

2023-2024 CATALOG



Table of Contents

School Board, Board of Governors	3
General Information	7
Academics	8
Admissions	10
Financial	15
Health and Safety	23
Policies and Procedures	28
Student Discipline	35
Student Support	42
Main Campus Career Preparation Programs	44
East Campus Career Preparation Programs	102
Course Descriptions	126
Calendars	163
Adult Education & Continuing Education	169
Full-Time Staff	172
Part-Time Staff	186

Updated: August 24, 2023

The School Board of Manatee County

Chad Choate
Mary Foreman
Richard Tatem
Cindy Spray
Gina Messenger

School District of Manatee County Administration

Dr. Jason Wysong, *Superintendent*

Board of Governors

Josh Matlock, *CareerSource Suncoast - Chair*

Manatee Technical College Administration

Doug Wagner, *Director, Main Campus*
Justin Erickson, *Assistant Director, Main Campus*
Dr. Jennifer Gilray, *Assistant Director, East Campus*

Board of Governors / School Advisory Committee

Area of Representation	BOG Member	POG Member
Allied Health	EJ Ledesma	Massage Therapy, Medical Assisting, Medical Coder/Biller, Medical Lab Assisting, Optometric Assisting, Pharmacy Technician, Phlebotomy, Surgical Technology
Bradenton Area Economic Development Corporation	Lauren Kratsch	All Technical and Adult Education Programs
Business	Charles Murray	Accounting Operations
CareerSource Suncoast	Joshua Matlock	All Technical and Adult Education Programs
Chamber of Commerce	Michele Jones	All Technical and Adult Education Programs
Construction/Building	Stewart Moon	Building Trades and Construction Design, Electrician, HVAC, Plumbing Technology

Health Care	Deborah Hawkes and Danielle McIntyre	Dental Assisting, EMT/Paramedic, Nursing Assisting, Patient Care Technician, Practical Nursing
Hospitality	John Horne	Baking and Pastry Arts, Professional Culinary Arts and Hospitality
Manatee County Government	Chris Kopp	All Technical and Adult Education Programs
Manatee County High School	Carmen Purpus	All Technical and Adult Education Programs
School District of Manatee County Board Member	Richard Tatem	All Technical and Adult Education Programs
School District of Manatee County	Jason Wysong Derek Jensen Paul Gansemer	All Technical and Adult Education Programs
Manatee Technical College Rep 1	Lisa Chan	All Technical and Adult Education Programs
Manatee Technical College Rep 2	Linda Chamberlain	All Technical and Adult Education Programs
Manufacturing	John Ziemnicki	Advanced Manufacturing and Production Technology, CNC Production Specialist, Computer Aided Drawing and Modeling, Electrical and Instrumentation Technology, Global Logistics and Supply Chain Technology, Industrial Technology, Machining, Welding Technology
Public Service	Melanie Bevan	FireFighter/EMT Combined, Law Enforcement Academy
Service Industry	Nick Choate	Barbering, Cosmetology, Facials, Nails, Early Childhood Education Apprenticeship
State College of Florida	Todd Fritch	All Technical and Adult Education Programs
Technology	Kristie O'Kon	Applied Cybersecurity, Computer Systems and Information Technology, Digital Design, Digital Photography, Digital Video Technology
Transportation	Bill Lee	Automotive Collision Repair and Refinishing, Automotive Service Technology, Marine Service Technology

EX-OFFICIO MEMBERS

Dr. Richard Conard, Chair Emeritus

Doug Wagner, 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 and Technical Center.

Dr. Mary Cantrell was the fourth director of the school. Shortly after her arrival in November 1996, MAVTC was renamed Manatee Technical Institute. In the mid-1990s, 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 burn 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 fifth director, Doug Wagner, Manatee Technical

Institute was renamed Manatee Technical College. In 2017, Dr. Valerie Viands was our sixth director. In 2023, Doug Wagner returned to be our seventh 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. 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.

Contact 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

Website: ManateeTech.edu

Email: MTC@manateeschools.net

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

(770) 396-3898, Fax (770) 396-3790

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

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 our community. This handbook outlines the expectations students should have of their school and its staff.

ACADEMICS

COMPLETION OF CERTIFICATION AND LICENSURE

It is the expectation that all students/graduates upon completion of certification exams or licensure exams will provide a copy of their certificate or license to their instructor.

Documentation will be submitted within seven days of receiving the certification or licensure.

GRADING SYSTEM*

Adult and high school students receive grades quarterly and 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

An incomplete grade (“I”) will be changed to a letter grade upon completion of all course requirements within 10 school days, under normal circumstances. 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

Who is allowed to participate in a Graduation Ceremony?

Career and Technical Education Students: Any Manatee Technical College (MTC) student who has completed all program and assessment requirements two weeks prior to the set graduation date.

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 Adult Basic Education (ABE) courses, the student must complete the final post-test. The GED® graduate must have given MTC permission for online test score access through the official “GED® Manager.” All students must be clear of financial responsibilities.

What steps do I need to take to participate in the Graduation Ceremony? Complete all coursework and assessment requirements by two weeks prior to the set graduation date.

1. Maintain a current email and mailing address at MTC so that information can be sent regarding deadlines and participation information.
2. Order a cap and gown and register for graduation at MTC in April.
3. Make sure all deficiencies/fees have been paid by two weeks before set graduation date.

Graduation commencement is a formal, reserved, and dignified ceremony. All who participate are asked to follow some basic rules of etiquette for such an occasion.

Graduate Dress Code

- Tassels start on the right side of your cap.
- Wear your cap flat on your head.

- **No Decorated Caps.** If your cap is decorated, you must purchase a new one.
- 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, or flip-flops.**

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 Occupation 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

A 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, he/she controls 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, located at the Main Campus aids all students, past and present. Office hours are Monday, Tuesday, Wednesday, and Friday 7:30 a.m. – 3:30 p.m. and Thursday 7:30 a.m. – 6 p.m. (except Holidays and all School District of Manatee County breaks). Summer hours may vary. For additional information, please call 941.751.7900 x 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). MTC maintains transcripts on campus for the past 5 years for Career and Technical 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

ADMISSIONS

Admission Policy for Applicants without a High School Diploma

All Career and Technical Education adult applicants to Manatee Technical College are urged to earn a valid high school diploma or its equivalent (GED[®]) prior to admission. However, the college will accept students without a diploma in most programs, who will benefit by attending a Manatee Technical College training program.

Most Career and Technical Education programs will admit students with a state- validated standard high school diploma based on program openings. They will admit students 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. (State validated: <https://fsapartners.ed.gov/sites/default/files/2021-04/2122FSAHbkVol1Master.pdf>).

Admission to Career and Technical Education Programs with a High School Diploma

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

Certain Career and Technical Education Programs such as the Florida Law Enforcement Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the program's 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 state validated standard high school diploma or its equivalent. Please refer to individual program information sheets for specific information.

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://www.ice.gov/news/releases/feature-sevp-requires-us-schools-update-accreditation-information-sevis>

DUAL ENROLLMENT

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

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

- 10th - 12th grade classification (Age 16 minimum).

- Unweighted GPA of 2.0.
- Written approval from the high school signed by a school official.
- Written approval of the student's parent or legal guardian if the student is under 18 years of age.
- Have taken the Basic Skills Assessment test.
- Filled out an online application through <https://www.manateetech.edu/apply-now>

Students who are taking 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, your efforts in dual enrollment classes may influence your future financial aid eligibility. Financial Aid offices in every college in the country are

required to keep track of every student's 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% of the 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 dual-enrolled student attends MTC tuition-free. Dual enrollment students also receive their textbooks, registration, and lab fees free. Issued textbooks are the property of MTC and failure to return textbooks at the end of the program will result in a hold on their final OCP certificate. A student will be required to pay for any lost or damaged textbooks before their final OCP certificate can be issued.

All dual enrollment students are required to purchase uniforms, student ID, and personal specialized equipment needs.

BASIC SKILLS ASSESSMENT FOR CAREER AND TECHNICAL EDUCATION (CTE) COURSES

Instruction and State Board of Education Rule 6A-10.040 Florida Administrative Code (F.A.C.) requires students who enroll in a career certificate or applied technology diploma program offered for career credit of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. No assessment is required for programs with less than 450 hours.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen CTE program. Assessment instruments meeting this requirement are annually adopted in Rule 6A-10.040, F.A.C. and include:

- Any common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.
- Tests of Adult Basic Education (TABE) 11 & 12.
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series
- 2014 GED® Tests: Reasoning through Language Arts and Mathematics Reasoning where a minimum score (145) as required in Rule 6A-6A.6.021, Florida Administrative Code (F.A.C.) has been achieved, on each test.

Exceptions and Exemptions from the Basic Skills Examination

- Adult students with disabilities may be exempted from meeting the basic skills level required to earn a Career Certificate of Completion and be reported as a completer.
- Students who are exempt from basic skills exit requirements include those who:
 - Possess a college degree at the associate in applied science (AAS) level or higher:
 - A student who demonstrates readiness for public postsecondary education pursuant to S. 1008.30, F.S. and applicable rules adopted by the State Board of Education by achieving or exceeding standard test scores established herein and enrolls in a Florida College System (FCS) institution within two years after achieving such scores.
 - A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a valid Florida standard high school diploma.
 - A student who is serving as an active-duty member of any branch of the United States Armed Services
 - Students who have taken the 2014 GED® and scored at least 145 on each subject and a total score of 580 or higher across all 4 subjects.
 - Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled; or
 - Is enrolled in an apprenticeship program that is registered with FLDOE in accordance with Chapter 446.
 - If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A - 10.315, F.A.C.).
 - Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004-91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s.943.17(6), F.S. for more information.
 - A student who has taken the 2014 GED® and attained the minimum achievement scores on both the Reasoning through Language Arts (RLA) and Mathematic Reasoning, does not need to be tested.
 - If a student does not meet the exit requirements, it is possible the student may be enrolled into the program. However, the student will not be able to graduate until exit requirements have been met.

A student who is not required to take 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 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 on 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 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, except students exempted in accordance with s.1004.91, F.S

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

The student may retest under the following circumstances:

- Remediation hours have been completed and documented.
- The student has waited three months.

Reading and Math- CASAS 900 Series

- CASAS recommends re-testing students after 70-100 instructional hours (testing should not occur before at least 40 hours of instruction).

Basic Skills Remediation

Following admission to a program, if a student is unable to demonstrate the basic skills exit requirements, remediation will be provided. 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

MTACADEMICSUPPORT@manateeschools.net or call 941.752.8100 x 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: <http://www.fldoe.org/core/fileparse.php/5652/urlt/2019-20-basicskills-with-License-exempt.rtf>
 - Be exempt from meeting the basic skills requirements of the program if they are a student with a disability and provide appropriate documentation and request 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 a counselor prior to scheduling the first test. Example: Copies of IEP's, 504's, 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 need to be rescheduled, please contact the Testing Center by phone at 941.751.7900 x 46123 or email MTCTestingcenter@manateeschools.net. Rescheduling is a one-time courtesy.

STUDENTS WITH A DISABILITY

Manatee Technical College accepts secondary students with documented disabilities identified in the Individualized Education Plan (IEP) or 504 Plan that indicates the student can benefit from the training offered at MTC. Adult students with disabilities are to self- disclose and self-identify their disabilities to their career counselor. He/she must provide current documentation of disability from qualified personnel, such as physicians, school records, vocational rehabilitation, etc. Upon determination of eligibility, a 504 Plan will be written. Plans will be placed in the appropriate student's folder and on file in the Disability Resource Center coordinator's office.

JOB PLANNING

The student is responsible to find their own job. Your instructor has many business and industry contacts in the field and is a good resource to help connect you to potential job openings. Your instructor and other staff members, including the Business and Industry Specialist, will be able to assist you when you reach 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>.

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 in order to continue to be eligible for awards. We do 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, your published disbursement date. Your aid will cover any outstanding balance, showing in your account, for the term. Any overage will be issued in the form of a check and mailed to your 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 to return those funds.

Payment should be made directly onto the student's account using his or her student portal or through the cashier at the Main Campus of MTC. 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). 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 the following services: CareerSource Suncoast Bradenton, 600 8th Ave. West, Palmetto, FL 34221
941.358.4200 <https://careersourcesuncoast.com/>

CareerSource Suncoast Sarasota

3660 N. Washington Blvd. Sarasota, FL 34234 941.358.4200
<https://careersourcesuncoast.com/>

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

Pell Grant

We are a clock hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period to be eligible for additional funding. Students must also maintain a minimum grade of “C” to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or at half of their program length if the program is less than 900 clock hours.

Federal Supplemental Education Opportunity Grant (FSEOG)

This grant is awarded to students with exceptional financial need. The student’s need is determined by completing a FAFSA. Awards will be given based on funds available and the number of students with exceptional need, as determined by their FAFSA.

Federal Work Study

This federal program provides jobs to students to earn money to help pay for their educational expenses. Students must have an unmet need as determined by the completion of the FAFSA in order to be considered for employment. Students must be enrolled in a program of 600 clock hours or more to be eligible. Applicants will be required to be fingerprinted for a background check before they are eligible to work. This process can only start after class begins. Students holding a Bachelors’ Degree are eligibility for the Federal Work Study program.

Veterans Educational Benefits

We are 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 and Local Scholarships Florida’s Bright Futures Scholarships

Students who use Bright Futures to register, 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

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. Proof of Florida Residency is required.

Florida Prepaid College Fund

Florida Prepaid Plans are Educational Savings Plans that are 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 document to Student Financials Coordinator. This document entitles students to use these funds to pay for their **TUITION** only.

Manatee Technical College Scholarship

This scholarship typically assists up to 50% of the costs of tuition only. Fees are not covered. In order to be considered for this scholarship, students are required to complete a 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 an 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

Please note that MTC does not require up-front payment for an entire Career and Technical Education program. All fees for each Occupational Completion Point (OCP) will be due 7 days before the start of that OCP. MTC policy is that students may not attend classes if they have an outstanding balance. All Financial Aid checklist items must be complete, and received by Financial Aid, 14 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. *Online Bookstore Return Policy*

Any online purchases must be returned via the MTC Online Bookstore website according to the rules stated on the site. Purchases made on the Marketplace will be subject to the seller's return policy.

B. *Main Campus Store Return Policy*

All uniforms, and merchandise refunds and/or exchanges 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. Any returns eligible for a cash refund requires the completion of our Official Refund Form. Please contact the Main Campus Store for this form. This process can take up to six weeks to receive a refund check through the mail.

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

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 withdrawals prior to the end of the 5th class day:
(Exception: OCP's that are less than 32 hours).
 - a. TUITION - 100% refund
 - b. FEES - All fees refunded, excluding application, and administration fees
3. If a student is enrolled and withdraws after the 5th class day of the programs start date:
 - a. TUITION - No refunds
 - b. FEES - No refunds except for drug testing/background checks (if the test or check has not yet been performed) and certification fees.

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.

Refunds for students who are in the military and are called to active duty will be approved on an individual basis by the director and/or an assistant director.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTC will refund tuition and fees without a request from the student. All refunds will be processed within 45 days of the completed refund request or after a students' unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once per month

(every 30 days). 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 notifies the school that he or she will not be returning. The date

of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

D. *Adult Education Programs*

Tuition and fee 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. Students may request a refund through a counselor prior to their class start date
3. No refunds will be provided to Adult Education students after the start of their scheduled class(es).

Additional Information

Anyone eligible and requesting a cash refund must fill out our **Official Refund Form**. This process can take **up to six weeks** to receive a refund check through the mail.

PROGRAM TRANSFERS

Any student who wishes to transfer from one Career and Technical Education program to another must see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid for registration costs, including any aid used from Financial Aid to purchase books. Students must contact financial aid to determine eligibility in another program. Any student who wishes to transfer from full time to part time or from part time to full time must see a counselor for approval and must meet with financial aid to determine continued eligibility. These changes may not be approved.

VETERANS

We are 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, and Navy Transcripts

Space Force Transcripts are currently being added.

<https://jst.doded.mil/official.html>

Air Force 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

"GI Bill*" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill/>.

Tuition Assistance

MTC will accept approved tuition assistance vouchers from all branches. We are set up in Army IgnitED, Navy Portal (Navy, Coast Guard, and Marines Tuition Assistance), Air Force Tuition Assistance, MyCAA, and Educational Dollars for Duty.

Pay Rates

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

You can explore our programs on our website. 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. The career counselor of that program is also your Academic Adviser.

Educational Planning/Academic Advising

You can explore our programs on our website. 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. The Career Counselor of that program is also your Academic Adviser.

Job Planning

Your instructor has many contacts in the field. Your instructor and other staff members at MTC will be able to assist you when you reach program completion.

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.

Veteran's Attendance Policy

VA students are expected to attend all classes. Instructors shall submit VA students' attendance records to the Financial Aid Office. The VA Certifying Official shall collect, keep record of, and file the veteran students' attendance. There are no excused or unexcused absences. Students are either in attendance or they are absent. Veteran students must maintain a minimum of 80% attendance each calendar month to remain in good standing. Students exceeding 20% absenteeism in a calendar month will have their VA benefits terminated for unsatisfactory attendance. Any student with five (5) full absences or combination of partial absences during a 9-week grading period (quarter) may be withdrawn based on the instructor's or career counselor's recommendation. Early departures, class cuts, tardiness, etc., for any portion of an hour will be recorded. Two (2) partial attendance days (missing more than an hour including being late or leaving early) count as one absence. Three (3) tardies or early departures within one quarter will be counted as an absence. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The veteran student may petition the school to be recertified for benefits after one full month of satisfactory attendance (80% minimum). The school may re-certify the veteran student only if it has been determined that the veterans' attendance-related problems have been resolved. Recertification will begin the month following satisfactory attendance.

Veteran's Standards of Progress

The educational programs at MTC are based on clock hours and the school year is divided into Occupation Completion Points (OCP's).

Satisfactory Academic Progress Policy

The educational programs at MTC are based on clock hours and the programs are divided into OCP's. Veterans receiving educational benefits must maintain a grade of "C" or above. A veteran student not maintaining a "C" average will be put on academic probation. If he/she does not achieve a grade of "C" during the probationary period, the veteran will be terminated from benefits for unsatisfactory progress; and the VA will be promptly notified and benefits discontinued.

Satisfactory progress is evaluated monthly. A probationary period begins the month following a report of unsatisfactory academics. The school may recertify the veteran student only if it has been determined that the veterans' academic related problems have been resolved. Recertification will begin the month following satisfactory progress. The Dept. of Veterans' Affairs will be notified by the school's Certifying Official if the veteran is placed on academic/attendance probation. If the VA student's academic/attendance progress is unsatisfactory at the end of the probationary period, VA will be promptly notified, and the students' educational benefits will be terminated.

Veteran's Standards of Conduct

Knowingly possessing, using, transmitting, or being under the influence of narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind at MTC activities or work sites will be subject to disciplinary action by the administration of MTC up to and including a recommendation of expulsion from MTC.

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 attached school forms: The Receipt of Handbook and Evaluation of Previous Training Form, Attendance Policy, Acknowledgement Form, and Instructor's Verification Form (this is to be completed by your instructor on your first day of class).
- 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 Once.

Ch. 30, 35, and 1606 Students must certify their enrollment at the end of each month through WAVE: <https://benefits.va.gov/gibill/> 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.

Tuition Assistance

Each branch of service provides its Servicemembers with the ability to utilize their own financial aid to assist with the payment of college courses. Before enrolling at Manatee Technical College, Servicemembers are required to speak with their Educational Services Officer (ESO) or counselor within their military service.

Below are links to the various branch of services' Tuition Assistance pages: Air Force: <https://www.my.af.mil/> Army: Marines, Navy, & Coast Guard:

<https://www.navycollege.navy.mil/> Florida National Guard & Air Guard: <https://edd.dma.myflorida.com/flng/>

Manatee Technical College will readmit a service member with the same academic status as they had when they last attended the school or were accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service.

The student must notify the school of their military service and intention to return to school as follows:

- Notification of military service: The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness.
- Notification of intent to return to school: The student must also give oral or written notice of their intent to return to school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established general practices.

The school must promptly readmit the student into the next class or classes in the program beginning after they provide notice of intent to reenroll, unless they request a later date or unusual circumstances require the school to admit them at a later date. This requirement supersedes state law – for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

The school must admit the student with the same academic status, which means:

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless the student chooses a different program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of clock hours previously completed, unless the student is readmitted to a different program to which the completed clock hours are not transferable; and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which they return, the school must assess the tuition and fee charges that the student was or would have

been assessed for the academic year during which they left the school. However, if the student's veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

If the school determines that the student is not prepared to resume the program with the same academic status at the point where she left off or will not be able to complete the program, the school must make reasonable efforts at no extra cost to help the student become prepared or to enable them to complete the program. This includes allowing the student to retake a pretest at no extra cost.

The school is not required to readmit the student if it determines

- that there are no reasonable efforts it can take to prepare the student to resume the program at the point where they left off or to enable the student to complete the program, or
- that after it makes reasonable efforts (those that do not place an undue hardship* on the institution), the student is not prepared to resume or complete the program.

**Undue hardship means an action requiring significant difficulty or expense considering the overall financial resources of the school and the impact of such action on its operation.*

Incentive Compensation Prohibition

Manatee Technical College may not provide any commission, bonus, or other incentive payment based directly or indirectly upon success in securing enrollments or the award of financial aid to any individual or entity engaged in any recruiting or admission activities or in making decisions about awarding FSA program funds. Only these two types of activities are subject to the incentive compensation ban: securing enrollment (recruitment) and securing financial aid. No other activities are subject to the ban.

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.
- Our office is here to help you if you experience any problems. In accordance with Title 38 US Code 3679 subsection (e), Manatee Technical College adopts the following additional provisions for any Chapter 30, Chapter 31, Chapter 33, Chapter 35, or Chapter 1606 students while payment to the school is pending from the VA, we will not:
 - Prevent the student's enrollment
 - Assess a late penalty fee to the student
 - Require the student to secure alternative or additional funding
 - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) 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.

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, it is the college's policy 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/>
- <https://centerstone.org/locations/florida/facilities/centerstone-bradenton-hospital-and-addiction-center/>
- Manatee County Health Department: <http://manatee.floridahealth.gov>

DRILLS & EMERGENCIES

Regulations require that multiple fire drills be held periodically during the school year. MTC will also have at least two tornado drills each 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 emergency situations, students should go to the designated safety areas inside the buildings as directed or exit the building if safe to do so.

DRUG SCREENINGS

Students must participate in a drug screening at MTC because the programs listed below involve heavy machinery. If under the influence, the student could cause harm to themselves or others. The programs that require drug screening are as follows: Advanced Manufacturing, Automotive Service (due to the electric over hydraulic lifts and strut spring compressor), Auto Collision (due to electric over hydraulic lift, welders, and jib crane), Carpentry and Building Trades & Construction Design (due to the routers, joiners, planers, table saws, and roof work), Diesel Mechanic (due to the electric over hydraulic lifts and strut spring compressor), Emergency Medical Technician, Florida Law Enforcement Academy, Fire Fighter I & II, Fire Fighter/Emergency Medical Technician Combined, Marine Service (due to jib crane and motor testing station similar to a dynamometer for marine engines), Electrician (because the final course in the program is Industrial Electricity), Electrical and Instrumentation Technology, Heating, Ventilation and Air Conditioning, Industrial Technology, Machining, Paramedic, Welding (due to the grinders and possibility for explosion from gases).

If an internship, apprenticeship, or clinical site requires a drug test prior to allowing the student on their site, the student will be subject to a suspicion-less drug test at their expense. These programs include all nursing programs, Dental Assisting, EMT, Fire Fighter, Paramedic, Medical Assisting, Pharmacy Tech, and Surgical Technology.

Drug testing will be done randomly throughout the academic year. During the drug test, the students will be asked to submit to a urinalysis. 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 explaining 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.

If a student tests positive, it will result in immediate withdrawal. The student would not be eligible to return until the next term the OCP is available AND provide a negative drug screening from an authorized drug testing company. The student can contact their career counselor for the most updated list of these companies.

Please note that some licensure programs may have more restrictive policies regarding a positive test. See the program counselor for these requirements. **Again**, those that test positive are excluded from certain programs based on the health, safety, and welfare of themselves and others. 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.

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-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.

Challenge of Testing: If the student feels that his/her drug test is a “false positive”, the results will be sent automatically to the lab for further testing. The student will remain out of the program until the results are returned.

DRUG/ALCOHOL ABUSE AND PREVENTION

No student or staff shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

No student may unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during, after school hours on any Manatee Technical College, or at college-sponsored activities or events.

HARASSMENT

District technical colleges shall inform students and employees at orientation and on their websites of the existence of 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)

No one should be subjected to harassment or bullying at this school for any reason. It is expected that all students will treat others in ways that convey respect and consideration for individuals, regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age, or disability. Both bullying and harassment are prohibited at the college, during college-related activities (whether on or off campus), and through the use of computers or other electronic devices, which is known as cyberbullying.

Cyberbullying and harassment are also prohibited through the use of off-campus internet posting, phone calls, or text messaging if such behavior disrupts the orderly environment of any district school, college, or activity or interferes with the educational opportunities of others.

Such conduct referencing or directed at an individual or group that demeans the person/group based on race, ethnicity, religion, gender, sexual orientation, creed, age, disability, or other extraneous factors is prohibited and shall be grounds for disciplinary action. Disciplinary action for students found or deemed guilty of bullying or harassment will be dependent upon, but not limited to, the student’s attitudes, intent, the effect on other students and/or staff, mitigating circumstances, and the student’s disciplinary history. Consequences and appropriate remedial action for students who engage in bullying or harassment may range from positive behavioral interventions up to and including suspension, reassignment to an alternative program, and expulsion.

Racial harassment – includes name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, and slurs is prohibited. Such conduct referencing or directed to individuals or groups that demeans them based on race or ethnicity is prohibited and is grounds for disciplinary action, including suspension and/or expulsion.

Sexual harassment and “sexting” - includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive college or work environment. This can include:

- Sexually suggestive looks or gestures.
- Sexual jokes, pictures, or teasing.
- Pressure for dates or sex.
- Sexually demeaning comments in person, online or on social media.
- Deliberate touching, cornering, or pinching.
- Attempts to kiss or fondle.

- Threats, demands, or suggestions that favors are granted in exchange for sex or tolerance of sexual advances

If while under the jurisdiction of the School District you post, send or forward to anyone else a nude or sexually revealing photo of a person through the internet or text message, or if you show such photos to other people, you will be suspended from the college, and you may be recommended to be withdrawn. You may also be subject to arrest for violation of child pornography laws if the student in the photo is a minor. If you are found to have sent any such images or messages to other students or faculty of the college, regardless of time or location, you still may be subject to college-based consequences under Florida cyberbullying and harassment laws.

Disciplinary action for students guilty of sexual harassment will be dependent upon, but not limited to, the student's attitudes, intent, the effect on other students and/or staff, mitigating or aggravating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed, up to and including suspension or withdrawal. Law enforcement may be contacted. Please refer to the School District of Manatee County Student Code of Conduct for further information.

HAZING

Students shall not participate, or conspire for others to participate, in harassing acts that may injure, degrade, disgrace, or put others at risk in any way. Hazing may result in suspension or withdrawal.

SEVERE WEATHER

Manatee Technical College will follow the severe weather closings of the School District of Manatee County. Monitor the situation on the 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 our PeopleSoft: Campus Solutions student information system.

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 your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC).

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 improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent.

- b. Accessing pornographic or obscene images, language, or materials, including screen savers.
- c. 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.
- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. 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.
- f. Downloading music, games, or videos at any time on a district computer.
- g. 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.
- h. 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.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. 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.
- l. Downloading or printing any material that is deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.
- p. 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.

TOBACCO-FREE POLICY

Use of ALL tobacco products is prohibited on all School District of Manatee County owned or leased property, including, but not limited to, all interior and exterior parts of any campus, ancillary facilities, work sites and facilities, parking lots and vehicles, as well as at any event sponsored by MTC or the School District of Manatee County. Any non-employee who has been given notice of this policy by a college official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

Tobacco products include, but are not limited to, real or electronic cigarettes, any vaping products, cigars, pipes or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, snuff, snus, or any other substance containing tobacco, nicotine or product simulating the use of effects of tobacco.

POLICIES/PROCEDURES

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, you agree to abide by this Student Handbook.

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 great results.

As a student at Manatee Technical College, you agree that:

- I learn best when I complete my own work.
- I am responsible for protecting my own work.
- Asking for help when I do not understand how to complete my work is a positive practice.
- It is important to give credit to sources and their authors.

There are academic and disciplinary consequences for cheating.

- **CHEATING** includes all the following, **but is not limited to:**
 - Copying the work of others or claiming someone else's work to be mine.
 - Allowing others, including family, friends, or classmates to complete my work.
 - 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) to be mine or submit such work in a way inconsistent with my 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 and Adult Education Students

- Students are expected to be in class, on time and ready to learn. There are no excused or unexcused absences. The student is either present or absent.
- 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.
- Any student with five full absences or a combination of partial absences during a quarter may be withdrawn based on the instructor's or career counselor's recommendation.
- Two partial attendance days (missing more than an hour including being late or leaving early) count as one absence.
- Three tardies or three leaving the class early count as an absence.
- In compliance with Florida statute, any adult student with six consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.

- Please note that some programs may require more stringent attendance policies due to licensure and/or state certification requirements.
- **First Withdrawal for Poor Attendance:** 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 a Performance Improvement Plan to remain in the program. See Specific Program policies for more information.
- **Second Withdrawal for Poor Attendance:** 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 Withdrawal for Poor Attendance:** Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Specific Program policies for more information. Please note that some programs may require more stringent attendance policies due to licensure and/or state certification requirements.

Adult Education Students

In addition to the policies in the above section, the following also apply to Adult Education courses:

100% Online GED® preparation and ESOL Courses

- Online GED® preparation and ESOL students must complete at least 10 hours of work in their assigned online program(s) each week. Failure to complete 10 hours of coursework in any given week may result in withdrawal from the online GED® preparation and/or ESOL class.
- In compliance with Florida statute, any 100% online Adult Education Student with six consecutive absences, the equivalent of zero hours of online work in a one-week period, may be withdrawn.

Hybrid GED® preparation and ESOL courses

- Hybrid GED® preparation and ESOL students must complete at least five hours of work in their assigned online program(s) each week AND attend face-to-face classes two days each week. Failure to complete 10 hours of course work, five hours of online work AND five hours of face-to-face class in any given week may result in withdrawal from online GED® preparation and/or ESOL class.
- In compliance with Florida statute, any hybrid Adult Education student with six consecutive absences, the equivalent of zero hours of online work who also does not attend class twice in the same week, shall be withdrawn.

100% Face-to-Face students

- In compliance with Florida statute, any face-to-face Adult Education student with six consecutive absences shall be withdrawn.

Dual Enrollment

- 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).

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 district 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.

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. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- b. Shorts, skirts, divided skirts, dresses, and culottes are allowed. They must be mid- thigh length or longer.
- c. All trousers, pants, or shorts must fully cover undergarments, including boxer shorts.
- d. All clothing, jewelry, or tattoos shall be free of the following: profanity; violent images, wording, or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs, or advertisements for such products.
- e. 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.

Further Clarification/other requirements:

- a. Form-fitting leotard/spandex type clothing is not allowed unless proper outer garments cover to mid-thigh length or longer.
- b. See-through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing must be an appropriate size, with the waist of the garment worn at the student's waist.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- e. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school. Field trips are an exception.
- f. Bandanas or sweatbands are not allowed to be visible on school grounds during regular school hours.
- g. Hats or other head coverings may be worn during outside activities and may not be worn during any portion of the regular school day without the expressed permission of the director or designee.
- h. If the school has a mandatory school uniform policy, the student must adhere to those requirements.

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. It is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the Book Store for \$10.

LOST AND FOUND

All articles found on campus are to be turned in to the Administration Office. Lost articles not claimed may be disposed of after 30 days.

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 store 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. 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. Do not park in visitor spots or in disabled parking unless you are a visitor or have the proper permit.

SEARCHES AND SEIZURES

You, your locker, vehicle, purse, backpack, and other personal possessions may be searched if there is a reasonable belief (suspicion) that any of them contain drugs, weapons, contraband, or other items not permitted on campus. If you refuse to consent to a legal search while on school property or under the jurisdiction of school personnel, administrative action may be taken that would be consistent with possessing any unauthorized or illegal items you were suspected of carrying. Running or fleeing from staff so as to prevent a justified search may also be grounds for similar administrative action. 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."

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A 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 ATTENDING MTC, YOU AGREE TO ABIDE BY THIS HANDBOOK.

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.

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. These guidelines will be explained to students when enrolled in the programs.**

Infractions	Administrative Actions
<ul style="list-style-type: none">• Disrespect for Others• Disruptive behavior• Dress Code Violation• Failure to properly display student ID (1st Offense)• Horseplay• Inappropriate Behavior (minor)• Medication Policy Violation (Over the Counter or legitimate prescription) – possession or use only• Tardy to Class• Technology – Inappropriate Use or unauthorized use• Violation of Attendance Procedures	<ul style="list-style-type: none">• Counseling and redirection• Verbal reprimand• Return of property, payment for same or restitution for damages• Performance Improvement Plan• Suspension after Multiple Infractions

LEVEL 2 - Disciplinary Infractions and Administrative Actions

Infractions	Administrative Actions
<ul style="list-style-type: none">• Aggression, Non-Physical• Bullying - 1st Offense• Cheating or Plagiarism• Contraband – Possession• Defiance• Disrespect to Staff or Authority• Endangerment• Harassment - 1st Offense• Inappropriate Behavior (major)• Possession of E-Cigarette/Vape• Theft (Less than \$750) (LE-Optional)• Tobacco (Possession/Use if under the age 18) (S) (LE-Optional)• Tobacco (Possession/Use if 18 years of age or older)• Vandalism (under \$1,000) (LE – Optional)	<ul style="list-style-type: none">• Performance Improvement Plan• Confiscation of unauthorized materials• Suspension from the college**• Return of property, payment for same, or restitution for damages• Temporary or permanent removal from extracurricular/co-curricular program or activity such as a field trip, graduation or other event

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

Infractions	Administrative Actions
<ul style="list-style-type: none"> • Aggression, Physical • Alcohol Possession or Use or distribution (S) (LE-Optional) • Bullying – Repeated (S) (LE-Optional) • Contraband • Dating Violence or Abuse • Drugs – Poss./use (S) (LE-Optional) • Fighting • Gang Related Activity • Harassment (repeated) (S) (LE) • Hazing • Other Serious Misconduct • Sexting (LE-Optional) (DCF-Optional) • Sexual Harassment (S) (LE) (DCF) • Sexual Other (S) (LE) (DCF) • Theft (over \$750) (S) (LE) • Trespassing (S) (LE) • Vandalism under \$1,000 (LE-Optional) 	<ul style="list-style-type: none"> • Performance Improvement Plan • Suspension from the college** • Temporary or permanent removal from extracurricular/co-curricular program or activity • Return of property, payment for same, or restitution for damages • Confiscation of unauthorized materials • Recommendation for Expulsion/Withdrawal

** FS 1006.09 Written notification, within 24 hours, 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).

<p>Infractions</p> <ul style="list-style-type: none"> • Arson (S) (LE) • Battery (S) (LE) • Disruption on Campus (S) (LE) • Drugs, distribution (S) (LE) • False Accusation • Fighting (S) (LE-Optional) • Other Major (S) (LE – Optional) • Physical Attack (S) (LE – Optional) • Robbery (S) (LE) • Sexual Assault (S) (LE) • Sexual Battery (S) (LE) (DCF) • Threat (S) (LE) • Weapon-like contraband possession • Weapons – Possession or Use of (S) (LE) (LE-Optional) 	<p>Administrative Actions</p> <ul style="list-style-type: none"> • Suspension from the college** • Extended suspension** • Recommendation for Expulsion /Withdrawal
--	---

** FS 1006.09(1)(b) Written notification, within 24 hours, 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 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; and
- 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 the District 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 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). 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.

WEAPONS AND FIREARMS

According to Florida Statute 790.115(2)(a) students will not possess any firearm, destructive device, or other weapon as defined in F.S. 790.001(13). Withdrawal from the program is required, even if you brought the firearm or weapon for self-defense. The Director or designee may give permission to utilize a gun or weapon while on campus or at a school function when the gun or weapon is part of the curriculum of the MTC Law Enforcement program drills and at the firing ranges.

NOTE: Per F.S. 790.115, the School District of Manatee County strictly prohibits any firearms from being stored in student vehicles parked on any school grounds or at any school-sponsored event. Any violation is immediately reported to law enforcement.

If you bring weapon-like contraband to school, to any school function, or onto any school sponsored transportation, or if you use any non-weapon as a weapon to threaten or injure others, you will be withdrawn from your program and reported to law enforcement.

STUDENT SUPPORT

EQUITY, DIVERSITY, AND INCLUSION POLICY

The School District will ensure equal opportunity and access in relation to all stakeholders: students, families, and staff within the School District community, by valuing, acknowledging, recognizing, and celebrating everyone in our school system. We are committed to inspiring our school community to be accepting, open-minded, and willing to learn from individuals from various backgrounds.

The School District has adopted policies and procedures that promote diverse and equitable access for all stakeholders: students, families, and staff within the School District community regardless of race, color, national or ethnic origin, language, culture, gender, sex, gender identity, gender expression, sexual orientation, religious and spiritual beliefs, age (except as authorized by law), political beliefs, marital status, handicapping condition(s), social and family background (collectively protected characteristics), or physical and learning abilities.

<https://go.boarddocs.com/fl/mancofl/Board.nsf/Public#> (po9142)

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic republic. A student's verbal and written expression of private opinion on college premises is to be encouraged if it does not disrupt the educational process or interfere with the rights of others.

Distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a disruption of the educational process is likely to result or does result from such activity. Disruption includes:

- Inability to conduct classes or school activities, or inability to move students to/from class or other activities.
- Breakdown of student order.
- Widespread shouting or boisterous conduct.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful or insulting speech to students, teachers, administrators, or college personnel) creating a hostile educational environment.

- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender, or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response will result in suspension or possible withdrawal.
- Student participation in a boycott, sit-in, stand-in, walk-out or similar activity.
- Speech encouraging disobedience of college rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.)
- Official college publications (such as our Program Guide or any other publication) and student expression that occurs under circumstances where it is sponsored or endorsed by the college (such as speech at student assemblies or dramatic productions) are not private speech of students. Rather, they are public communicative activities of the college, over which the college retains control to the extent permitted by the First Amendment and state statutes. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above but also for any other legitimate educational reasons as determined by the college. Students who violate the standards for verbal and written expression shall be subject to corrective action or disciplinary action, up to and including suspension or being withdrawn.

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 race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries, or complaints are dealt with promptly in accordance with the law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the public. Any sections of the District's collectively bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar

to that in the Board's statement above.

Please see the following link for contact information www.manateeschools.net/titleix

STUDENT CLUBS / ACTIVITIES

HOSA-Future Health Professionals

HOSA-Future Health Professionals is a global student-led career and technical organization endorsed by 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 HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. Its purpose is to develop leadership and technical HOSA 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.

National Technical Honor Society

The National Technical Honor Society is an honor organization for students who achieve outstanding success in vocational-technical education. It is America's foremost scholastic honor for excellence in workforce education. Fewer than two percent of America's secondary and postsecondary students are nominated for membership into this prestigious organization. Students are nominated by their instructors and a ceremony is held bi-annually to induct new members.

SkillsUSA

SkillsUSA is a national career and technical student organization that serves trade, industrial, and technical students, and instructors. 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 at Manatee Technical College support and encourage participation in this student organization.

National Adult Education Honor Society

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.”

STUDENT GRIEVANCES

All students are entitled to due process. If you believe you have been treated unfairly, you can expect that your grievance will be settled in a timely and fair manner.

1. When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned.
2. If the situation cannot be resolved, the student should see his or her 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.
3. If a resolution could not 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:
4. 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:

5. 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 Operations; Superintendent of Schools; and finally, the School Board of Manatee County.
6. If the issue cannot be resolved at the district level, the student may contact the Florida Division of Career, Technical & Adult Education (DCAE)
<http://www.fldoe.org/academics/career-adult-edu/division-directory.shtml>.
7. If you believe that your complaint has not been addressed satisfactorily, after exhausting all Manatee Technical College's complaint or grievance procedures, you may contact for additional information/guidance: Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Phone: (800) 917-2081 FAX: (770) 396-3790 <http://www.council.org>

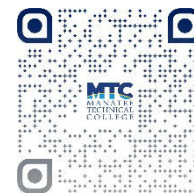
WHERE TO GO FOR HELP

MTCdashboard.net

For your class schedule, grades, assignments, financial balance, financial aid, academic advising notes, to find your advisor's name, view items you need to submit or outstanding fees, update your personal information, apply for graduation or to check your application status, visit: **MTCdashboard.net**

Programs: Main Campus

Accounting Operations



Program Purpose:

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. View the Main Campus Virtual Information Session handout: [Click here.](#)
3. View the Main Campus Virtual Information Session video: [Click here.](#)
4. 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

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

Articulation:

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

Job Placement Rate:

92%

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.





Advanced Manufacturing and Production Technology

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 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 your "To-Do List. "You are not accepted into the program after applying, you must complete your do list.
2. View the Main Campus Virtual Information Session handout: [Click here](#)
3. View the Main Campus Virtual Information Session video: [Click here](#)
4. 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:

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
---	--	-----

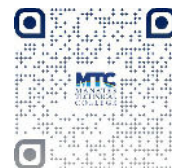
Dual Enrollment: *Yes*

Industry Certification: SolidWorks Professional

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

Job Placement Rate: *100%*

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



Applied Cybersecurity

Program Purpose:

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, 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 do list."
2. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: 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

Industry Certification:

CompTIA Security+, Certified Internet Web (CIW) Web Security Associate

Articulation:

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

Job Placement Rate: 71%

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





Automotive Collision Technology Technician

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 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1400 hours – approximately 12 months full-time to complete

<u>QC P</u>	<u>COURSE</u>	<u>HOURS</u>
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

Industry Certification:

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

Articulation:

Counselor for more information.

May be available towards credits at Florida public colleges/universities. Speak with a Career

Job Placement Rate:

100%

Location:

MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203.

Tel 941.751.7900

Automotive Service Technology

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. View the Main Campus Virtual Information Session video
3. 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: 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

Industry Certification: Automotive Service Excellence (ASE) Automotive & Light Truck Certification

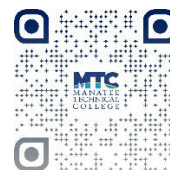
A1– Engine Repair A2–Automatic Trans/Transaxle
A3–Manual Drive Train & Axles

A4 – Suspension and Steering A5 – Brakes
A6–Electrical/Electronic Systems A7 – Heating &
Air Conditioning A8 – Engine Performance

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

Job Placement Rate: 85%

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



Automotive Service Technology 1

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. View the Main Campus Virtual Information Session handout:
3. View the Main Campus Virtual Information Session video:
4. Complete your "To-Do List "at

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 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

Industry Certification: Automotive Service Excellence (ASE) Automotive & Light Truck Certification

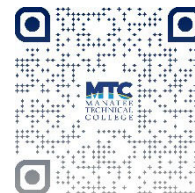
A1- Engine Repair A5 – Brakes

A6–Electrical/Electronic Systems A4 – Suspension and Steering

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

<i>Job Placement Rate:</i>	57%
Location:	MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900
Start Date:	August
Start Time:	Monday - Thursday, 6:00 p.m. – 10:00 p.m.





Baking and Pastry Arts

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 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: 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

Industry Certification: Certified Food Protection Manager (ServSafe)

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

Job Placement Rate: 75%

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





Barbering

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 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. View the Main Campus Virtual Information Session handout: [Click Here](#)
3. View the Main Campus Virtual Information Session video: [Click Here](#)
4. 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: Full-time 900 hours – approximately 8 months full-time to complete
Part-time 900 hours – approximately 15 months part-time to complete

OC P	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

Articulation:

May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate:

100%

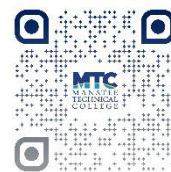
Location:

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**
more Day/Evening Class information: Scan QR CODE



Building Trades and Construction Design Technology

Program Purpose:

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 900 hours – approximately 8 months full-time to complete

O CP	COURSE	HOUR S
A	Building Construction Assistant – BCV0080	450
B	Carpentry and Masonry Technician – BCV0081	150
C	Electrical and Plumbing Technician – BCV0082	150
D	Building Maintenance Technician – BCV0083	150

Dual Enrollment: No

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

Articulation:

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

Job Placement Rate:

100%

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





Child Care Center Operations

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 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/services/child-family/child-care>
 - 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/childcaretraining> for additional information. In addition, the Director Credential, Level I requires:
 - Core Requirements
 - Completion of an approved “*Overview of Child Care Management*” 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/service_programs/child-care/credential-director.shtml 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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

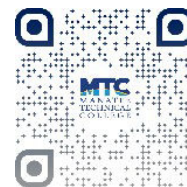
Job Placement Rate: 83%

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

Start Date: August, February

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

For More Information: Scan QR CODE



CNC Production Specialist

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.

The content includes but is not 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. View the Main Campus Virtual Information Session handout:
3. View the Main Campus Virtual Information Session video:
4. 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: 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

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

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

Job Placement Rate: 100%

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

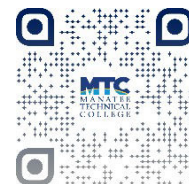
Start Date: August, January

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

For More Information:

Scan QR CODE





Computer-Aided Drawing and Modeling

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 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: 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

Industry Certification:

AutoCAD Professional Certification

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:

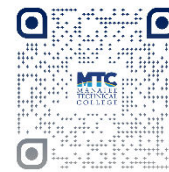
August, January

Start Time:

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

For More Information:

Scan QR CODE



Computer Systems & Information

Program Purpose:

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.

3. View the Main Campus Virtual Information Session video: [Click Here](#)

4. 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:

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

Industry Certification:

CompTIA A+ and CompTIA Network+

Articulation:

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

Job Placement Rate:

60%

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





Cosmetology

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. 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1200 hours – approximately 11 months full-time to complete
Part-time 1200 hours – approximately 20 months part-time to complete

OC P	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.

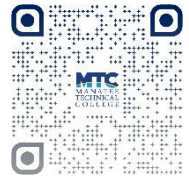
Articulation: May be available toward credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

Job Placement Rate: 100%

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 the QR CODE



Diesel Systems Technician 1

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 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: 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

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

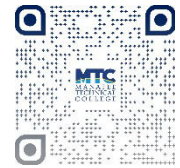
Articulation: May be available towards credits at Florida public colleges/universities.
Speak with a Career Counselor for more information.

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.

For More Information: Scan QR CODE





Digital Design

Program

Purpose:

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1200 hours – approximately 11 months full-time to complete

OC P	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

Industry Certification:

Adobe Certified Professional (ACP) - Visual Communication with Adobe Photoshop

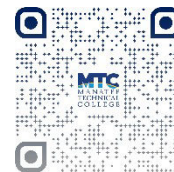
Articulation:

May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate: 100%

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



Digital Photography Technology

Program Purpose:

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1050 hours – approximately 9 months full-time to complete

OC P	COURSE	HOUR S
A	Photographic Specialist – PGY0190	150
B	Photography Technician – PGY0191	300
C	Studio Photographer – PGY0192	300
D	Digital Photographer – PGY0193	300

Dual Enrollment:

No

Industry Certification:

Adobe Certified Professional (ACP) – Visual Communications with Adobe Photoshop.

Articulation:

May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate:

100%

Location:

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

Start Date:

August, January

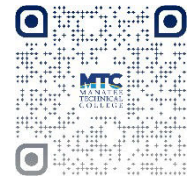
Start Time:

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

For More Information:

Scan QR CODE





Digital Video Technology

Program Purpose:

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 be 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. View the Main Campus Virtual Information Session handout: [Click Here](#)
3. View the Main Campus Virtual Information Session video: [Click Here](#)
4. 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: Full-time 900 hours – approximately 8 months full-time to complete

OC P	COURSE	HOUR S
A	Digital Videography – RTV0015	450
B	Digital Audio-Video Technology – RTV0016	300
C	Digital Video Direction and Production – RTV0017	150

Dual Enrollment:

No

Industry Certification:

Adobe Premiere Pro Certification

Articulation:

May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate:

88%

Location:

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

Start Date:

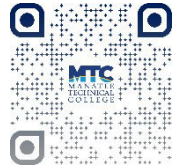
August, January

Start Time:

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

For More Information:

Scan QR CODE



Early Childhood Education - Child Care Worker 1

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 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.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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 150 Hours – approximately 9 weeks part-time to complete

JOB PLACEMENT RATE: 73%

On-Time Completion Rate: 100%

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. – 12:00 noon.

For More Information: Scan QR CODE

Program #V200206		CIP# 0419070802
Estimated Tuition, Lab, and Fees <i>(includes administrative fee)</i>		\$1,326.00
Additional Fees Due Prior to Admittance		
Application Fee		\$45.00
Bookstore		
Estimated Total Cost of Program		\$1,371.00

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.

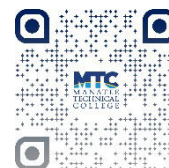
Program costs are currently sponsored by the Early Learning Coalition.

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also require that

proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

941.751.7900

ManateeTech.edu



Early Childhood Education - Child Care Worker 2

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 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.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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 the Student Handbook located here: <https://www.manateetech.edu/quick-docs/>

Length of Program: Part-time 300 Hours – approximately 16 weeks part-time to complete

JOB PLACEMENT RATE: 80%

On-Time Completion Rate: 100%

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. – 12:00 noon.

For More Information: Scan QR CODE



Electrical and Instrumentation Technology 1

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.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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:

Full-time 1000 hours – approximately 9 months full-time to complete

OC P	COURSE	HOUR S
A	Electrician (Construction) – EEV0650	350
B	Instrument Mechanic – EEV0652	350
C	Electrician Maintenance – EEV0654	300

Dual Enrollment:

Yes

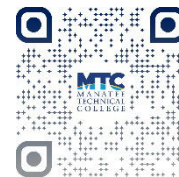
Industry Certification: PMMI Mechatronics Certification: Industrial Electricity 1, PMMI Mechatronics Certification: Industrial Electricity 2

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

Job Placement Rate: 89%

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



Electrician

Program Purpose:

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1500 hours – approximately 13 months full-time to complete
Part-time 1500 hours – approximately 25 months part-time to complete

OC P	COURSE	HOUR S
A	Electrician Helper – BCV0603	300
B	Residential Electrician – BCV0640	450
C	Commercial Electrician – BCV0652	450
D	Industrial Electrician – BCV0667	300

Dual Enrollment: No

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

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

Job Placement Rate: 91%

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 More Information: Scan QR CODE





Facials Specialty

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. 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 220 hours – approximately 2 months full-time to complete
Part-time 220 hours – approximately 4 months part-time to complete

OC P	COURSE	HOUR S
A	Facials/Skin Care Specialists – CSP0266	220

Dual Enrollment:

No

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

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

Job Placement Rate:

73%

Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900 MTC East Campus, 5520 Lakewood Ranch Blvd, Bradenton, FL 34211. Tel 941.752.8100

Start Date: Full-time -August, October, December, February, May
Part-time (MTC Main Campus) – August, November, March Part-time (MTC East Campus) – August, October, February



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

Monday-Friday, 8:00 a.m. – 12:00 p.m. – Part-time (**MTC East Campus Only**)

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

For Class Information: Scan QR CODE

Global Logistics and Supply Chain Technology

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 global supply chain, the logistics environment, safety principles, quality control principles, work communication practices, teamwork-workplace behavior- and problem solving, supply chain computer systems, supply chain life cycle, product receiving and stocking, product order processing, product shipment, safe operation and use of equipment, inventory control, safe handling of hazardous materials, customs process/free trade, modes of transportation (air, sea, truck, and rail), dispatch operations, routing and tracking operations, and customer relations.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 600 hours – approximately 6 months full-time to complete

OCP	COURSE	HOURS
A	Packer – TRA0180	150
B	Information Technology Assistant – OTA0040	150
C	Shipping, Receiving and Traffic Clerk – TRA0182	150
D	Logistics Technician – TRA0183	150

Dual Enrollment:

Yes

Industry Certification: MSSC Foundational-Level Certified Logistics Associate (CLA), MSSC Mid-Level Technical Certified Logistics Technician (CLT)

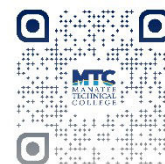
Articulation: May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.

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.

For More Information: Scan QR CODE





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

Program Purpose:

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.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1350 hours – approximately 12 months full-time to complete

O C P	COURSE	HOUR S
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

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

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

Job Placement Rate: 83%

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



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

Program Purpose:

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 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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 750 hours – approximately 13 months part-time to complete

OC P	COURSE	HOUR S
A	Introduction to HVAC/R – ACR0000	250
B	HVAC/R Fundamentals – ACR0001	250
C	HVAC/R Service Practices – ACR0012	250

Dual Enrollment: No

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

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

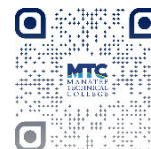
Job Placement Rate: 81%

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

Start Date: August

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

For More Information: Scan QR CODE



Machining Technologies

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: 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

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

Articulation: May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate: 100%

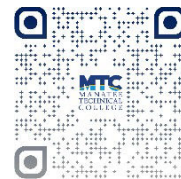
Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

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

For More Information:

Scan QR CODE



Marine Service Technologies

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 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.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1350 hours – approximately 11 months full-time to complete

OC P	COURSE	HOUR S
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

Industry Certification: Cardiopulmonary Resuscitation (CPR), Mercury Marine Systems Technician, Yamaha Inline, Yamaha Mid-Range, Yamaha Portable, Yamaha V-Engine, NMEA 2000 Installer, NMEA Marine Electronics Installer, ABYC Marine Electrician.

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

Job Placement Rate: 89%

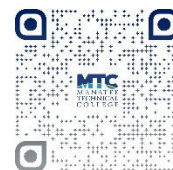
Location: MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

Start Date: August, January

Start Time: Monday - Friday, 8:00 a.m. – 3:15 p.m.

For More Information: Scan QR CODE





Marketing, Management and Entrepreneurial Principles

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 Marketing, Sales and Service 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 Marketing, Sales and Service career cluster.

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 600 hours – approximately 6 months full-time to complete

OCP	COURSE	HOURS
A	Salesperson, Retail – MKA0432	300
B	Marketing Managers – MKA0010	150
C	(Entrepreneur) General Manager – MKA0091	150

Dual Enrollment:

No

Industry Certification:

Entrepreneurship and Small Business Certiport

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.

For More Information:

Scan QR CODE





Massage Therapy

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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 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.

Job Placement Rate:

91%

Location:

MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941-751-7900 Monday - Friday, 8:00 a.m. – 12:00 p.m.

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.

Hybrid (online): Friday & Saturday Remote Online

Start Date:

August 2023

For Class Information:

Scan QR CODE



Nails Specialty

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 nails 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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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 180 hours – approximately 3 months part-time to complete

OC P	COURSE	HOUR S
A	Manicure and Pedicure Specialist – CSP0016	180

Dual Enrollment:

No

Licensure:

Program graduates are eligible to apply for a Florida Nail Specialist Registration

Articulation:

May be available towards credits at Florida public colleges/universities.

Speak with a Career Counselor for more information.

Job Placement Rate:

83%

Location:

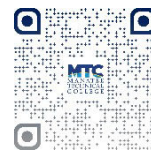
MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203. Tel 941.751.7900

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.

For More Information: Scan QR CODE



Professional Culinary Arts & Hospitality

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1200 hours – approximately 11 months full-time to complete

O CP	COURSE	HOUR S
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

Industry Certification: Certified Food Protection Manager (ServSafe)

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

<i>Job Placement Rate:</i>	75%
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





Welding Technology

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. View the Main Campus Virtual Information Session video: [Click Here](#)
3. 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: Full-time 1050 hours – approximately 9 months full-time to complete
Part-time 1050 hours – approximately 18 months part-time to complete

O CP	COURSE	HOUR S
A 1	Welder Assistant 1 – PMT0070	150
A 2	Welder Assistant 2 – PMT0071	150
B 1	Welder, SMAW 1 – PMT0072	150
B 2	Welder, SMAW 2 – PMT0073	150
C	Welder – PMT0074	450

Dual Enrollment: No

Industry Certification: 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

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

Job Placement Rate: 86%

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



Programs: East Campus



Dental Assisting Technology & Management ATD

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 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.

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

Full-Time: 1230 hours – approximately 11 months to complete
Clinical Start Dates (Monday – Thursday Weekly): August
Class: Mid-March thru June, 4 days a week
January Class: Mid-September thru December, 4 days a week

Prerequisites: Length of Program:

Dual Enrollment: No

Industry Certification: 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.

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: August, January

Start Time 8:00 a.m. – 3:00 p.m.

Program &
Counselor
QR Code



DENTAL

OCP	COURSE	HOURS
A	Introduction to Dental Assisting	90
B	Dental Infection Control Assistant	210
C1	Dental Assisting 1	465
C2	Dental Assisting 2	465

Emergency Medical Technician ATD

Program Content: 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.

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**)

Dual Enrollment: Yes

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

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.

EMT

OCP	COURSE	HOURS
A	Emergency Medical Technician	300

Facials Specialty

Program Content: 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.

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/quick-docs/>

Length of Program: Full-time 220 hours – approximately 2 months full-time to complete Part-time 220 hours – approximately 3 months part-time to complete

Dual Enrollment: No

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

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

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

Start Date: Full-time -August, October, December, February and May
Part-time (MTC Main Campus) – August, November, March Part-time (MTC East Campus) – August, October, February

Day Class Start Time: Monday - Friday, 8:00 a.m. – 3:00 p.m. – Full-time
Monday-Friday, 8:00 a.m. – 12:00 p.m. – Part-time (*MTC East Campus Only*)

MTC

Program & Counselor
QR



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

For Day Class Information: Main Campus - Contact Terri Parrish: 941.751.7900 x 46033, [Email](#)
East Campus - Contact Amy Gates 941.752.8100 x 47032, [Email](#)

For Evening Class Information: Contact Roderick Mitchell: 941.751.7900 x 46032, [Email](#)

FACIALS

OCP	COURSE	HOURS
A	Facials Specialist	220

Firefighter/Emergency Medical Technician Combined

Program Content: 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.

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

Dual Enrollment: No

Industry Certification: 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.

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	8:30 a.m. – 3:00 p.m.
	Eve (EMT):	Monday – Thursday	6:00 p.m. – 10:00 p.m.
	Day (Fire): Eve	Monday – Friday	8:00 a.m. – 5:00 p.m.
	(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



EMT/FIRE COMBINED

OCP	COURSE	HOURS
A	Firefighter I	191
B	Firefighter II	301
C	Emergency Medical Technician	300



Firefighter

Program Content:

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.

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

No

Dual Enrollment:

Industry Certification:

This course prepares students for the Florida Bureau of Fire Standards and Training

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



FIREFIGHTER

OCP	COURSE	HOURS
-----	--------	-------

A	Firefighter I	191
B	Firefighter II	301

Florida Law Enforcement Academy

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 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.

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 Basic Abilities Test (F- BAT), 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

Dual Enrollment: No

Industry Certification: 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.

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



FLORIDA LAW ENFORCEMENT ACADEMY

OCP	COURSE	HOURS
A1	Introduction to Law Enforcement	12
A2	Communication	24

A3	Legal	64
A4	Interview and Report Writing	56
A5	Fundamentals of Patrol	40
A6	Serving Your Community	34
A7	Crimes Against Persons	48
A8	Crimes Involving Property and Society	12
A9	Crime Scene Follow-Up Investigations	34
A10	Traffic Incidents	12
A11	Traffic Stops	24
A12	Traffic Crash Investigations	30
A13	DUI Traffic Stops	24
A14	Critical Incidents	44
A15	Law Enforcement Vehicle Operations	48
A16	First Aid for Criminal Justice Officers	40
A17	Criminal Justice Firearms	80
A18	Criminal Justice Defensive Tactics	80
A19	Conducted Electrical Weapon/Dart-Firing Stun Gun	4
A20	Criminal Justice Officer Physical Fitness Training/Law Enforcement	60

Massage Therapy

Program Content: This **750-hour** program covers various types of therapeutic massages, such as Swedish, Neuromuscular, and Reflexology. The program is designed to prepare students for employment as Florida licensed massage therapists, all other service workers. 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: 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. 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 Day Hybrid 750 hours – about 7.5 months part-time to complete

Dual Enrollment: No
Licensure: Students are prepared to sit for the Massage Licensing Exam. Upon passing they are eligible to become Licensed Massage Therapists.

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 Main Campus, 6305 State Road 70 East, Bradenton, FL 34203 941.751.7900
MTC East Campus, 5520 Lakewood Ranch Blvd, Bradenton, FL 34211 941.752.8100

Start Date: August

MTC

Program & Counselor QR Code



Day (on campus): Thursday, 1:00pm – 5:00pm
Hybrid (online): and Saturday Remote Online



For Day Class Information: Main Campus - Contact Terri Parrish: 941.751.7900 x 46033, [Email](#)
East Campus - Contact Amy Gates 941.752.8100 x 47032, [Email](#)

Medical Assisting

Program Content: 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.

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/quick-docs/>

Length of Program: **Full-Time Hybrid:** 1300 hours approximately 11 months to complete
200 hours clinical

Dual Enrollment: No

Industry Certification: Program graduates are prepared to earn AAMA Certified Medical Assistant (CMA), Certified EKG Technician (CET), and Certified Phlebotomy Technician certifications. Certified in BLS.

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 8:00 a.m. – 3:00 p.m.
Hybrid (online): Monday & Friday Remote Online

MTC
Program & Counselor
QR Code



MEDICAL ASSISTING

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B1	Introduction to Medical Assisting	250
B2	Medical Office Procedures	75
C	Phlebotomist	75
D	EKG Aide	75
E1	Clinical Assisting	230

E2	Pharmacology for Medical Assisting	90
E3	Laboratory Procedures	125
E4	Administrative Office Procedures	90
E5	Practicum Experience	200

Medical Coder/Biller ATD

Program Content: 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.

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/>

Full-Time Online: 1110 hours – approximately 9 months to complete
(Not Pell Eligible)

Length of Program:

No

Dual Enrollment:

Industry Certification: 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).

Articulation: Program graduates are guaranteed 26 hours of college credit towards an associate degree in Health Information Technology once accepted into a Florida Community College.

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

August/October

Start Date:

100% Online

Start Time:

MTC
Program &
Counselor QR
Code



MEDICAL CODER/BILLER

OCP	COURSE	HOURS
A	Introduction to Health Information Technology	90
B1	Medical Coder/Biller I	350
B2	Medical Coder/Biller II	350
B3	Medical Coder/Biller III	320

**Nursing Assistant (Articulated)**

Program Content: 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.

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**)

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: Graduates are prepared to earn the Certified Nurse Assistant (CNA) certification, Basic Life Support (BLS) certification.

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



NURSING ASSISTANT

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Nurse Aide and Orderly (Articulated)	75



Paramedic - ATD

Program Content: 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.

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

Dual Enrollment: No

Industry Certification: 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.

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 Code



PARAMEDIC

OCP	COURSE	HOURS
A1	Paramedic I	248
A2	Paramedic II	426
A3	Paramedic III	426



Patient Care Technician

Program Content:

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.

Apply to MTC at <https://manateetech.edu/apply-now/>.

Email mtcnursing@manateeschools.net to request a virtual **mandatory** information session.

Admissions:

Full-Time: 600 hours – approximately 6 months to complete

Yes

Length of Program: Dual**Enrollment: 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:

Graduates are prepared to earn the Certified Nurse Assistant (CNA) certification.

Basic Life Support (BLS) and Phlebotomy

Location:

941.752.8100

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

Start Date:

August, January

Start Time:

8:00 a.m. – 3:00 p.m.

MTC

Program & Counselor
QR Code



PATIENT CARE TECHNICIAN

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Nurse Aide and Orderly (Articulated)	75
C	Advanced Home Health Aide	50
D	Patient Care Assistant	75
E	Allied Health Assistant	150
F	Advanced Allied Health Assistant	100
G	Patient Care Technician	60

Pharmacy Technician ATD

Program Content: 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.

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/quick-docs/>

Full-Time Hybrid: 1050 hours – about 9 months to complete; 240 hours clinical

Length of Program:

Dual Enrollment: Yes

Industry Certification: 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).

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, 5520 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 Code



PHARMACY TECH

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B1	Pharmacy Technician I	360
B2	Pharmacy Technician II	300
B3	Pharmacy Technician III	300



Phlebotomy

Program Content:

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

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:

Admissions:

<https://www.manateetech.edu/quick-docs/>

Length of Program:

Full-Time Hybrid: 165 hours – approximately 1.5 months to complete

Dual Enrollment:

No

Industry Certification:

Program graduates are prepared to earn National Healthcareer Phlebotomy Certification.

Articulation:

1001.44(3) (b), F.S.

Career and Technical credit shall be awarded to the student on a transcript in accordance with Section

Location:

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

August

Start Date:

Not Currently Offered

Start Time:

MTC

Program & Counselor
QR Code



PHLEBOTOMY

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Phlebotomist	75

Practical Nursing

Program Content: 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.

Admissions: Apply to MTC at <https://manateetech.edu/apply-now/>.

Email mtcnursing@manateeschools.net to request a virtual **mandatory** information session.

Prerequisites: Online Medical Terminology Course - [Medical Terminology Course Information](#)
TEAS Test - <https://manateetech.edu/testing>

Length of Program: **Full-Time Day:** 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: 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: Basic Life Support (BLS) and NCLEX, Florida Board of Nursing Licensure Examination

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

Start Date: **Day:** August, January
Eve/Hybrid: August

Start Time: **Day:** **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



PRACTICAL NURSING

OCP	COURSE	HOURS
A	Practical Nursing Foundations 1	300
B1	Practical Nursing Foundations 2	300
B2	Medical Surgical Nursing 1	300
B3	Medical Surgical Nursing 2	300
B4	Comprehensive Nursing and Transitional Skills	150

Surgical Technology

Program Content:

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.

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.

Admissions:

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

Industry Certification:

Students are prepared to sit for the examination to become a Certified Tech in Surgery (TS-C). Program graduates are prepared to earn the National Center for Competency Testing (NCCT – Tech in Surgery). Certified in BLS.

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

August

Start Date:

Day: Monday – Friday 7:30 a.m. – 2:30 p.m

Start Time:

MTC

Program &

Counselor QR



SURGICAL TECHNOLOGY

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Central Supply Technician	210
C1	Surgical Technologist 1	343
C2	Surgical Technologist 2	343
C3	Surgical Technologist 3	344

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; assess 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 enhance workplace performance;

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.

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, 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.

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 – Course 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.

Engine Repair Technician – Course AER0110 (150 Hours) – The Engine Repair Technician course 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 – Course AER0257 (150 Hours) – The Automatic Transmission and Transaxle Technician course prepares 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.

Manual Drivetrain and Axle Technician – Course AER0274 (150 Hours) – The Manual Drivetrain and Axle Technician course 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 drive train, clutch, transmission, transaxle, half shaft universal, constant-velocity joint, rear axle, ring and pinion gears, differential case assembly, limited slip differential, drive shaft, and four-wheel drive/all-wheel drive.

Automotive Suspension and Steering Technician – Course AER0453 (150 Hours) – The Automotive Suspension and Steering Technician course 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 suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

Automotive Brake System Technician – Course AER0418 (150 Hours) – The Automotive Brake System Technician course 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 – Course AER0360 (300 Hours) – The Automotive Electrical/Electronic System Technician course 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 – Course AER0172 (150 Hours) – The Automotive Heating and Air Conditioning Technician course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study 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 – Course 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.

Automotive Service Technology 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 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 – Course 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.

Automotive Brake System Technician – Course AER0418 (150 Hours) – The Automotive Brake System Technician course 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 Suspension and Steering Technician – Course AER0453 (150 Hours) – The Automotive Suspension and Steering Technician course 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 suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

Automotive Electrical/Electronic System Technician – Course AER0360 (300 Hours) – The Automotive Electrical/Electronic System Technician course 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.

Engine Repair Technician – Course AER0110 (150 Hours) – The Engine Repair Technician course 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.

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 physiology; 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 efficient work practices; identify and perform shampoo/hair conditioners and scalp treatment; identify and perform trimming/shaping of hair (cutting) 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; identify 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, wigs, 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 Trades and Construction Design Technology

900 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 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.

Building Construction Assistant – Course BCV0080 (450 Hours) – Upon completion of this course students will be able to demonstrate safety practices and follow disaster plans; identify and use basic hand tools; identify power tools and describe their proper operation; discuss, identify, classify and present construction components, materials, hardware and characteristics; demonstrate an understanding of the construction industry and related occupations; explain the importance of employability and entrepreneurship skills; demonstrate or discuss rough and finish carpentry skills; demonstrate or discuss masonry skills; demonstrate or discuss painting and decorating skills; demonstrate or discuss science knowledge and skills; demonstrate mathematics knowledge and skills; explain all that the built environment encompasses; demonstrate an understanding of the natural environment, built environment and green built environment.

Carpentry and Masonry Technician – Course BCV0081 (150 Hours) – Upon completion of this course students will be able to research laws applicable to the construction industry and develop a basic understanding of construction contracts, drawings, documents and specifications and how they apply to the construction process.

Electrical and Plumbing Technician – Course BCV0082 (150 Hours) – Upon completion of this course students will be able to demonstrate or discuss electrical rough in skills; demonstrate or discuss finish electrical skills; demonstrate or discuss plumbing rough in skills; demonstrate or discuss finish plumbing skills; demonstrate Heating, Ventilation and Air Conditioning (HVAC) rough in skills; demonstrate finish HVAC skills.

Building Maintenance Technician – Course BCV0083 (150 Hours) – Upon completion of this course students will be able to design a capstone project using skills learned throughout the program.

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 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. 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; explain 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 associated 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 be 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.

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.

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.

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 note-taking, 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.

GLOBAL LOGISTICS AND SUPPLY CHAIN 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 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 GLOBAL SUPPLY CHAIN, THE LOGISTICS ENVIRONMENT, SAFETY PRINCIPLES, QUALITY CONTROL PRINCIPLES, WORK COMMUNICATION PRACTICES, TEAMWORK-WORKPLACE BEHAVIOR- AND PROBLEM SOLVING, SUPPLY CHAIN COMPUTER SYSTEMS, SUPPLY CHAIN LIFE CYCLE, PRODUCT RECEIVING AND STOCKING, PRODUCT ORDER PROCESSING, PRODUCT SHIPMENT, SAFE OPERATION AND USE OF EQUIPMENT, INVENTORY CONTROL, SAFE HANDLING OF HAZARDOUS MATERIALS, CUSTOMS PROCESS/FREE TRADE, MODES OF TRANSPORTATION (AIR, SEA, TRUCK, AND RAIL), DISPATCH OPERATIONS, ROUTING AND TRACKING OPERATIONS, AND CUSTOMER RELATIONS.

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 heating 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 repair 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.

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 nails 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.

Phlebotomy

165 Hours

This course provides knowledge and skills in venous and capillary specimen collection, handling of specimens to OSHA regulations, and performing routine diagnostic hematology tests. At the completion of the course, students are eligible to sit for the National Healthcareer Phlebotomy Technician 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.

Phlebotomist – Course MEA0520 (75 Hours) – Upon completion of this course students will be able to demonstrate accepted professional, communication, and interpersonal skills; discuss phlebotomy in relation to the health care setting; identify the anatomic structure and function of body systems in relation to services performed by 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.

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 and 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.

Food Preparation – Course HMV0100 (300 Hours) – Upon completion of this course students will be able to identify career and employment opportunities; exhibit the ability to follow state mandated guidelines for food service; demonstrate and incorporate workplace safety procedures; demonstrate personal productivity; utilize operational systems; use and care for commercial tools and equipment; describe the basic principles of food science; demonstrate proficiency in culinary math.

Cook, Restaurant – Course HMV0170 (300 Hours) – Upon completion of this course students will be able to describe the basic principles of nutrition; identify and explain front-of-the-house and back-of-the-house duties; prepare and present food and beverage items to meet creativity aspects as well as quality standards; exhibit and utilize safe, secure, and sanitary work procedures; apply principles of food science in cooking and baking techniques; apply principles of nutrition in menu planning, cooking, and baking; perform front-of-the-house duties; perform back-of-the-house and inventory duties; research college and career advancement opportunities in professional cooking and baking; follow food identification, selection, purchasing, receiving, storing, and inventory guidelines; practice advanced cooking and baking techniques; apply scientific principles in cooking and baking.

Chef/Head Cook – Course HMV0171 (300 Hours) – Upon completion of this course students will be able to demonstrate fruit and vegetable preparation skills; demonstrate Garde manager and buffet food preparation skills; demonstrate dairy, egg, and starchy product preparation skills; demonstrate stock, soup, and sauce preparation skills; demonstrate meat, poultry, fish, and seafood preparation skills; demonstrate bakery goods and dessert preparation skills.

Food Service Management – Course HMV0126 (300 Hours) – Upon completion of this course students will be able to demonstrate management skills; comply with laws and regulations specific to the food service and hospitality industry; develop a business plan; create and prepare menus for various nutritional needs; utilize cost-control techniques to maximize profitability; interpret and incorporate guidelines and policies for food service establishments; compare and analyze the relationship of nutrition to wellness; develop and prepare menus for customers on special diets; compare and analyze menus of food establishments.

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.

Calendar 2023-24

Manatee Technical College

July 2023						
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					O/O
August 2023						
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		
						18/23
September 2023						
Su	M	Tu	W	Th	F	Sa
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
						20/20
October 2023						
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				21/22
November 2023						
Su	M	Tu	W	Th	F	Sa
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		16/16
December 2023						
Su	M	Tu	W	Th	F	Sa
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 2024						
Su	M	Tu	W	Th	F	Sa
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			16/18
February 2024						
Su	M	Tu	W	Th	F	Sa
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	
						20/20
March 2024						
Su	M	Tu	W	Th	F	Sa
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
April 2024						
Su	M	Tu	W	Th	F	Sa
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			16/18
May 2024						
Su	M	Tu	W	Th	F	Sa
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	22/22
June 2024						
Su	M	Tu	W	Th	F	Sa
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

July 2023						
Su	M	Tu	W	Th	F	Sa
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					O/O
August 2023						
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		
						18/23
September 2023						
Su	M	Tu	W	Th	F	Sa
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
						20/20
October 2023						
Su	M	Tu	W	Th	F	Sa
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		16/16
November 2023						
Su	M	Tu	W	Th	F	Sa
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		16/16
December 2023						
Su	M	Tu	W	Th	F	Sa
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 2024						
Su	M	Tu	W	Th	F	Sa
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			16/18
February 2024						
Su	M	Tu	W	Th	F	Sa
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	
						20/20
March 2024						
Su	M	Tu	W	Th	F	Sa
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
April 2024						
Su	M	Tu	W	Th	F	Sa
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			16/18
May 2024						
Su	M	Tu	W	Th	F	Sa
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	22/22
June 2024						
Su	M	Tu	W	Th	F	Sa
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
4-Jul	No school, Independence Day
Aug 1,4,7	Teacher Workdays
Aug 2-3	Teacher Inservice Days
8-Aug	First Day MTC Students
10-Aug	First Day HS Students
4-Sep	No school, Labor Day
12-Oct	Last Day Qtr 1 HS
13-Oct	Record Day
18-Oct	Last Day Qtr. 1 MTC
1-Nov	HS Early Release
10-Nov	No school, Veterans' Day
20-24-Nov	No school, Fall Break
Dec 19-21	HS Early Release
21-Dec	Last Day of Sem HS
Dec 22-Jan 4	No school, Winter Break
5-Jan	Record Day
8-Jan	Teacher Inservice Day
15-Jan	No school, MLK Day
23-Jan	Last Day Sem. 1 (Qtr 2) MTC
1 Feb	Winter Graduation
19-Feb	No school, Presidents' Day
6-Mar	HS Early Release
14-Mar	Last Day Qtr 3 HS
15-Mar	Record Day
25-29-Mar	Spring Break
11-Apr	Last Day Qtr. 3 MTC
22-24 May	HS Early Release
27-May	No school, Memorial Day
19-Jun	No School, Juneteenth
26-Jun	Last Day of Sem. 2 (Qtr 4) MTC
27 Jun	Record Day/Graduation

Revised Mar 2023 (Juneteenth added)

July Summer Session

2023-2024

July 2023						
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	25	26	27	28	30	
30						

August 2023						
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		

September 2023						
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

October 2023						
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				

November 2023						
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		

December 2023						
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						

January 2024						
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	18	24	25	26	27
28	29	30	31			

February 2024						
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		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	20	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	10	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
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	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	12	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Blue = Classes
Red = No Classes
Yellow = Record Day/Inservice Day No Classes

Date **Event**
Aug 8: First Day of Evening Classes

Sept 4: No School, Labor Day
Oct. 13: No School, Record Day

Nov 10: No School Veterans' Day
Nov 20-24: No School, Fall Break

Dec 22-Jan 4: No School, Winter Break

Jan 5: No School, Record Day
Jan 8: No School, Inservice Day

Jan 15: No School, MLK Day
Feb 19: No School, Presidents' Day

Mar 15: No School, Record Day
Mar 25-29: No School, Spring Break

May 27: No School, Memorial Day
June 19: No School, Juneteenth
June 27: No School, Record Day/Graduation
Revised Jan 2022

Calendar 2023-24

Manatee Technical College-Adult Education

July 2023							August 2023							September 2023							Date	Event or Holiday
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	4-Sep	No school, Labor Day
						1			1	2	3	4	5						1	2	5-Sep	1st Semester start date
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	23-Oct	Mid-semester start date
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10-Nov	No school, Veterans' Day
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	20-24-Nov	No school, Fall Break
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	21-Dec	Last Day Semester 1
30	31																				22-Dec-4-Jan	No school, Winter Break
October 2023							November 2023							December 2023							15-Jan	No school, MLK Day
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	29-Jan	2nd Semester start date
										1	2	3	4						1	2	1-Feb	Winter Graduation
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	19-Feb	No school, Presidents' Day
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	25-29-Mar	Spring Break
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	1-Apr	Mid-semester start date
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	24-May	Last Day Semester 2
29	30	31												31							27-Jun	Spring Graduation
January 2024							February 2024							March 2024								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
											1	2	3						1	2		
	1	2	3	4	5	6	4	5	6	7	8	9	10	3	4	5	6	7	8	9		
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16		
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23		
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30		
28	29	30	31											31								
April 2024							May 2024							June 2024								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
										1	2	3	4							1		
	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29		
28	29	30												30								

[illegible]

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 or West 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

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:

- Credential Classes:
- Monthly CPR Classes
- ACLS
- BLS Healthcare Provider
- Heartsaver AED
- PALS Provider

Non-credential Classes

- CPR for Family & Friends
- Learn CPR in your home

FULL-TIME FACULTY AND STAFF

Abusaid, Francisco J. - Global Logistics and Supply Chain Technology 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

Aultman, Bobby – PeopleSoft Campus Solutions Analyst

Over 20 years of experience in IT

Bailey, Frankie – Practical Nursing Instructor

BSN – University of Texas Medicine Branch

MSN – University of Central Florida

RN – State of Florida

Bartlett, Lori – Junior Accountant

Over 20 years of experience in IT and accounting with the School District of Manatee County

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

Beltran, Nancy – Career Counselor, Adult Education

BA Degree – Varying Exceptionalities K-12, Nova Southeastern University

Early Childhood Certificate – Florida International University

Bianchi, Gina – Steward/Event & Catering Facilitator

Certificate – Professional Culinary Arts & Hospitality, MTC

Certificate – Baking and Pastry Arts, MTC

Bland, Kimberly – Dental Assisting Program Manager

BS – University of South Florida

MEd – University of South Florida

Certified Dental Assistant

Certified FL Dental Radiographer

Certified FL Orthodontic Expanded Functions

Bostick, Leslie – Nursing Instructor

MSN Nursing – Chamberlain University

BS Nursing – Chamberlain University

AS Nursing – Owens Community College

RN License in Florida and Ohio

Brutus, Xela – Career Counselor, East Campus

BA – USF, Psychology

7 years' experience working in the counseling area

Burlew, Gil – Advanced Manufacturing & Production Technology Instructor

BA, William Penn University – Industrial technology

Over 20 years of teaching experience in Engineering Technology

Certifications: Solid Works SWA, Engineering, Manufacturing, Aerospace

Burton, Brittany – Veteran Representative/Financial Aid Specialist

Accounting Operations Certificate – MTC

Bush, Jay – Paramedic Instructor

BS – Walden University
MS – Walden University
Florida Certified Paramedic

Calandrino, Rose – Student Services Secretary

BA -- Anthropology, California State University Long Beach
AA – Anthropology, El Camino Community College

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, Irmarié – 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

Causey, Alexis – Financial Aid Specialist

Bachelor's Degree – World Languages and Cultures, University of South Florida, Sarasota

Cestero, Ashley – Dental Assisting Instructor

Certificate in Dental Assisting, Manatee Technical College
Dental Assisting National Board Certified
8+ years experience

Cestero, Jose A. – Automotive Service Technology Instructor

10 plus years automotive experience
ASE Certified Automotive Technician

Chamberlain, Linda – Medical Assisting Instructor

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

Certificate, Office Automation – Cittone Institute

Certificate, Realtor/Sales Associate – Ed Klopfer School of Real Estate

Cohello, Irene – Front Desk Secretary

Sport, Recreation, & Entertainment Marketing Certificate, MTC

Hospitality and Tourism Certificate, MTC

Corbino, Cindy – Cosmetology Instructor

Over 20 years of experience, professional hair stylist

Cutrona, Rhonda – School Secretary, East Campus

Over 25 years of experience in the education and medical fields

Dafeamekpor – Nursing Instructor

MSN Nursing Informatics, Jacksonville University

BSN, Wilmington University, New Castle, DE

ADN, Delaware Technical and Community College, Stanton, DE

DeBerry, Donna – CTC Program Manager

BS in Finance, Florida Gulf Coast University

Over 15 years of experience in a business office

DeToma, Craig – Cybersecurity Instructor

CompTIA A+ Certificate, MTC

CIW Web Foundations Associate, MTC

CompTIA Security+, MTC

Donath, Sandra – School Secretary, Law Enforcement

Erickson, Justin – Assistant Director, Main Campus

MA – Career and Technical Education, University of South Florida

BA – Visual Arts, Eckerd College

Engineering Education, St. Ambrose University

Escalante, Perla – Student Services Secretary

Faico, Sandra – School Secretary, Testing Department

Ferraro, Renee – Bookstore Manager

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, 27 years of experience

Forsythe, Pat – Financial Aid Coordinator

BA – Argosy University, Business Administration

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

Gairing, Kelly – School Secretary, Allied Health and Continuing Ed

BS, Child Development – University of Maine

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

Gilray, Dr. Jennifer – Assistant Director, East Campus

EdD – Argosy University

MA – Nova Southeastern University

BS – East Carolina University

Gonzalez, Aurea – Financial Aid Specialist

Administrative Assistant Certificate – 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

Grilo, Idalia – Commercial Foods and Culinary Arts Instructor

Over 15 years of experience in the culinary field

Culinary Cook Apprentice, Humber College

Baking and Pastry, George Brown College of Applied Arts and Technology

Haynes, Richard – Cosmetology Instructor

Over 35 years of experience in the cosmetology area

Parkersburg Beauty College

Hays, Geraldine Ann – School Secretary, Adult Education

Hernandez, Silvia –Secretary, Nursing Department

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

Johnson, Molly – Nursing Instructor

MSN – Clinical Nurse Leader, Florida Atlantic University
ASN – Registered Nurse, Palm Beach Community College
Specialist – School Psychology, Florida International University
Master of Education, Emotionally Handicapped, Nova University
BA – Psychology and Special Education, University of Miami

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

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 30 years of experience in carpentry and building construction

King, Lisa – Senior School Secretary

AA – State College of Florida
Over 25 years of experience at MTC; plus 10 years School District of Manatee County

Kinley, Deborah – School Secretary, Student Records

Kirchberg, Nicole – Career Counselor

BA, State University of New York at Purchase, History
MS, National Louis University, Human Resources Management and Development

Kretkowski, Jessica – MTC Accounting Specialist

Business Management, Fairmont State College

**Labbe, Paul – – Air-Conditioning, Refrigeration
and Heating Technology Instructor**

Certified Master Technician, Professional Service Assn.

Certificates - MTC, Major Appliance Repair; HVAC

8 years of experience

Lee, Talia – Surgical Tech Instructor

AAS – Surgical First Assisting – Gulf Coast State College

11 years of experience as Surgical First Assistant

Lindergren, B. Shane – Barbering Instructor

Certification, Barber/Stylist, Manatee Technical College

Owner/Licensed Barber, Local's Barbershop

Lloyd, William H. – Electrical/Instrumentation Technology Instructor

Licensed Master Electrician since 1985.

Level 1 Certified Infrared Inspector

Long, Benjamin – Computer Aided Drawing and Modeling Instructor

BS – Science and Technology – California University of Pennsylvania

AA – Computer Aided Drafting – Butler County Community College

MacIsaac, Amy, Nursing Instructor

BS – Nursing, California State University

Florida Registered Nurse

Madrigal, Kim - Assessment & Industry Certification Coordinator

BA, University of Illinois at Chicago, Education

Over 20 years of experience

Mansi, Analia – MTC Accounting Specialist

AA-Aquinas College, Milton, MA

Mardones, Julie – Nursing Instructor

AAS – Nursing, Truman College

Over 20 years of experience

Mascherino Carleton, Anna Maria - Early Childhood Education Instructor

BA – Psychology, Otterbein University

AA – Early Childhood Development

May, Damon – District Marketing & Communications Specialist

BA – Ball State University

Google Certified in Digital Marketing

Over 20 years of experience

Maynard, Colleen – Program Supervisor, Evening Programs

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

McKnight, Michael – Student Records and Accreditation Coordinator

BS – Metropolitan State University

State of Florida Licensed Massage Therapist

Meluch, Michelle – CTSO and Apprenticeship Coordinator

Technical/Vocational Certificate, State of Florida

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

Mitchell, Roderick - Career Counselor

MS – NOVA Southeastern University – Guidance and Counseling

19 years of experience

Mruk, Susan – Pharmacy Tech Instructor

Doctor of Pharmacy, Samford University

BS – Pharmacy, Samford University

Naegelin, Lori – School Secretary, Testing Department

Associates in Applied Science, Amarillo College

Nasworthy, David – Paramedic Instructor

BA – Public Administration, University of Florida

Paramedic Certificate, St. Petersburg College

AA, St Petersburg College

Navarette, Cecilia – Career Counselor, Adult Education

Bachelor's Degree – Business Administration – University of Guayaquil

Nissen, Vickie – MTC Accounting Coordinator

Masters Degree, School Business Administration, Northern Illinois University

Bachelors Degree, Finance, Northern Illinois University

Parrish, Maria Terri – Case Manager

Over 20 years of experience

Patino, Gladys – Front Desk Secretary

AA Degree, Queensborough Community College, Bayside, NY

Posada Arroyo, Brenda – Secretary, Testing Department

Attended American University of Puerto Rico

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

Rendas, Michael L. – Precision Machining Instructor

B.S.-Mechanical Engineering – Stevens Institute of Technology; MBA

Licensed Professional Engineer since 1989

Roberts, Laura – Business and Industry Service Specialist

Bachelor of Science – Elementary Education, University of South Florida

Romine, William Jay – FL Law Enforcement Academy Director

AA – Manatee Community College

BA – University of South Florida, Criminology

FBI National Academy

Certified Law Enforcement Officer – State of Florida

Ruiz, Cynthia – School Secretary, Front Desk

Certificate, Administrative Office Specialist – MTC

Sage, Ellen – Assistant Director, West Campus

BA – Bates College, French

MA – University of South Florida, Applied Linguistics/TESOL

FL Teaching Certificate in ESOL, French, Family and Consumer Science

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, Sandy – Financial Aid Specialist

Certificate – Medical Coder Biller, MTC

Santilli, Mark – Electrician Instructor

Licensed Electrical Journeyman

Over 20 years of experience

Silva, Linda – Case Manager, Adult Education

Certificate of Advanced Studies, University of Bridgeport, CT

Educational Leadership – Administrations/Supervisor, University of Bridgeport, CT

MS, Education, University of Bridgeport, CT

BA, General Psychology, Southern CT State University

Smith-Warzyk, Gwendolyn – Career Counselor, Adult Education

BA – University of South Florida

10 years of experience at MTC

Sosa, Joshua – Automotive Service Technology Instructor

ASE Master Certified Automotive Technician

Stark, DiAnn – Business Education Instructor

MA – Marshall University

BBA – Marshall University

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

Stinton, Tammy – School Secretary, Front Desk

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

Treadway, Rita – Secretary, Student Services Department

BA – Communications, Metropolitan State University of Denver

Vaquero Ramirez, Briana – Secretary, Adult Education

Certificate, Administrative Specialist Assistant, Manatee Technical College

Walker, Darla – School Secretary, Front Desk

Ware, Brenda J. – Dental Assisting Instructor

BS – Hodges University

MA – University of South Florida

Certified Dental Assisting National Board

Florida Dental Radiographer

Wagner, P. Douglas – MTC Director

MS – Educational Administration, Florida State University

BS – Political Science, Florida State University

AA – Tallahassee Community College

Florida Certification: Engineering and Technology Education

And Director of Career and Technical Education

Whalen, Steven – Auto Collision Repair Instructor

Over 15 years of experience in the automotive industry

Zarate, Ricardo – Plant Manager

MTC – Accounting & Business Administration

FSPMA Certified Master Custodian

FSPMA Professional Leadership

FSPMA Certified Custodial Instructor

Zeris, Sharon – MTC Accounting Specialist

PART-TIME FACULTY AND STAFF

Agresta, Francis - EMT-Paramedic Instructor

State of Florida Certified Paramedic

8 years experience

Altman, Matthew – CTC Instructor

MA – University of South Florida

BS – Empire State College

AS – Niagara County Community College

Paramedic Course Completion – Erie Community College

Certificate in Emergency Management – St. Petersburg College

Alvarado, Antonio – Culinary Instructor

New York Institute of Technology

21 years of relevant experience

Anderson, Ben - Fire Science Instructor

Bureau of Fire Standards & Training Instructor I

15 years experience

Barcena, Carol – SAIL Lab Instructor

BSEd. – Massachusetts College of Liberal Arts

AA – Berkshire Community College

Barrios, Priscilla – Massage Therapy Instructor

Florida Metropolitan School Graduate – Massage Therapy

Bachelor Degree in Alternative Medicine – Everglades University

Member of the American Massage Therapy Associate - AMTA

16+ years' experience

Bloski, Thomas – Fire Science Instructor

BS – Saint Petersburg College

Florida Certified Fire Instructor

Bill, Derek - Fire Science Instructor

BS – University of Florida

AS -St. Petersburg College

Brunner, Chad – Fire Science Instructor

AS – Fire Science, St. Petersburg College

Burghdurf, Christopher – Fire Science Instructor

AAS – Erie Community College

9 years experience

Butler, Derek – EMT/Paramedic Instructor

AAS, AS – Hillsborough Community College

Paramedic Course Completion – Manatee Technical College

Fire Academy – Hillsborough Community College

Florida EMT/Paramedic Certified

Florida Firefighter 2 Certified

Carter, Sara -- Culinary Arts Instructor

+25 years Culinary experience

AOS, Culinary Arts & Sciences - Scottsdale Culinary Institute

BA -- North Carolina State University

Chapman, Cary – Law Enforcement Instructor

BS – University of New Orleans

Chastain, Kevin – Law Enforcement Instructor

FDLE General Instructor Certification

17 years' experience

Cirone, William – Fire Science Instructor

Federal Certified Public Information Officer/Safety Officer

Combs, Kathleen - CTC Instructor

MS-Health Education, St. Joseph's University

Cooper, Arika – Part-Time CTC BLS Instructor

MBA – Florida Metropolitan College

Certified EMT/Paramedic – Florida Southwestern College

BS, Zoology – University of Florida

13+ Years experience

Dang, Angad – Culinary Arts & Hospitality Instructor

+10 years' experience in Hospitality and Culinary Arts

MS, BS – USF, Hospitality Management

BS - Delhi Institute, Hospitality & Hotel Management

Davila, Michael – EMT/Paramedic Instructor

BS – University of Central Florida

AS – Seminole State College of Florida

DeLeon-Thompson, Donell - Law Enforcement Instructor

FDLE Certified General Instructor

10 years Law Enforcement 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

Dunson-Martin, Jana – CTC Instructor

BS – Temple University

Farrier, Jason - Law Enforcement Instructor

FDLE Instructor Certification

17 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

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

Frazier, Joshua- EMT/Paramedic Instructor
BS – University of South Florida
AS – Hillsboro Community College

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

Grosso, Dannon - Part-Time Nursing Instructor
BS – Nursing
18+ Years experience

Guthrie, Jason – Fire Science Instructor

AS – St. Petersburg College

Florida Fire Instructor 2 Certified

Hagan, Patrick – Law Enforcement Instructor

FDLE Certified General Instructor

10 years' experience

Hasty, Andrew – Law Enforcement Instructor

AS – Columbia Southern University

Haynes, Richard – Cosmetology Instructor

Parkersburg Beauty College

Columbus State

33 years experience

Hefner, Barbara - Nursing Instructor

BS-Nursing, Ohio University

Johnson, Bradley – Law Enforcement Instructor

BA, St. Mary's College

FDLE Certified Instructor

FDLE Defensive Tactics Instructor

FDLE Firearms Instructor

Kebler, William – Fire Science Instructor

Florida Certified Fire Instructor

Komarow, Angeline - Nursing Instructor

MS-Nursing Education, University of Hartford

Liddell, Jeremy – Law Enforcement Instructor

BA – University of South Florida

MacIsaac, Amy – CTC Instructor

Registered Nurse

31 years experience

Marquis, Steven – Machining Technologies Instructor

25 years Machining and C&C experience

Martin, Richard – CTC Instructor

15 years' experience

Mascherino Carleton, Anna Maria - Early Childhood Education Development Instructor

AA, Early Childhood Development; BA, Psychology

21 years' experience

Mellin, Kristi – Early Childhood Education – Appr Instructor

AA – State College of Florida, Early Childhood Education

BA – Hodges University, Business Management

32 years field experience

16 years, Post-secondary Instructor

Miles, Rachel – Early Childhood Development Instructor

8 years' experience

Licensed - Director & Child Care Development Specialist

Mislyan, Stephen – Law Enforcement Instructor

MA – University of South Florida

BA – University of South Florida

AA – Manatee Community College

Mosley, Leslie - EMT-Paramedic Instructor

BS-Alternative Medicine, Everglades University

Nasworthy, David – EMT/Paramedic Instructor

BA – University of Florida
AA – St. Petersburg College
Florida EMT/Paramedic Certified

Nystrom, Roy – Masonry Apprenticeship Instructor

40 years Construction experience
BS – University of Wisconsin, Education

Padgett, Nancy – Medical Assisting Instructor

Registered Nurse
35 years experience

Parham, Daniel – Law Enforcement Instructor

FDLE Certified General Instructor
25 years' experience

Phillips, Daniel – EMT/Paramedic Instructor

State of Florida Certified Paramedic
13 years experience

Joelle Prado - Part-Time Surgical Technology Instructor

Associate in business management – University of Phoenix
CSFA Certificate – Meridian Institute of Surgical Assisting
CST Certificate – Harris School of Business
A.S.S.E.T. Trauma Certification – University of Pennsylvania Hospital
10+ years Experience

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

AS – Hodges University

Robinson, Howard – Welding Instructor

18 years' experience

AWS certified

Savko, Joshua – CTC Instructor

CTC Instructor

BS – Nursing, Grand Canyon University

Schoeffel, Sally – CTC Instructor

Sedgley, David – Fire Science Instructor

AS – Manatee Community College

Florida Certified Fire Instructor

Simunovic, Damian - EMT-Paramedic Instructor

State of Florida Certified Paramedic

7 years experience

Stannard, Donald – Machining Instructor

40+ years' experience as Machinist and Supervisor in Manufacturing

Summers, Forrest – Carpentry and Building Trades Instructor

42+ years' experience

Thayer, Robert – EMT/Paramedic Manager

State of Florida Certified EMT/Paramedic

Fire Academy – Career Institute of Florida

Instructor I Certification – Bureau of Fire Standards and Training

33+ years experience

Timmons, Patty – Early Childhood Education – APPR Instructor

19 years' experience in Early Childhood Education

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

Tyler, Scott – Law Enforcement Instructor

FDLE Certified Instructor

24 years Law Enforcement experience

Weissman, Jason – Fire Science Instructor

Florida Certified Fire Instructor

Wester, John Sr. – Massage Therapy Instructor

+10 years' experience

Florida College of Natural Health

Whitehead, Jennifer – Nursing Instructor

BS – Nursing, Keiser College

AA – State College of Florida

Yonker, Nancie – Massage Therapy Instructor

BA – Colorado State University

Sarasota School of Massage Therapy

State of Florida Licensed Massage Therapist

Zak, Courtney – Law Enforcement Instructor

BS – State University of New York College, Buffalo

FDLE Certified Teacher

This page intentionally left blank

This page intentionally left blank

This page intentionally left blank

This page intentionally left blank



© 2023-2024 MTC
ManateeTech.edu