachelor of Arts, Interdisciplinary Social Science – University of South Florida
Associate of Arts – State College of Florida

Carrillo-Casique, Rafaela - ESOL Instructor
M.Ed. – Northeastern State University
BA - English - University of South Florida
10 years' experience

Cattell, Ann – Facials Instructor
7 + years' experience

Chapman, Cary – Law Enforcement Instructor
BS – University of New Orleans

Chappell, Danny – Fire Science Instructor AS, EMS –
Hillsborough Community College

Chastain, Kevin – Law Enforcement Instructor FDLE
General Instructor
Certification 17 years' experience

Corine, William – Fire Science Instructor
Federal Certified Public Information Officer/Safety Officer

Colon, Ricardo – Electrical Apprenticeship Spanish 22
years' experience

Cook, Graham – Law Enforcement Instructor
FDLE Certified General Instructor
10+ years' experience

Combs, Kathleen - CTC Instructor
MS-Health Education, St. Joseph's University

Cooper, Arika – CTC BLS Instructor
MBA – Florida Metropolitan College
Certified EMT/Paramedic – Florida Southwestern College
BS, Zoology – University of Florida
13+ years' experience

DeBerry, Donna – CTC Instructor
BS in Finance, Florida Gulf Coast University
Over 15 years of experience in a business office

DeLeon-Thompson, Donell - Law Enforcement Instructor
FDLE Certified General Instructor
10 years Law Enforcement experience

Diaz, Frank - Electrical Apprenticeship Instructor Tampa
Bay Technical Institute
School of HVAC and Refrigeration
24+ years' experience

Dixon, Van – Electrical Instructor
2000-2004 Sarasota County Technical
Institute Electrical Apprenticeship Completion
2004-NCCER Certified Electrical Instructor
Associated Builders and Contractors, Inc
1998– Fundamentals of Marine Corps Leadership

Dunham, Anthony - EMT/Paramedic Instructor
A.S Fire Science
Paramedic Course Completion – Manatee Technical
College Fire Academy – Hillsborough Community
College EMT – St. Petersburg College
Florida EMT/Paramedic Certified

Dunson-Martin, Jana – CTC Instructor
BS – Temple University

Felix, Violeta – GED Instructor
MA – Advanced Educational Administration – Argosy
University BA – Education – University of South Florida
Specialist – Education – Argosy University
30 years' experience

Ferreira, Joseh – Law Enforcement Instructor
FDLE Instructor Certification
5+ Years' experience

Ferrett, Thomas - Fire Science Instructor
Bureau of Fire Standards & Training
Instructor I
12 years' experience

Fiore, James - Law Enforcement Instructor
AA-Criminal Justice, Keiser University

Fischbach, Casey – EMT/Paramedic Instructor
BA, East Stroudsburg University
State of Florida Paramedic Certification

Foltz, Katie - Culinary Instructor
AA - Culinary Institute of America
26+ years' experience

Foss, Derek – Fire Science Instructor
AS – Manatee Community College Florida Certified Fire Instructor

Fox, Scott – Fire Science Instructor
Bureau of Fire Standards & Training Instructor I
13 years' experience

Francois, Fabienne - ESOL Instructor
B.S.W. – University of West Florida
M.A.Ed. – Ashford University
24 years' experience

Freel, Rebecca – Law Enforcement Instructor
BA, Stetson University
JD, Stetson College of Law
Office of the State Attorney 2005 – present

Frey, Barbara - Nursing Instructor
AS-Nursing, Mercer County Community College

Galindo, Anthony – Welding (Sub) Instructor
31+ years' experience

Garrison, Wilma - Testing Center
BS Business Education - University of Tennessee
18+ years' experience

Garland, Donald - Diesel Instructor
Military Veteran

Genewick, Judith - ESOL Instructor
B.A. – Indiana University
M.B.A - Tampa College
14 years' experience

Guthrie, Jason – Fire Science Instructor
AS – St. Petersburg College
Certified Florida Fire Instructor 2

Hagan, Patrick – Law Enforcement Instructor
FDLE Certified General Instructor
10 years of experience

Hassler, Jacob - Electrical Apprenticeship
Electrical Certification - Suncoast Technical College
13+ years' experience

Hasty, Andrew – Law Enforcement Instructor
AS – Columbia Southern University

Hays, Geraldine (Ann) - Adult Ed Secretary
50 years' experience

Hernandez Valdez, Ludivina – Secretary, Adult Education
Certificate – Administrative Assistant – MTC
Certificate – Assistant Accounting – MTC
Certificate – Cosmetology – MTC

Holgado, Sandra - ESOL Instructor
Master of International Business - Florida International University
Degree in Finance and International Relations - Externado de Colombia University 9 years' experience

Howard, Jared – Law Enforcement Instructor
FDLE Instructor Certification
8+ Years' experience

Hunniford, Blake – Fire Science Instructor
AS – EMS – Columbia Southern University
11 Years' experience

I**nman, Tyler –** Automotive Service Technology Instructor
Manatee Technical College – Automotive Service Technology
12+ years' experience
Master ASE Certified Technician
Military Veteran

Jensen, Annette - ESOL Instructor
Masters - Science Education - University of Miami
M.Ed. - Florida International University in Miami
29 years' experience

Jewell, Douglas – Building Construction Technologies Instructor
Master of Science Degree in Executive
Management- Hodges University
20 years' experience

Johnson, Bradley – Law Enforcement Instructor
BA – St. Mary's College
FDLE Certified Instructor
FDLE Defensive Tactics Instructor FDLE Firearms Instructor

Keller, Sawyer – EMT/Paramedic Instructor
BA – Psychology – Florida Gulf Coast University
5+ years' experience

Kulikowski, Cara – Nursing Instructor
MS – Nursing Leadership, Western Governors University

Komarow, Angeline - Nursing Instructor
MS-Nursing Education, University of Hartford

Lasley, Maria – Nursing Instructor
BSN – Nursing, Kentucky University
MA – Business Administration – Webster University

Lewandrowski, Courtney – CTC Instructor
BS – Child, Family, and Consumer Sciences - Florida State University AA
– Liberal Arts
American Heart Association Basic Life Support Instructor Training Certified

Liddell, Jeremy – Law Enforcement Instructor
BA – University of South Florida

Lloyd, William - ESOL Instructor
B.A. in Sociology and World History – Franklin College
M.Ed. – Michael's College
12 years' experience

Lovett, Trevor – EMT/Paramedic Instructor
AA – State College of Florida

MacIsaac, Amy – CTC Instructor
Registered Nurse
31 years' experience

Manzo, Mary - GED Instructor
B.S. Biology – Loyola Marymount Los Angeles
31 years' experience

Marines, Sandra - ESOL Instructor
BS - Business and Professional Leadership
2.5 years' experience

Marquis, Steven – Machining Technologies Instructor
25 years Machining and C&C experience

Martin, Richard – CTC Instructor
15 years' experience

McBride, Bryan – Automotive Service Technology Instructor
11+ years' experience

McClintock, Weston – Automotive Service Technology Instructor
ASE Certified
30+ years' experience

Mccollum-Awad, Siobhan - ESOL Instructor
MA - Adult Education - Seattle University
26 years' experience

Miller-Lucas, Thera – Nursing Instructor
BSN – State College of Florida
Miles, Rachel – Early Childhood Development Instructor
8 + years' experience
Licensed - Director & Childcare Development Specialist

Mislyan, Stephen – Law Enforcement Instructor
MA – University of South
Florida BA – University of
South Florida AA – Manatee
Community College

Monaghan, Mark – EMT/Paramedic Instructor
AS – St. Petersburg College
25+ Years' experience

Moreno, Liliana- ESOL Instructor
Bachelors in English as a Second Language - UNAD Colombia
M.Ed. - Adult Education and Training - University of Phoenix 21
years' experience

Morie, Mark – Law Enforcement Instructor
AS – Manatee Community College
FDLE Certified General Instructor
25+ years' Law Enforcement experience

Murphy, Alesha – GED Instructor
Bachelor of Education Studies–Western Governors University
Master of Business Administration (MBA)- Walden University 18
years' experience

Pacheco, Victor - ESOL Instructor
J.D - University of California
BA - Political Science, Minor in Spanish - University of California
7 years' experience

Parham, Daniel – Law Enforcement Instructor
FDLE Certified General Instructor
25 years' experience

Patterson, Richard – Electrician Instructor
40+ years' Experience

Pearl, Mitcheal - ESOL Instructor
Ed. D - University of Florida & Argosy
17 years' experience

Phillips, Daniel – EMT/Paramedic Instructor
State of Florida Certified
Paramedic 13 years' experience

Price, Courtney - GED Instructor
B.A – University of Cincinnati
M.Ed.– American College of Education
18 years' experience

Pruitt, Nicholas – Law Enforcement Instructor 20+ Years Experience
FDLE Certified General Instructor

Ragoonanan, Darlene – Law Enforcement Instructor
BA, Rutgers University
MA, Stetson University
JD, Stetson College of Law
Office of the State Attorney 2003- present

Reitz, Richard – Law Enforcement Instructor
MPA – Hodges University
BSM – Hodges University

Reynolds, Jenee - Cosmetology Instructor
AA Sociology - Hillsborough Comunity College
Cosmetology - Aveda Institute Brandon
BS Business Administration - Strayer University 5+ years' experience

Rivera, Jose – Fire Science Instructor
Florida Certified Fire Instructor

Rojack, Linda – Nursing Instructor
MS Nursing - Excelsior College
50 years' experience

Rosario Planas, Anibal- ESOL Instructor
BA - Business Administration Mayor in Radio and Television Production
Minor in International Public Relations Pontificia Universidad Católica de Puerto Rico
2 years' experience

Rouff, Margaret- Bookstore Clerk
30 years' experience customer service

Santana, Brian – Digital Design/Photography Teacher Aide Digital Design Program – Manatee Technical College

Savitsky, Logan – Fire Science Instructor
Firefighter I & II – Manatee Technical College
Paramedic – Suncoast Technical College
5+ years' experience

Schoeffel, Sally - CTC Instructor

Schreiber, Paul – ESOL Instructor
Master of Science – Barry University
Bachelor of Science – Florida State University
Associate of Arts – Miami –Dade Community College
Certificate Program Education Leadership – Florida International University
23 years' experience

Sedgley, David – Fire Science Instructor
AS – Manatee Community College
Florida Certified Fire Instructor

Serrano, Angel – Building Construction Technologies
Instructor
17+ years' experience

Sherman, Christopher Todd – Electrical Apprenticeship Instructor BA –
University of Southern Mississippi
Suncoast Technical College – Electrician Program
6+ years' experience

Simunovic, Allen – EMT-Paramedic Instructor
State of Florida Certified Paramedic
14 + years' experience

Simunovic, Damian - EMT-Paramedic Instructor
State of Florida Certified
Paramedic 7 years' experience

Smail, Richard – Fire Science Instructor
AS – Columbia Southern University, Fire Science
State of Florida Fire Instructor 1 Certification

Soto, Nohemi- Testing Center Proctor
6 years' experience customer service

Spates, Jan – Nursing Instructor
BSN – Plattsburg University, Nursing
25+ years' experience

Stannard, Donald – Electrician Instructor
40+ years' experience as Machinist and Supervisor in Manufacturing

Sotomayor Rodriguez, Nereida - ESOL Instructor
B.A.- Business Administration - Trinity International University
M.Ed. - Regent University
18 years' experience

Szostak, Beata- Café Cashier
18+ years' experience

Thayer, Robert – CTC Instructor
State of Florida Certified Paramedic
State of Florida Instructor 1 Certification

Thompson, Brandon – Fire Science Instructor
AA – Fire Science – Waldorf University
State Certified
+5 years' experience

Toccalino, Shawna – EMT/Paramedic Instructor
State of Florida Certified Paramedic
17 Years of Experience

Tucciarone, Crystal - EMT/Paramedic Instructor
State of Florida Certified Paramedic
10 years' experience

Tumolo, Edward - Fire Science Instructor
Minimum Standards - Fire Academy, Hillsborough Community College
State of Florida Fire Instructor 1 Certification

Turpin, Jonathan – Fire Science Instructor
Polk State College – Associates in Fire Science
Columbia Southern University – Bachelors in Fire Administration
14+ years' experience

Tyler, Scott – Law Enforcement Instructor
FDLE Certified Instructor
24 years Law Enforcement experience

Underwood, Christopher- Diesel Systems Instructor
10 years' experience

Vaquero Ramirez, Briana – Part-Time Secretary
Administration Office Specialist Certification
3 years' experience

Vasquez, Andrea - ESOL Instructor
Specialist - UNED (Universidad Nacional de Education a Distance) B.A. – University of Sagrado Corazon
M. Ed. - University of Phoenix
15 years' experience

Vasquez, Elizabeth - ESOL Instructor
MA - Urban Multicultural Education - College of Mount Saint Vincent 25+ years' experience

Viard, Romy – ESOL Instructor
M.A. - Educational Leadership – St. Thomas University
B.A. - Professional Administration / Human Resources Administration – Barry University
A.S. Nursing RN – Saint Petersburg College
19 years' experience

Villanueva, Moises - Electrical Apprenticeships Spanish
Electrical Cert - Universal Technology College of Puerto Rico
9 years' experience

Viscosi, Ketsana – ESOL Instructor
BA – Education – University of Toledo
Master of Science – Full Sail University
Teaching English to Speakers of Other Languages (TESOL)
Advanced Specialized Certificate in Intercultural Management – University of Notre Dame
Certificate in Strategic Human Resource Management – Michigan State University
Certificate in Strategic Organizational Leadership – Villanova University
Certificate in Intergrated Online Strategies – University of San Francisco
27 years' experience

Watson, Lauren- GED Instructor
M.A. Natural Science - Chemistry West Chester University
B.S. Biology West Chester University
25+ years working in industry and education.

Weissman, Jason – Fire Science Instructor
Florida Certified Fire Instructor

Wennberg, Todd – Law Enforcement Instructor
14+ years' experience

White, Aaron – EMT/Paramedic Instructor
State of Florida Certified Paramedic
Manatee County EMT of the Year – 2014

Wyngarden, Travis- Electrical
Apprenticeship Instructor
14 years' experience

Wood, Robyn - ESOL Instructor
BA - English - University of South Florida
16 years' experience

Yonker, Nancie – Massage Therapy Instructor
BA – Colorado State University Sarasota School of Massage Therapy
State of Florida Licensed Massage Therapist

Yurschak, Kathleen – ESOL Instructor
Master of Science - University of Scranton
Bachelor of Science – State University of New York College at Cortlan
Teaching English to speakers of Other Languages (TESOL)
Certificate in Educational Leadership
22 years' experience

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