



Marchman Technical Education Center

2013-2014 Post-Secondary Program Catalog

7825 Campus Drive
New Port Richey, FL 34653-1211
727.774.1700 or 813.794.1700
DiscoverMTEC.com
Shelia Bryan, Principal

Empowering Students to Compete in a Global Economy

Accreditation: MTEC is part of the District School Board of Pasco County and the Florida Department of Education. The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools. MTEC is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, www.council.org.

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District School Board of Pasco County Marchman Technical Education Center

7825 Campus Drive
New Port Richey, FL 34653-1211
727.774.1708 or 813.794.1708
<http://www.discovermtec.com>

MISSION STATEMENT

The mission of Marchman Technical Education Center is to provide a student oriented educational community that promotes lifelong learning.

VISION STATEMENT

Our vision is to empower students to compete in a global economy and maintain a productive, satisfying way of life.

PROGRAM INFORMATION

General Information

Marchman Technical Education Center (MTEC) is a technical education center offering students the opportunity to learn or improve skills for career advancement. MTEC is located in New Port Richey, Florida. The school has over 170,000 square feet of classroom and workshop space distributed over 15 different buildings, encompassing 25 acres. Information about the programs offered at MTEC can be found beginning on page 11 of this program catalogue, on our website at discovermtec.com or in our Office of Adult Technical Education located at 7825 Campus Drive, New Port Richey, Florida, 34653, Phone 727.774.1700.

Academic Advisement

The Academic Advisor and other staff members are available to help current and prospective students plan more effectively how to reach their academic, career and personal goals. An Academic Advisor is available to those who desire to discuss careers and educational pathways. The Office of Adult Technical Education is open Monday through Friday, 7:30 A.M. to 3:30 P.M. Pre-arranged evening appointments with the Academic Advisor or Office of Adult Technical Education staff are available upon request.

Program Completion Requirements

Students must complete program hours, maintain a GPA of 2.0, demonstrate competencies, and attain the minimum exit standards on the TABE test as set by the Florida Department of Education.

Test of Adult Basic Education (TABE)

The state of Florida requires that every adult student enrolled in a certificate program take the Test of Adult Basic Education (TABE). Students must meet the math, language, and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to complete the program. The minimum exit standards may be obtained from the Office of Adult Technical Education. It is recommended that students take the TABE test prior to the first day of class, however no later than two weeks after the term begins. Students who do not pass the TABE test at the minimum exit standards may enroll in the Applied Academics for Adult Education course for remediation. The cost of this course is \$30.00 per term.

Hours for Technical Programs

Session I – 7:50 A.M. – 10:20 A.M.; Session II – 11:15 A.M. – 1:45 P.M., Monday through Friday.
Note: Cosmetology and Patient Care Technician programs have extended hours.

Length of Programs

Program lengths vary and range from 120 to 1800 hours. A standard full-time academic year is 900 hours/36 weeks. See individual program listings for additional information.

School Year Calendar

A copy of the school year calendar can be found at the end of this catalog (Appendix I, Pg. 28) or you can visit the District School Board of Pasco County website at www.pasco.k12.fl.us. Please note the calendar is subject to change according to district policy.

Career Center

The Career Center, located in Building A, is available to provide help with career choices and transition services. For further information, you may call the Career Center at 727.774.1723.

ADMISSIONS and ENROLLMENT

Admission Requirements

Students are accepted in our technical programs twice a year at the start of the Fall term (August) and the Spring term (January).

Students who have earned a standard high school diploma or GED may apply for enrollment in a technical vocational program. A copy of the student's high school diploma or GED must be provided as part of the application, along with a copy of the sealed and verified transcript. The diploma must be issued from an accrediting association accepted by the District School Board of Pasco County. A list of accrediting associations is available from the Office of Adult Technical Education. Students who receive their diploma through homeschooling need to contact the Office of Adult Technical Education for instructions. Transcripts from international institutions will be reviewed for potential award of credit only if the official transcript in a language other than English is accompanied by a certified English translation and evaluation. Students that lack a standard diploma or GED may make an appointment with appropriate staff to discuss enrollment options.

Application Process

MTEC accepts applications on a nondiscriminatory, space available basis for anyone having the interest, ability, and desire to profit from a job preparatory and/or adult technical program. Check with the Office of Adult Technical Education for application deadlines. The following is the application process:

1. Obtain and complete an application/registration packet from the Office of Adult Technical Education located in Building A.
2. Submit completed application along with the required documentation and \$25.00 non-refundable application processing fee.
3. Take the Test of Adult Basic Education (TABE), an assessment test required by the State of Florida, and provide the results to the Office of Adult Technical Education.
4. Accepted students will be required to attend a mandatory orientation during the first week of the term. The MTEC Handbook will be distributed during orientation.
5. Students who wish to apply for Federal Financial Aid should contact the Office of Financial Aid at 727.774.1710 for information concerning procedures, policies and application process.

Statement of Nondiscrimination

No person shall, on the basis of race, color, creed or religion, gender, marital status, national origin, age, disability, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity under the direction of the local agency.

Disability Disclosure

In order to receive disability accommodations, students must self-disclose the disability to the Special Populations Coordinator and provide documentation that clearly shows evidence of a disability. The Special Populations Coordinator will schedule a meeting with the student and the instructor to discuss the documented disability and

applicable accommodations. The post secondary Assistant Principal of the school supervises special populations' accommodations and is the second point of contact.

MTEC complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendment of 1973 in regard to students with disabilities. Reasonable accommodations are made for students with special needs.

Re-admission to Program

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the post-secondary Assistant Principal of the school. Students who are administratively withdrawn and wish to be considered for re-admission must write a letter to the post secondary Assistant Principal of the school requesting re-admission within three days of withdrawal. The post secondary Assistant Principal will be responsible for making the decision for the entry date of re-admission.

Transfers

Transcripts from other schools, colleges, and accredited institutions will be evaluated by the academic advisor and the instructor and credit may be given for the appropriate units of instruction. Students who attended MTEC as a secondary student will be issued credit for successfully completed coursework as evaluated by the post-secondary program instructor. Financial aid will be adjusted accordingly in approved programs.

Students may transfer between programs within MTEC with the approval from the post-secondary Assistant Principal of the school. Students who wish to change programs must be meeting satisfactory academic progress in their current program, have a recommendation from their current instructor, and must request the change in writing to the post-secondary Assistant Principal of the school.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), a student's educational records are confidential and can only be viewed and/or discussed with the student. Students may authorize MTEC to discuss their educational records with another individual or agency by signing a FERPA Release Form in the Office of Adult Technical Education.

Attendance Policy

MTEC strives to teach high standards for job preparation and employability skills. Regular attendance is an integral part of the skills learning process. Students with excessive absences miss classroom experiences, which often cannot be recaptured and may affect the student's grade. Students are expected to be in class on a regular basis, be on time, and remain there unless excused or dismissed by the instructor.

Students must maintain a minimum of 80% attendance each term to meet Satisfactory Academic Progress standards for attendance. It is the student's responsibility to monitor his or her attendance. Some programs with licensure requirements and those receiving VA benefits have a higher minimum attendance policy. Failure to meet the attendance requirements will result in a student being placed on probationary status, loss of financial support, and/or administrative withdrawal without entitlement to a refund.

Satisfactory Academic Progress (SAP) Policy

All students at MTEC are expected to maintain satisfactory academic progress at all times. Satisfactory academic progress will be evaluated using the following criteria: time clock, academic records, and OCP cards. Satisfactory academic progress is evaluated at the end of each term. Students will receive progress reports at the end of each term that will show academic progress. Students must be making satisfactory progress to continue receiving financial aid.

Satisfactory academic progress has three components: quantitative, qualitative, and program completion. Students must satisfy all components in order to continue to receive aid.

- Quantitative: Students must maintain at least 80% attendance of the scheduled clock hours per payment period

- Qualitative: Students must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
- Program completion: Students must complete a program in no more than 120% of the scheduled number of clock hours for that program.

Academic Probationary Period

Satisfactory academic progress will be checked at the end of each term. Students are required to achieve 80% attendance of their scheduled clock hours and have a cumulative GPA of 2.0 to be achieving satisfactory academic progress. If a student is not making satisfactory academic progress the following actions will be taken:

- **Attendance**

If a student's attendance falls below 70% of the scheduled clock hours at the end of a term they will be dismissed from the program. If a student's attendance is between 70% and 79.9% of the scheduled clock hours at the end of a term they will be placed on academic probation for the next term. They will have until the end of the next term to bring their attendance above 80%. If a student does not bring their attendance above the 80% threshold by the end of the next term probationary period they will be dismissed from the program. If a student falls below the 80% attendance threshold at the end of a term they will be dismissed from the program.

- **Grades**

MTEC uses the following grading system:

- A- 90 to 100
- B- 80 – 89
- C- 70 – 79
- D- 60 – 69
- F- 0 – 59

If a student's GPA falls below a 2.0 at the end of a term they will be placed on academic probation for the next term. If a student does not bring their GPA above a 2.0 by the end of the next term they will be dismissed from the program.

If a student receives an F in a course they will be withdrawn from the program.

ADDITIONAL INFORMATION

Shop and Lab Safety

Safety and safe practices are of utmost importance at Marchman. Students are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. Failure to adhere to the shop safety guidelines and policies may result in disciplinary action which may include withdrawal from the school.

Campus Safety and Security

MTEC is provided a full-time Pasco County Sheriff "School Resource Officer (SRO)" by the District School Board of Pasco County. While on duty, the school resource officer performs the following duties: investigates violations of civil law, criminal law, motor vehicle law, and makes arrests or criminal referrals as necessary. The School Resource Officer acts as a resource person in the area of law enforcement education at the request of the administrators. The School Resource Officer shall provide school-based security and maintain the peace on the School Board property.

Crime Report

A copy of the school's crime report can be found on the school's webpage at www.discovermtec.com.

Crisis Plan

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or an administrator immediately. During the school

day there will be a full-time Pasco County Sheriff "School Resource Officer" on duty. If he is unavailable the Pasco County Sheriff's office can be called to campus. There is always an administrator on campus during the day and evening when classes are in session. If an extreme circumstance prevents notification of an instructor or administrator, call 911.

Student Time Clock

Each student is responsible for clocking in and out each day to record his or her clock hours in the class. This information is important as the number of hours a student attends class determines the pace of completion and also can impact financial aid distribution. Students who forget to clock in or out may not receive credit for their time in class. See Student Handbook for policies regarding clocking in and out for attendance.

Tardy Policy

It is important that a student be on time each day for class. If a student has excessive tardies, it will affect his or her program clock hour requirements for program completion and financial aid distribution.

Conduct

Students are expected to comply with the legal and ethical standards of the institution. The school reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct. The Student Handbook is also available online at www.DiscoverMTEC.com

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This national organization serves teachers, high school and college students who are preparing for careers in technical, skilled and service occupations. Membership in the SkillsUSA organization is mandatory for students enrolled in participating programs.

Mission: SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

Driving/Parking Privileges

Student parking is available on the MTEC campus. A valid MTEC student parking permit must be displayed on the vehicle to park on school property. The parking tag must be purchased prior to parking on campus. (See Fee Sheet for current parking fee. Parking fees are assessed per term.) The parking tag must be displayed in the vehicle no later than the first day of class.

Identification Badges

Picture identification badges will be issued to all registered full-time students. A fee will be charged for the identification badge. Students will be required to pay a replacement fee if the badge is re-issued. The identification badge is to be worn so that it is visible at all times while on school campus.

Student Code of Conduct

The Student Code of Conduct can be found in the Student Handbook. Each student is provided a copy of the Student Handbook at orientation and the Student Handbook can be found on our website at www.DiscoverMTEC.com.

Complaint/Grievance Procedure

A student is encouraged to resolve an informal complaint/issue at the classroom level. If the student has a complaint that cannot be resolved at the classroom level, the student should present the complaint to the Assistant Principal. If the complaint cannot be resolved with the Assistant Principal, the student should present the complaint to the Principal of MTEC.

A student who feels he/she has a grievance may first discuss the grievance informally with the Post-Secondary Assistant Principal. In the event that the matter is not resolved, the formal grievance stated in writing may be submitted to the Principal within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the District School Board of Pasco County, 7727 Land O'Lakes Blvd., Land O'Lakes, FL 34638. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, www.council.org.

FINANCIAL INFORMATION

Tuition and Fees

Costs include a non-refundable registration fee for each program application. Program tuition is mandated and rates are set by the State of Florida, Department of Education. The clock hour fee for the 2013/2014 school year is \$2.78 per clock hour. Each program also has related fees and textbook costs. Tuition, fees and books vary according to type and length of program. A complete list of tuition and fees can be obtained in the Office of Adult Technical Education.

Full time student tuition and fees per term are billed as follows:

0-74 Clock Hours:	Clock Hour Tuition for number of clock hours remaining to complete program. No fees.
75-224 Clock Hours:	Clock Hour Tuition for number of clock hours remaining and ½ of all fees.
225-450 Clock Hours:	Clock Hours remaining and 100% of fees.

Full time Cosmetology student tuition and fees per term are billed as follows:

0-99 Clock Hours:	Clock Hour Tuition for number of clock hours remaining to complete program. No fees.
100-299 Clock Hours:	Clock Hour Tuition for number of clock hours remaining and ½ of all fees.
300-600 Clock Hours:	Clock Hours remaining and 100% of fees.

Part time students pay 100% of clock hour tuition and fees each term.

Payment of Tuition and Fees

All tuition and fees are due on or before the first day of class unless there is a financial aid deferment in place.

Deferment of Fees

Clients of agencies such as the Veteran's Administration, Vocational Rehabilitation, Career Central, etc., may have their fees deferred by presenting a letter from the agency authorizing training and requesting a billing.

Students who are receiving a Federal Pell Grant during the billing cycle and are meeting satisfactory academic progress may qualify for a deferral, allowing for the postponement of payment until the disbursement of the Pell Grant or other grants or scholarships. Students may defer payment of tuition, fees, books, and other costs associated with the program enrollment. Students must complete the financial aid verification process prior to the first day of class to qualify for deferment. Students will be given the opportunity to defer costs not to exceed the award amount.

Students who qualify for deferrals will be required to sign a Deferment Statement indicating that the student agrees that if he or she withdraws from school prior to the scheduled disbursement, he or she will be responsible for payment of any account balance in full.

Refund Policy

Full time and Part time students qualify for a refund of tuition and fees if the student formally withdraws during the first five days of class. There will be no refund of tuition or fees beyond the first five (5) days of class. There will be no refund of fees for kits or books once they are distributed.

Students withdrawing from a program within the first five days of class must notify the Assistant Principal in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance. The refund will be mailed to the person who made the payment.

The \$25 application fee is non-refundable.

Financial Aid

Financial aid, which consists of grants and scholarships, is available to eligible students and is used to help students meet their educational expenses. Information on available grants and scholarships and eligibility criteria is available in the Office of Financial Aid.

Ingrid Abernathy
Financial Aid Specialist
Telephone: 727.774.1729
iabernat@pasco.k12.fl.us

Stacie Reinhart
Financial Aid Assistant
Telephone: 727.774.1710
sreinhar@pasco.k12.fl.us

Verification

Student aid reports may be subject to verification of information either as directed by the US Department of Education or the school's financial aid office. Students are responsible to provide requested documentation before financial aid is disbursed. Documentation required may be financial, such as tax information, or personal, such as social security cards or selective service registration.

Satisfactory Academic Progress

Students on financial aid follow the institution's Satisfactory Academic Progress policy. Students who fail to meet SAP standards will be placed on Financial Aid Probation. Students can receive financial aid while on probation for up to one payment period. If the student fails to meet SAP standards during the probationary payment period, he will be ineligible for financial aid during subsequent payment periods.

Re-establishing Eligibility

If a student who was suspended from financial aid leaves the institution and then returns, that student will not be eligible to receive financial aid until such time that the student has re-established eligibility for one payment period by meeting all satisfactory academic progress requirements.

Appeal Process

Students who receive notification that financial aid has been suspended due to unsatisfactory progress have the right to appeal. A student must file a written appeal with the Office of Financial Aid within two weeks of the notice of denial. The letter should indicate the extenuating circumstances or mitigating reasons for the unsatisfactory progress, and state how the circumstances will be different moving forward. (Mitigating or extenuating circumstances include, but are not limited to, illness or injury of the student or immediate family member; death in the student's immediate family; or some other traumatic situation that can be documented.) The Financial Aid Committee will make the decision on the appeal. The student will be notified in writing of the appeal decision within ten days of receipt of the student's written appeal. All decisions made by the Financial Aid Committee are final.

Return of Title IV Funds

Title IV funds (Federal Pell Grants) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

If a recipient of Title IV grant funds withdraws from school prior to the end of a payment period for which financial aid was awarded, the amount of Title IV grant assistance earned must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student was otherwise eligible, a post withdrawal disbursement of the earned aid will be requested. A complete copy of the Return of Title IV Funds Policy will be posted on the MTEC website.

Veterans Benefits

Most of the full-time programs at MTEC are approved for VA educational benefits. The student should apply for their benefits through the VA, and provide a copy of their Certificate of Eligibility to the Office of Financial Aid. When the applicant has completed the enrollment process and begins classes, the Veterans Certifying Official will notify the VA of the student's enrollment status.

Students must report all education and training. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Veterans Attendance Policy

Veteran students must maintain a minimum of 85% attendance each billing period to remain in good standing. Students exceeding a 15% absenteeism rate in a billing period will be terminated from their VA benefits for unsatisfactory progress.

A VA student terminated from VA educational benefits due to unsatisfactory attendance may petition the school to be recertified after attaining satisfactory attendance for a one month period.

The veteran student's attendance record will be retained in the student's file for USDVA and SAA audit purpose.

A/C, Refrigeration and Heating Technology - 1350 hours

Mr. Richard Catozzi, Instructor
DSBPC Vocational Certification
20+ Years In-field Experience
Building D, Room 05-003

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ACR0041	Air-Conditioning, Refrigeration and Heating Helper	250 Hours	49-9021
B	ACR0043	Air-Conditioning, Refrigeration and Heating Mechanic Assistant	250 Hours	49-9021
C	ACR0047	Air-Conditioning, Refrigeration and Heating Mechanic 1	250 Hours	49-9021
C	ACR0049	Air-conditioning, Refrigeration and Heating Mechanic 2	250 Hours	49-9021
D	ACR0044	Air-Conditioning, Refrigeration and Heating Technician	350 Hours	49-9021

Program Description

Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this occupation. Both classroom and laboratory work will be necessary for completion of the program. Students will become acquainted with the overall industry and learn the latest employability skills.

Certifications Available

EPA 608 Refrigerant, R410A Refrigerant, EPA 609 A/C Automotive, NCCER HVAC Level I

Career Information

Possible direct-entry careers after high school: Heating, air conditioning and refrigeration mechanic, air conditioning installer helper.

Possible careers after two years postsecondary training and two years field experience: Business owner, engineering technician.

Possible careers after four-year university degree: Engineer.

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

The uniform for this program consists of a work shirt and dark work type slacks or jeans without rips or tears. Orders for work shirts will be taken at time of registration. The purchase of two or more uniforms is recommended. For safety reasons, it will be necessary to purchase and wear safety glasses, gloves and hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress. The safety and uniform code is regulated by OSHA (Occupational Safety and Health Act, Federal Government), state law, and the District School Board of Pasco County.

Tools

Some basic hand tools and equipment are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of class.

Automotive Collision Repair and Refinishing Technology - 1400 hours

Mr. Christopher Polisenio, Instructor
DSBPC Vocational Certification
15+ Years In-field Experience
Building F, Room 02-005

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ARR0210	Paint and Body Helper	250 Hours	49-3021
A	ARR0213	Paint and Body Assistant	250 Hours	49-3021
B	ARR0020	Auto Collision Estimator	100 Hours	49-3021
C	ARR0313	Frame and Body Repairman	150 Hours	49-3021
D	ARR0127	Automotive Refinishing	325 Hours	49-3021
E	ARR0240	Auto Body Repairer	325 Hours	49-3021

Program Description: Automotive Body Repair and Refinishing prepares the students for employment in the auto body repair trade. Shop experiences include removal and replacement of auto body parts. Selected projects range from repair of minor damage to major repair, including frame straightening, and painting using base coat clear coat systems. Instruction includes theory, laboratory, and classroom work as each relates to all phases of the auto body repair field.

Certification

Audatex Estimating Certification

College Credit Award

Program completers receive 24 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct-entry careers after high school: Auto body painter technician’s helper, auto body repair technician’s helper.

Possible careers after two years postsecondary training: Business owner, parts clerk.

Possible careers after four-year university degree: Business owner, technical representative, engineer, insurance claims adjuster.

TABE Minimum Standards: The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniform: The uniform for this program consists of navy blue uniform style work shirts with short sleeves and collar and standard cut blue jeans (no baggy or multi-pocketed stylized “dress jeans” will be permitted). A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses, a personal respirator, solvent resistant gloves, dust mask and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress. The uniform and safety equipment code is regulated by OSHA (Occupational Safety and Health Act, Federal Government), state law, and the District School Board of Pasco County.

Tools Some basic hand tools are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of class.

Automotive Service Technology I and II - 1800 hours

Mr. James Lupinek, Instructor
AA- Religious Studies, Florida Beacon Bible College
DSBPC Vocational Certification
25+ Years In-field Experience
Room H, Room 01-001

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automobile Services Assistor	300 Hours	49-3023
B	AER0110	Engine Repair Technician	150 Hours	49-3023
C	AER0257	Automatic Transmission and Transaxle Technician	150 Hours	49-3023
D	AER0274	Manual Drivetrain and Axle Technician	150 Hours	49-3023
E	AER0453	Automobile Suspension and Steering Technician	150 Hours	49-3023
F	AER0418	Automotive Break System Technician	150 Hours	49-3023
G	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
H	AER0172	Automotive Heating and Air Conditioning	150 Hours	49-3023
I	AER0503	Automotive Engine Performance Technician	300 Hours	49-3023

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specification recommended by the manufacturer. These services range from basic automotive maintenance to the latest computer controlled units.

Certifications Available

ASE – NATEF

College Credit Award

Program completers receive 27 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Auto mechanic, auto technician assistant, automotive parts person.

Possible careers after two years of postsecondary and/or on-the-job training: Engineering technician, automotive service supervisor, automotive technician, business owner.

Possible careers after a four-year university degree: Engineer, technical representative

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms: The uniform for this program consists of the program work shirt and jeans. Orders for work shirts will be taken at time of registration. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress. The uniform and safety equipment code for this trade is regulated by OSHA (Occupational Safety and Health Act, Federal Government), state law, and the District School Board of Pasco County.

Tools Basic hand tools are required for this program.

Commercial Art Technology - 1500 hours

Mr. Orlando Saavedra, Instructor
Associate of Science Degree in Advertising, Art Institute of Fort Lauderdale
25+ Years In-field Experience
Building C, Room 09-013

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	GRA0036	Desktop Publishing Assistant	450 Hours	43-9031
B	GRA0037	Design Technician	450 Hours	47-1029
C	GRA0038	Illustrator	300 Hours	27-1024
D	GRA0039	Print Media Artist	300 Hours	27-1024

Program Description

Basic commercial art is designed to assist the student in acquiring the skills and knowledge for employment in the field of commercial art and related fields. Many commercial artists are employed by the advertising and publishing industries. Additionally, organizations such as retail stores, computer graphic departments, and government agencies employ commercial artists for in-house advertising and related activities.

Certification

Adobe Photoshop CS6

College Credit Award

Program completers receive 27 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Commercial artist assistant, newspaper, printshop.

Possible careers after two years of postsecondary and/or on-the-job training: Commercial artist, supervisor, business owner, computer graphic artist, layout and mechanical artist, animator, book designer.

Possible careers after a four-year university degree: Commercial art teacher, business owner, engineering technician, digital art, video games designer.

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

Business attire that is typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco Count Dress Code and will be strictly enforced.

Supplies

A list of supplies will be available at the time of registration.

Commercial Foods - 1200 hours

Mr. Peter Kern, Instructor
DSBPC Vocational Certification
30+ Years In-field Experience
Building G, Room 03-017

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HMV0100	Food Preparation	300 Hours	352021
B	HMV0170	Cook, Restaurant	300 Hours	352014
C	HMV0171	Chef/Head Cook	300 Hours	351011
D	HMV0126	Food Service Management	300 Hours	119051

Program Description

The purpose of this program is to prepare students for employment as food preparation workers, cooks, and various other jobs in the food industry. Students receive instruction and experience in preparing and serving food, including salads, beverages, sandwiches, fruits and vegetables, meats, poultry, seafood, stocks, soups, sauces, gravies, dairy products, egg products, etc.

College Credit Award

Program completers receive 24 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Restaurant cook, specialty cook, cook's helper, meat cutter, food preparation worker, baker, bread and pastry.

Possible careers after two years of postsecondary and/or on-the-job training: Restaurant chef, business owner, wholesale representative.

Possible careers after a four-year university degree: Restaurant chef, commercial foods instructor

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

The required uniform for this program consists of white short-sleeved kitchen shirt, black and white checkered cook's pants, or plain black or white cook's pants (no jeans), a cloth chef's hat or baseball-style cap with no logo. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear rubber-soled, non-slip, closed toe shoes (work-type preferred). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress. The uniform and safety equipment code for this trade is regulated by OSHA (Occupational Safety and Health Act, Federal Government), state law, and the District School Board of Pasco County.

Computer Systems & Information Technology - 900 hours

Mr. Robert Dalles, Instructor
DSBPC Vocational Certification
30+ Years In-field Experience
Building C, Room 09-009

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	CTS0082	Computer Systems Technician	300 Hours	15-1152
B	CTS0083	Computer Network Technician	150 Hours	15-1142
C	CTS0084	Computer Networking Specialist	150 Hours	15-1142
D	CTS0069	Computer Security Technician	300 Hours	15-1122

Program Description

The Computer Electronics Technology program enables students to acquire skills and technical knowledge for entry-level employment as computer electronics technicians or related fields. The program content includes:

- Knowledge of computer operations
- Knowledge of operating systems
- Computer assembly
- Installation and configuration of different operating systems
- Installation and configuration of network devices
- Preparation for the A+ Certification Exams
- Basic networking theory
- Basic Security Practices
- Basic business practices
- Customer Service
- Troubleshooting and repair of computer hardware and software
-

Certification

A+ Certification, *provides a foundation for additional certifications in networking and security*

College Credit Award

Program completers receive 27 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Computer repair technician, computer parts tester.

Possible careers after two years of postsecondary and/or on-the-job training: Computer service technician. *Possible careers after a four-year university degree:* Network engineer, programmer, teacher, computer security analyst, network and computer system administrator.

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms: Business attire typical of this trade is required and will consist of long pants (no jeans), shirts with collars, and closed toe shoes. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced.

Tools and Supplies: A list of supplies for this class will be available at the time of registration. Information regarding additional supplies required for this program will be discussed in detail during the first week of class. Estimated cost for these items is estimated to be \$100.00.

Cosmetology - 1200 hours

Mrs. Dana Hitt-Johnson, Instructor
DSBPC Vocational Certification
Redken and Vidal Sassoon Training
25+ Years In-field Experience
Building G, Room 03-011

Ms. Kellyann Haudricourt, Instructor
DBSPC Vocational Certification
AA- Business St. Petersburg College
20 + Years In-field Experience
Building G, Room 03-006

Mr. Michael Morrison
DSBPC Vocational Certification
Pittsburgh Beauty College
20+ Years In-field Experience
Building E, Room 04-018

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0009	Grooming and Salon Services, Facials and Nails	225 Hours	39-5012
A	COS0002	Cosmetologist and Hairdresser 1	300 Hours	39-5012
A	COS0003	Cosmetologist and Hairdresser 2	300 hours	39-5012
A	COS0009	Cosmetologist and Hairdresser 3	375 hours	39-5012

Program Description

Cosmetology enables people to acquire technical knowledge and skills necessary to qualify for the Florida Cosmetology State License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Attendance is crucial to the successful completion of this program. Students will take a state board exam at the completion of the program for the Florida cosmetology license.

Certifications Available

Florida State Cosmetology License

College Credit Award

Program completers receive 24 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Hair stylist, nail technician, skin care

Possible careers after additional training: Salon owner/manger, massage therapist, esthetician

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

This program requires a uniform be worn daily. The program level will determine the color of the uniform, which consists of a pullover top with elastic or drawstring pants, black or white professional shoes, socks or hose and a uniform jacket for cool days. Uniforms may be purchased locally and more specific information will be provided upon acceptance into the program. A minimum of two complete uniforms and one jacket is required to maintain proper hygiene and cleanliness.

Licensure

In order to sit for the State Cosmetology License Examination you must be at least 16 years of age, have completed 1,200 school hours in a cosmetology program, and must submit the initial HIV/AIDS course completion certificate.

Digital Cinema Production - 1050 hours

Mr. Robert Mateja, Instructor
Bachelor of Arts in Fine Arts
New Jersey City University
15+ Years In-field Experience
Building B, Room 06-002

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	FIL0085	Video Production Manager	300 Hours	27-2012
B	FIL0086	Grip and Lighting Technician	150 Hours	27-4011
C	FIL0087	Motion Picture Projectionist/ Digital Cinematographer	300 Hours	27-4031
D	FIL0088	Digital Video Editor	150 Hours	27-4032
E	FIL0089	Visual Effects Artist	150 Hours	27-2012

Program Description

Digital Cinema Production is an introductory course designed to provide students with basic instruction in Digital and HD video systems, technical theories, design, creative thinking, pre-production, production, and post-production. Students will develop their skills through a combination of reading, writing, lectures, workshops, media presentations, and assigned productions. Students will work in both crews and independently to produce original content and quality productions comparable to industry standards using Final Cut Pro with the option of receiving industry certification from Apple.

Certification

Apple
Final Cut Pro

Career Information

Possible direct entry careers after high school: Production assistant, assistant camera operator, assistant editor
Possible careers after two years of postsecondary training: Assistant producer/videographer, video assistant operator, sole proprietor of video services, video editor, technical director, CG operator
Possible careers after a four-year university degree: Video producer, Video editor, camera operator, director, scriptwriter

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

Business attire typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced.

Supplies

A list of supplies for this class will be available at the time of registration. Information regarding supplies, brands and discount prices will be discussed in detail during the first week of class.

Early Childhood Education - 600 hours

Ida Washington, Instructor
Bachelor of Science Home Economics
Florida State University
Family and Consumer Science; Grades 6-12
25+ Years In-field Experience
Building A, 14-007

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HEV0870	Child Care Worker 1	150 Hours	399011
B	HEV0871	Child Care Worker 2	150 Hours	399011
C	HEV0872	Teacher Aide (Preschool)	150 Hours	252011
D	HEV0873	Preschool Teacher	150 Hours	252011

Program Description

This program prepares students to become competent in childcare rules and regulations, learning environments, principles of child development, trends and issues in early childhood education, and classroom management techniques. In addition, students take 45-hour childcare training modules with accompanying exams required by the Department of Children and Families for childcare employees in Florida. Students work directly with children 3-4 days per week on/off campus. Upon successful completion of the two-year program and satisfaction of minimum requirements, students may earn the Early Childhood Professional Certificate. Students may be required to provide their own transportation to and from childcare centers to obtain additional work-related experience.

Certification

ECPC Early Childhood Professional Certificate
DCF Childcare Training Certificate

Career Information

Possible direct entry careers after high school: Childcare worker, preschool teacher, lead teacher in childcare center.

Possible careers after two years of postsecondary and/or on-the-job training: Childcare operator/administrator, preschool teacher.

Possible careers after a four-year university degree: Elementary education teacher, pediatric nurse, social worker, child psychologist.

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

Business attire typical for this trade and a uniform shirt is required for this program. Orders for shirts will be taken at time of registration. The purchase of two or more shirts is recommended to maintain proper hygiene and cleanliness. Clothing will be in compliance with District School Board of Pasco County Dress Code and will be strictly enforced.

Early Childhood Education Apprenticeship

Ms. Kathy Byrne, Instructor
Bachelor of Science in Elementary
and Early Childhood Education
Florida State University
20 + Years In-field Experience
Building A, 14-007

Ms. Katie Chefero, Instructor
Bachelor of Science in Elementary Education
University of Central Florida
20 + Years In-field Experience
Building A, 14-007

Program Description

This is a training program which combines weekly evening classroom instruction with on-the-job training and support. The related classroom instruction uses the *Caring for Preschool Children* curriculum. This is a comprehensive, child development-based curriculum that shows teachers how to plan and implement a developmentally appropriate program. Students receive a Child Care Apprenticeship Certificate upon full completion of all program components. The program is tuition free. It is open to applicants who are currently employed in a child care center facility and have their high school diploma or GED.

Desired Prerequisites:

30 Hour DCF Child Care Facility Certificate
10 Hour DCF Preschool Appropriate Practices Certificate
5 Hour DCF Online Early Literacy Training

Length of Program

Program Total Hours: 4288 – combination of classroom instruction and on-the-job training.

Apprentices may receive up to half credit for program hours based on desired prerequisites and a credit assessment.

Certification

ECPC Early Childhood Professional Certificate
CCAC Child Care Apprenticeship Certificate

Program Information:

The Early Childhood Education Apprenticeship program is offered to students 18 years and older with a high school diploma or GED who are employed at a childcare facility. The course is tuition free. Students are responsible to pay a materials fee of \$50.00 for the year and the required textbooks necessary for this program.

Uniforms

Attire typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced.

Additional Information

Please contact the Student Services office for additional information regarding enrollment requirements and application process.

Electricity - 1200 hours

Mr. Donald Blake, Instructor
Bachelor of Science in Technical Education
University of South Florida
30+ Years In-field Experience
Building B, Room 06-002

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	BCV0603	Electrician Helper	300 Hours	47-3013
B	BCV0640	Residential Electrician	450 Hours	47-2111
C	BCV0562	Commercial Electrician	450 Hours	47-2111

Program Description

The electricity program enables students to acquire skills and technical knowledge in planning, installing, troubleshooting, maintaining, repairing, and remodeling residential and commercial electrical systems. It provides basic pre-apprenticeship training through journeyman license preparation. This program of instruction includes blueprint symbols, notations, National Electric Code, basic electrical theory, renewable energy systems in solar, wind, and biofuels, and field experiences.

Certifications Available

Your Role in the Green Environment	Green Build Certification NCCER
Electrical 1	NCCER Certification
Electrical 2	NCCER Certification
Electrical 3	NCCER Certification
Electrical 4	NCCER Certification

College Credit Award

Program completers receive 24 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Apprenticeship electrician, residential electrician's helper

Possible careers after two years of postsecondary and/or on-the-job training: Business owner, engineering technician

Possible careers after a four-year university degree: Electrical engineer, teacher

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

Business attire typical of this trade is required and will consist of long pants (no jeans), shirts with collars, and closed toe shoes. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced.

Supplies

A list of supplies for this class will be available at the time of registration. Information regarding additional supplies required for this program will be discussed in detail during the first week of class.

Marine Service Technology - 1350 hours

Mr. Richard Ojeda, Instructor
DSBPC Vocational Certification
30+ Years In-field Experience
Building F, Room 02-002

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	MTE003	Marine Rigger	300 Hours	49-3051
B	MTE0050	Outboard Engine Technician 1	300 Hours	49-3051
C	MTE0070	Outboard Engine Technician 2	300 Hours	49-3051
D	MTE0183	Stern Drive Technician	150 Hours	49-3051
E	MTE0054	Inboard Gas Technician	150 Hours	49-3051
F	MTE0056	Inboard Diesel Technician	150 Hours	49-3051

Program Description

The purpose of this program is to prepare students for employment as marine engine or outboard motor mechanics. This program also provides supplemental training for persons previously or currently employed in this occupation.

Certifications Available

Bombardier 1 (required), Bombardier 2 (required), Bombardier 3 (optional), and Bombardier 4 (optional)
E-ssentials- Outboard System
Function & Service Level 1, 2, 3, 4

College Credit Award

Program completers receive 24 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Marine engine mechanic, marine engine mechanic helper or boat rigger.

Possible careers after two years of postsecondary and/or on-the-job training: Business owner, parts clerk, marine engine mechanic supervisor or service writer

Possible careers after a four-year university degree: Technical representative, engineer, boat designer, boat sales

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

The uniform for this program consists of dark blue short sleeve work shirt and dark blue work pants. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress. The uniform and safety equipment code for this trade is regulated by OSHA (Occupational Safety and Health Act, Federal Government), State Law, and the District School Board of Pasco County.

Tools: Some basic hand tools are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of training.

Nursing Assistant Summer Program - 120 hours (Summer Only)

Gail Swiderski, RN, Instructor
Associate of Science Degree in Registered Nursing
Northern Essex Community College
30+ Years In-field Experience
Building E, Room 04-008

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	PRN0090	Nurse Aide and Orderly	120 hours	31-1014

Program Description

This program is designed to prepare students for employment as a Nurse Assistant. The program offers a broad foundation of knowledge and skills in the Nurse Assistant field. This program is 120 hours, which includes 40 hours of clinicals. An accumulation of more than 12 hours of absences may result in an inability to complete the course.

Requirements

- 18 years old
- High School diploma or GED
- Fingerprinting through District School Board of Pasco County
- Basic physical exam, including a negative TB skin test or negative chest x-ray to begin
- Minimum math and reading achievement level standards on the TABE as established by the Florida Department of Education to be a program completer

After successful completion of the program competencies, the student will receive a Pasco County Public Schools Vocational Certification reflective of the course hours. The student will also be given documentation of completion of four (4) hours HIV/AIDS, CPR/AHA, BLS and AED training and two (2) hours Domestic Violence training. Also upon completion of the nursing assistant class, students are eligible to take the Florida Nursing Assistant State Exam.

Certification

Florida CNA License

Uniforms/Supplies

Student is responsible to purchase any personal medical instruments (i.e., stethoscope, etc.) that are necessary for this program. Attire that is typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced. Additional scrubs can be purchased through the program.

Additional Information

Please contact the Student Services office for additional information regarding enrollment requirements and application process.

Licensure

In order to sit for the Florida State Board of Nursing CNA certification test you must have completed a minimum of 40 hours clinical experience and at least 120 hours of classroom instruction.

Nursing Assistant Program - 165 hours

Gail Swiderski, RN, Instructor

Associate of Science Degree in Registered Nursing
Northern Essex Community College
30+ Years In-field Experience
Building E, Room 04-008

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012

Program Description

This program is designed to prepare students for employment as a Nurse Assistant. The program offers a broad foundation of knowledge and skills in the Nurse Assistant field. This program is 165 hours, which includes 40 hours of clinicals. An accumulation of more than 12 hours of absences may result in an inability to complete the course.

Requirements

- 18 years old
- High School diploma or GED
- Fingerprinting through District School Board of Pasco County
- Basic physical exam, including a negative TB skin test or negative chest x-ray to begin
- Minimum math and reading achievement level standards on the TABE as established by the Florida Department of Education to be a program completer

After successful completion of the program competencies, the student will receive a Pasco County Public Schools Vocational Certification reflective of the course hours. The student will also be given documentation of completion of four (4) hours HIV/AIDS, CPR/AHA, BLS and AED training and two (2) hours Domestic Violence training. Also upon completion of the nursing assistant class, students are eligible to take the Florida Nursing Assistant State Exam.

Certification

Florida CNA License

Uniforms/Supplies

Student is responsible to purchase any personal medical instruments (i.e., stethoscope, etc.) that are necessary for this program. Attire that is typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced. Additional scrubs can be purchased through the program.

Additional Information

Please contact the Student Services office for additional information regarding enrollment requirements and application process.

Licensure

In order to sit for the Florida State Board of Nursing CNA certification test you must have completed a minimum of 40 hours clinical experience and at least 120 hours of classroom instruction.

Patient Care Technician Program – 600 hours

Gail Swiderski, RN, Instructor

Associate of Science Degree in Registered Nursing, Northern Essex Community College

30+ Years In-field Experience

Building E, Room 04-008

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012
C	HCP0332	Advanced Home Health Aide	50 hours	31-1011
D	HCP0020	Patient Care Assistant	75 hours	31-9099
E	HSC0016	Allied Health Assistant	150 hours	31-9099
F	MEA0580	Advanced Allied Health Assistant	100 hours	31-9099
G	PRN0094	Patient Care Technician	60 hours	29-2099

Program Description

This program is designed to prepare students for employment as advanced cross-trained nursing assistants (patient care technicians), expanding the traditional role of the nursing assistant and offering 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. 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, and health, safety, and environmental issues.

Program Requirements

-
- 18 years old
- High School Diploma or GED
- Basic Physical Exam, including negative TB skin test or negative chest x-ray to begin
- State Fingerprinting at DSBPC
- Minimum math and reading achievement level standards on the TABE as established by the Florida Department of Education to be a program completer

Certifications Available

Florida CNA License*

Medical Administrative Assistant

ECG Aide/Monitor Tech

Phlebotomy Tech

National Certified Patient Care Technician

*** Licensure**

In order to sit for the Florida State Board of Nursing CNA certification test you must have completed a minimum of 40 hours clinical experience and at least 120 hours of classroom instruction.

Career Information

Possible direct entry positions after successful completion include CNA in acute and long-term care facilities, advanced home health aide in the home care industry, patient care assistant in the hospital setting, allied and advanced allied health assistant in labs, hospitals, physician offices, walk-in and urgent care facilities, and patient care technician in any of the above settings.

Uniforms/Supplies

Student is responsible to purchase any personal medical instruments (i.e., stethoscope, etc.) that are necessary for this program. Attire that is typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced. Additional scrubs can be purchased through the program.

Additional Information

Students who currently hold a CNA license from the Florida Board of Nursing may be issued credit for prior successful completion of coursework as evaluated by the Patient Care Technician instructor. Please contact the Student Services office for additional information regarding enrollment requirements and application process.

Television Production - 1650 hours

Mr. Robert Mateja, Instructor
 Bachelor of Arts in Fine Arts
 New Jersey City University
 15+ Years In-field Experience
 Building B, Room 06-002

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	RTT0514	Studio Assistant	450 Hours	27-4031
B	RTT0516	Studio Technician	450 Hours	27-4031
C	RTT0518	Studio Technician/Edit Assistant	450 Hours	27-4032
D	RTT0520	Television Production/Edit Tech	300 Hours	27-4032

Program Description

Students will develop intermediate knowledge and skills in video production in order to prepare themselves for full-time employment in the audiovisual field. Units will include cameras, pre-production design, audio, types of production and lighting. Students will be able to understand and demonstrate the skills and techniques of professional video technicians under a wide variety of video programming. About 85% of course work and evaluation is hands-on. Students will team-produce original videos in areas typical of professional broadcast production: news reports, promotionals, public service announcements, commercials, documentary, music videos, and dramas.

Certification

Apple
 Final Cut Pro

College Credit Award

Program completers receive 27 Articulated Credits toward A.S., Industrial Management Technology at PHCC (60 credit hr. program)

Career Information

Possible direct entry careers after high school: Production assistant, floor camera operator, teleprompter operator
 Chyron operator, assistant editor

Possible careers after two years of postsecondary training: Assistant producer/videographer, video assistant operator, sole proprietor of video services, video editor, technical director, CG operator

Possible careers after a four-year university degree: Video producer, documentary videographer, director, scriptwriter

TABE Minimum Standards

The state of Florida requires that every adult student enrolled in a certificate program take the TABE. Students must meet the minimum math and reading achievement level exit standards on the TABE as established by the Florida Department of Education in order to be a program completer. The minimum exit standards for each program may be obtained from the Student Services office.

Uniforms

Business attire typical of this trade will be required. Clothing will be in compliance with the District School Board of Pasco County Dress Code and will be strictly enforced.

Supplies

A list of supplies for this class will be available at the time of registration. Information regarding supplies, brands and discount prices will be discussed in detail during the first week of class.

ROSTER OF INSTRUCTIONAL STAFF

2013 – 2014 School Year

Name	Program	Degree/Certification	Institute	Experience In Field/Classroom	FT/P T
Blake, Donald	Electricity	B.S. Technical Education	University of South Florida	30+	FT
Byrne, Kathleen	Early Childhood Ed. Apprenticeship	B.S. Elementary Education	Florida State University	20+	FT
Chefero, Katrin	Early Childhood Ed. Apprenticeship	B.S. Education & Elementary Ed.	University of Central Florida	20+	FT
Catozzi, Richard	A/C, Refrigeration & Heating Technology	Professional- AC & Heat Mechanics	District School Board of Pasco County	20+	FT
Dalles, Robert	Computer Systems and Information Technology	Professional- Computer Services	District School Board of Pasco County	30+	FT
Haudricourt, Kellyann	Cosmetology	A.A.Business	Saint Petersburg College	20+	FT
Hitt Johnson, Dana	Cosmetology	Professional- Cosmetology	District School Board of Pasco County	25+	FT
Kern, Peter	Commercial Foods & Culinary Arts	Professional- Culinary Arts	District School Board of Pasco County	30+	FT
Lupinek, James	Auto Service Technology	A.A. Religious Studies Professional – Auto Service Technology	Florida Beacon Bible College / District School Board of Pasco County	25+	FT
Mateja, Robert	Digital Cinema Production/ TV Production	B.A. Fine Arts	New Jersey City University	15+	FT
Morrison, Michael	Cosmetology	Professional- Cosmetology	District School Board of Pasco County	20+	FT
Ojeda, Richard	Marine Service Technology	Professional- Gasoline Engine	District School Board of Pasco County	30+	FT
Poliseno, Christopher	Auto Collision Repair and Refinishing Technology	Professional- Auto Body	District School Board of Pasco County	15+	FT
Saavedra, Orlando	Commercial Art Technology	A.S. Advertising	Art Institute of Fort Lauderdale	25+	FT
Swiderski, Gail	Certified Nursing Assistant/Patient Care Technician	A.S. Registered Nursing	Northern Essex Community College	30+	FT

Washington, Ida	Early Childhood Education	B.S. Home Economics	Florida State University	25+	FT
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APPENDIX 1
2013-2014 STUDENT/TEACHER CALENDAR
Board Approved 12/18/12

July-13				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

4 July 4th Holiday
 12,19,26 Fridays Off

August-13				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 Friday Off
 8-9 Voluntary Staff Development Days
 12-16 Teacher Planning Days
 13 Secondary Registration
 14 Elementary Registration
 15 District Inservice Day
 19 **STUDENTS' FIRST DAY**
 29 Adult Ed Graduation

September-13				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 **NO SCHOOL Labor Day**
 20 Progress Reports

October-13				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

7-18 FCAT Retakes
 14-18 FTE Week
 18 End of 1st Quarter
 21 Teacher Planning Day
 28 Report Cards

November-13				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11 **NO SCHOOL - Veterans Day**
 Possible Hurricane Makeup Day
 20 Progress Reports
 27-29 **NO SCHOOL Thanksgiving Break**

December-13				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2-20 Winter EOC Testing Window
 20 End of First Semester
 23-31 **NO SCHOOL Winter Break**

January-14				
M	T	W	R	F
				3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3 **NO SCHOOL Winter Break**
 6 Teacher Planning Day
 13 Report Cards
 20 **NO SCHOOL Martin Luther King Day**
 Possible Hurricane Makeup Day
 30 Adult Ed Graduation

February-14				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7 Progress Reports
 10-14 FTE
 17 **NO SCHOOL Presidents' Day**
 Possible Hurricane Makeup Day
 25-26 FCAT 2.0 Writing

March-14				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

13 End of 3rd Quarter
 14 Teacher Planning Day
 17-21 Spring Break
 31 Report Cards

April-14				
M	T	W	R	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7-11 Spring FCAT 2.0 Retake Window
 18 **NO SCHOOL**
 21-30 Spring EOC Testing Window
 22-25 FCAT 2.0 Reading, Math, Science
 30 Progress Reports

May-14				
M	T	W	R	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-7 FCAT 2.0 Math & Reading
 1-30 Spring EOC Testing Window
 21 Seniors Last Day
 26 **NO SCHOOL Memorial Day**
 30-31 Graduation

June-14				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2-3 Spring EOC Testing Window
 3 **STUDENTS' LAST DAY**
 4-5 Teacher Planning Days
 12 Report Cards

NOTE: = Non-school day for students & teachers
 = Non-school day for students
 = Work day for Teachers
 = Report Cards
 = First and Last Days
 = Progress Reports

NOTE: Hurricane Makeup Days are November 11, 2013, January 20 and February 17, 2014

1st qtr	44	
2nd qtr	40	84
3rd qtr	46	
4th qtr	50	96

Revised 6-18-13