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| The School District of Manatee County |

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**Career Paths Production**
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- Moonlight Marketing Group, LLC, Designer,
  www.moonlightmarketinggroup.com

**MTI also offers courses in Adult General Education, Continuing Education, and Personal Enrichment. Check www.ManateeTech.edu for more information on all that MTI has to offer.**
Registration Information

Career Preparation

Enrollment
Please complete the following in any order:
• Submit MTI Application
  Visit: https://mti.focussschoolsoftware.com/focus/apply. USE Firefox, Safari or Chrome. Use your email as your username.
• Submit Florida Residency Documents and Form
  Follow instructions on the form that includes a list of approved documents. Students who do not meet the Florida Residency requirements will be charged out-of-state tuition rates. Download this at: http://manatee.edu/wp-content/uploads/2014/05/Residency-Florida-Classification-2013-141.pdf
• Complete the Test of Adult Basic Education (TABE) Exam or provide proof of exemption.
  Call or visit the MTI campus of your program to schedule your TABE test. TABE is exempt for those who have a college degree AA or higher.
• Apply for Financial Aid.
  For more information, please visit: http://manatee.edu/future-students/financial-aid/
• Receive an acceptance letter from MTI.

Resident Tuition
Manatee Technical Institute follows Title XVI Section 1009.21, Florida Statutes, which allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought. Documentation proving Florida residency that meets these guidelines is required at registration to receive in-state tuition. Please see your counselor for details or refer to the following website for the full text of the residency statute: http://fisenate.gov/statutes

Fee
Adults pay tuition and lab fees, as well as purchase books, uniforms, safety gear and tools as required. Students pay on a per Occupational Completion Point for most Career Preparation programs. The Florida Legislature establishes the tuition for postsecondary centers on an annual basis. Resident tuition is $2.92 per clock hour for Career Prep. Nonresident tuition is $11.69 per clock hour for Career Prep. All tuition and fees are subject to legislative and board approval. All new students will be charged a one-time application fee. The Main Campus application fee for Career Prep is $15 and the East Campus application fee is $30. Other fees may apply. For a full description, see your Guidance Counselor. School year registration and parking fees range from $20 to $30. Health and Safety fee is $14 or the current premium cost. Students who are here for courses of fewer than 30 hours will not need to purchase a parking decal. Listed costs for each program are approximate and include uniforms, books, tools, etc. A $50 late fee is assessed for late registration.

Deferrals
Vocational Rehabilitation clients must present authorization from their Vocational Rehabilitation counselor for fee payment. In some cases, other students may have financial backing and will have a letter indicating that their fees will be covered by a particular agency, such as Workers’ Compensation, insurance companies, or scholarship monies. Companies may make arrangements to pay for their employees.

MTI Refund Policy
Manatee Technical Institute has a fair and equitable policy for the refund of tuition, fees and other institutional charges. Refunds will not be processed until all financial obligations have been cleared. Please refer to the MTI Catalog at www.ManateeTech.edu for a complete description of our Refund Policy.

Certificates
Certificates are awarded upon completion. In some programs, students must pass state or national exams. Please see a Career Counselor for more information.

Bookstore
Bookstores are located at all MTI Campuses. Bookstore hours will be dependent on budget allocations for the school year and registration dates at each Campus. Books and uniforms may be returned to the Book Store for a refund within 10 days of purchase. Certain conditions will apply. Please visit www.ManateeTech.edu/currentstudents/bookstore for a Refund Policy.

Financial Aid
The Financial Aid Offices, located at the Main Campus and the East Campus, are open to all students at Manatee Technical Institute to provide assistance to apply for financial aid. All students are encouraged to apply. There are three types of available aid: federal, state and local. All financial aid applicants will need to complete the Free Application for Federal Student Aid (FAFSA) located at www.fafsa.ed.gov. Use school code 015496. To prevent delays in registration, all students (and parents of dependent students) applying for aid should request the following items at the time of FAFSA application, because they may be needed to receive financial aid: 1) Tax transcript if taxes were filed, and Verification of Non-Tax filing from the IRS if you did not file taxes along with wage transcripts, as proof of income amount (from www.irs.gov or 1-800-908-9946), 2) documentation of child support paid (from your local Clerk of the Court) or received (from your local Clerk of the Court, the Florida Department of Revenue, or go online http://www.myflorida.com/childsupport/l) listed on the FAFSA, 3) proof of SNAP (food stamps) if you answered “yes” to receiving them on the FAFSA, 4) proof of unemployment if you answered “yes” to receiving them on the FAFSA.

FEDERAL FINANCIAL AID
MTI offers the Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study Program. Students are required to complete a FAFSA application to determine if they qualify for federal funds. This application is available online at www.fafsa.ed.gov or by calling the Department of Education at 1-800-433-3243. Eligible programs are at least 600 clock hours in length.

SCHOLARSHIPS
MTI Scholarship
MTI Scholarship assists with tuition and fees and is based on financial need and Florida Residency.

Other Scholarships
Many local organizations, businesses and individuals offer scholarships to students. Florida’s Bright Future Scholarships, which include the Florida Academic Scholars Award, Merit Scholars Award and the Gold Seal Vocational Scholars Award, are also available to students and are based on high school academic achievement.

FLORIDA PREPAID COLLEGE FUND
The Florida Prepaid College Fund provides an opportunity for students’ parents to pay in advance for his/her college education. Qualified students should present a current prepaid college fund card. This card entitles students to use these funds to pay for tuition only. Lab and other school related fees are not eligible through Florida Prepaid at MTI.

VETERAN EDUCATIONAL BENEFITS
MTI is certified by the Florida State Approving Agency for veteran educational benefits. Veterans may apply online at www.gibill.va.gov. Veterans are also encouraged to complete a FAFSA to apply for the Pell Grant.

Busy During the Day?
Our EVENING CLASSES may be just right for you!
Many of our programs have evening classes available. See schedule inside for details.
Architecture & Construction

Air-Conditioning, Refrigeration and Heating Technology 1350 hrs
Program No. I470203
A/C, Refrigeration & Heating Helper (250 hrs)
A/C, Refrigeration & Heating Mechanic Assistant (250 hrs)
A/C, Refrigeration & Heating Mechanic (500 hrs)
A/C, Refrigeration & Heating Technician (350 hrs)

NIGHT Part I 750 hrs
Program No. C400100

NIGHT Part II 600 hrs
Program No. C400200

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. Classroom, shop, and laboratory activities are an integral part of this program. The students prepare to obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. Prepares students for HVAC Excellence Certification.

Instructor: Ferraro, Forbes, Afanasiev
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net

Building Construction Technology 1050 hrs
Program No. I460401
Building Construction Helper (450 hrs)
Building Construction Technician (600 hrs)
The purpose of this program is to prepare students for employment or advanced training in the building construction industry. Classroom, shop, and laboratory activities are an integral part of this program. This curriculum is nationally recognized by the NCCER. After completion, national NCCER certification and assistance with job placement are available for adults.

Instructor: King, Kenney
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Carpentry 1200 hrs
DAY Program No. I460202
Carpentry Helper (300 hrs)
Trim & Finish Carpenter (300 hrs)
Carpenter, Rough (450 hrs)
Carpenter (150 hrs)

NIGHT Part I 600 hrs
Program No. C510100

NIGHT Part II 600 hrs

Learn the skills needed to get a job or start a new career path. Most programs can be completed in just 6 months to 1 1/2 years. Most participants attend full-time during the day. All classes are offered at night with sufficient enrollment.

Program No. C510200
The purpose of this program is to prepare students for employment in the carpentry industry. Students learn the use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes. This curriculum is nationally recognized by the NCCER. After completion, national NCCER certification and assistance with job placement are available for adults.

Instructor: King
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Drafting 1500 hrs
Program No. C100200
Blueprint Reading (150 hrs)
Drafting Assistant (450 hrs)
Drafting Detailer 1 & 2 (300 hrs)
Architectural Drafter (150 hrs)
Civil Drafter (150 hrs)
Mechanical Drafter (150 hrs)
Structural Drafter (150 hrs)
The purpose of the Drafting Program is to prepare students for employment in the diverse field of drafting. Students will learn manual drafting and CAD procedures in the aforementioned disciplines incorporating theory and practice. The CAD programs include Auto-CAD, Revit Architecture, and Solidworks. Students will have extensive training in 2D and 3D modeling applications preparing real world drawings. Once the students complete Manatee Technical Institute’s drafting program they will have national certifications in AutoCAD and Solidworks.

Instructor: TBA
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Electricity 1200 hrs
Program No. I460312
Electrical Helper (300 hrs)
Residential Electrician (450 hrs)
Commercial Electrician (450 hrs)
The Electricity program is designed to prepare students for employment or advanced training in a variety of electrical industries. Classroom and laboratory activities are an integral part of this program. The program focuses on transferable skills and stresses the importance of total preparation of the individual to enter the work force, including professional and personal work ethic issues, personal and electrical safety and hands-on experience in the trade. The program covers use of tools, Ohm’s Law, blueprint reading, NEC (National Electric Code), DC and AC, circuits, basic safety, construction site etiquette, conduit bending, residential and light commercial “rough in/trim out” wiring. This program offers National Center for Construction Education and Research (NCCER) certification.

Instructor: Shea
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Industrial Electricity 960 hrs
Program No. I460313
Electrical Helper (300 hrs)
Industrial Electrician (300 hrs)
Electrician Technician (360 hrs)
The purpose of the program is to prepare students for employment or advanced training in a variety of industrial electricity including safety, use of tools, AC and DC, electric codes, industrial wiring, transformers, control circuits, equipment and devices programmable logic controllers (PLCs). This program stresses the understanding of all aspects of the industry, and focuses important aspects of the industry including planning, management, finance, and technical and production skills. Classroom, shop and laboratory activities are an integral part of this program.

NOTE: Program availability based on approval by the Council on Occupational Education (COE).

Instructor: Shea
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Plumbing Technology 960 hrs
Program No. I460513
Plumber and Pipefitter Helper (360 hrs)
Residential Plumber (240 hrs)
Commercial Plumber (240 hrs)
Plumber (120 hrs)
The purpose of this program is to prepare students for employment or advanced training in a variety of pipe occupations. This hands-on program includes safety, plumbing-related math, blueprint and job specifications, building codes, pipe-cutting-and-joining skills, rough and trim plumbing, water heaters, and storm drains. Prepares students for NCCER Certification.

Instructor: Kenney
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Career Preparation
## Arts, A/V Technology & Communication

### Digital Design 1200 hrs

**DAY Program No. B070600**

- **Information Technology Assistant** (150 hrs)
- **Production Assistant** (150 hrs)
- **Digital Assistant Designer** (300 hrs)
- **Graphic Designer** (300 hrs)
- **Media Designer** (300 hrs)
- **NIGHT Part I 600 hrs**
- **Program No. K700100**
- **NIGHT Part II 600 hrs**
- **Program No. K700200**

This program focuses on broad transferable skills and stresses understanding and demonstration of elements of the digital publishing industry. This course is focused on building a solid foundation of visual communications using Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Adobe LightRoom. Course includes Digital Graphic Design and Digital Photography, Image Editing and Retouching, and Camera and Lighting Knowledge. The program provides training in a hands-on, real work environment utilizing current technologies used in industry. It also will introduce basic knowledge of computer skills required to proceed with further professional growth in this field. Students prepare for Adobe Certified Associate certification.

**Instructor:** Proskurina  
**Counselor:** Parrish 751-7900, x1033  
parrishm@manateeschools.net

### Broadcast Technician (300 hrs)

This program is designed to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, multi-media artists, animators and broadcast technicians. Students learn the latest techniques offered in the production of digital video activities including: scripts, lighting, camera operation, electronic news gathering, field/studio production, and video editing. Students prepare for Premium Pro certification.

**Instructor:** Lawrence  
**Counselor:** Lawlor 751-7900, x1034  
lawork@manateeschools.net

### Business, Management & Administration

All students in Business Technology have the opportunity to earn Microsoft Office certifications. Accounting Operations and Administrative Assistant students also have the opportunity to earn certifications in QuickBooks Pro.

### Accounting Operations 900 hrs

**Program No. BO70110**

- **Information Technology Assistant** (150 hrs)
- **Accounting Clerk** (300 hrs)
- **Accounting Associate** (300 hrs)
- **Accounting Assistant** (150 hrs)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skill needed to prepare for careers in high-tech accounting offices. It 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 occupational-specific skills. 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. In addition to the accounting curriculum, Microsoft Office 2013 (Word, Excel, PowerPoint and Outlook), QuickBooks Pro, business communications, business ethics and computer concepts are taught. Internships are encouraged. The program prepares students for Microsoft Office Specialist or Master Certification and QuickBooks Pro Certified User.

**Instructor:** Skivers  
**Counselor:** Parrish 751-7900, x1033  
parrishm@manateeschools.net

### Administrative Office 1050 hrs

**Specialist**

**Program No. B070330**

- **Information Technology Assistant** (150 hrs)
- **Front Desk Specialist** (300 hrs)
- **Assistant Digital Production Designer** (150 hrs)
- **Administrative Assistant** (450 hrs)

This program is designed to prepare students for employment in the business and information technology industry. It teaches students the skills needed in high-tech offices: Microsoft Office 2013 (Word, Excel, PowerPoint, Access, Outlook and Publisher), QuickBooks, accounting, keyboarding, business communications, letter writing, etc. Prepares students for Microsoft Office Specialist (MOS) Certifications and QuickBooks Pro Certification.

**Instructor:** Skivers  
**Counselor:** Parrish 751-7900, x1033  
parrishm@manateeschools.net

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## Continuing Education

MTI offers classes in Continuing Education geared towards training and certification for job retention or promotion.  
**For more information, please call 941-751-7900, x1022.**

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**Main Campus Career Preparation**

**Eric Jacinto, Drafting**

Eric’s goal is to be an architect. “I want to design buildings that are good for people and friendly to the environment.” He is putting himself through school. “We’re capable of anything we set our minds to,” he said. He left SCF to attend MTI because he wanted to earn certifications to achieve his goal. “I’ve already earned AutoCAD Associate Certification. Now I’m going for AutoCAD Professional and Revit, and next year SolidWorks.” Eric plans to work as a drafter so he can go to the University of Miami.
Legal Administrative Specialist 1050 hrs
Specialist
Program No. B072000
Information Technology Assistant (150 hrs)
Front Desk Specialist (300 hrs)
Administrative Support (150 hrs)
Legal Administrative Specialist (450 hrs)
This program is designed to prepare students for employment in the business and information technology industry, specific to the medical environment. It teaches students the skills needed in high-tech legal offices: Microsoft Office 2013 (Word, Excel, PowerPoint, Outlook), legal software applications, legal transcription, legal terminology, basics of the legal system, accounting basics, keyboarding, business communications. Articulates up to 23 credits to State College of Florida Paralegal program. Prepares students for Microsoft Office Specialist (MOS) Certification.
Instructor: Skivers
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net

Medical Administrative Specialist
Program No. B070300 1050 hrs
Information Technology Assistant (150 hrs)
Front Desk Specialist (300 hrs)
Medical Office Technologist (300 hrs)
Medical Administrative Specialist (300 hrs)
This program is designed to prepare students for employment in the business and information technology industry, specific to the medical environment. It teaches students the skills needed in high-tech medical offices: Microsoft Office 2013 (Word, Excel, PowerPoint), medical software (Medisoft), introduction to medical billing and insurance, medical terminology, medical transcription, accounting basics, keyboarding, administrative medical assisting. Prepares students for Microsoft Office Specialist (MOS) Certification and Certified Medical Administrative Assistant (CMAA) examination.
Instructor: McPherson
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net

Education & Training
Early Childhood Education Apprenticeship 288 hrs
Program No. V20021R
A CDA/Equivalency program that provides the advanced credentials necessary to meet DCF licensing standards. A two-year program with 288 class hours and 4000 hours of on-the-job training. Requirements: Must be a full-time employee at a licensed, participating child care facility, be 18 years of age or older and have a high school diploma or GED. Classes begin at two entry points, August and January. Application is processed through employer. Tuition is free.
Information: Sandra McCarthy 798-0395

Main Campus

Legal Administrative Specialist

Medical Administrative Specialist

Early Childhood Education

Hospitality
Baking & Pastry Arts
Program No. N100600
Pastry Cook/Baker (300 hours)
Pastry Chef/Head Baker (300 hours)
The Baking and Pastry Arts program covers basic and advanced preparation of a wide variety of baked and dessert goods. Topics include breads, breakfast pastries, cookies, chocolate applications, and cake decorating. Students will learn leadership and employability skills as they work in a retail bakery setting. Upon completion of the program, graduates are qualified to work as pastry cooks and bakers under the supervision of a pastry chef. This program is accredited by the American Culinary Federation. Students can earn the Certified Pastry Culinary designation with a minimum of one year field experience.
Instructor: TBA
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Career Preparation

Health Science
Medical Coder/Biller ATD
Program No. H170528 1000 hrs
Introduction to Health Information Technology (90 hrs)
Medical Coder/Biller 1, 2, & 3 (910 hrs)
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. The program includes 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. Prepares students for AAPC Certified Professional Coder (CPC) credential exam. Students who receive a Medical Coder/Biller Applied Technology Diploma from MTI will receive 26 college credits towards an A.S. in Health Information Technology upon acceptance into a HIT program at any Florida college.
Admission Requirements: High school diploma or GED
Instructor: McPherson
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Commercial Foods & Culinary Arts
Program No. N100500
Food Preparation (300 hrs)
Restaurant Cook (300 hrs)
Chef/Head Cook (300 hrs)
Food Service Management (300 hrs)
The Commercial Foods/Culinary Arts program is accredited by the American Culinary Federation and will recognize students as a Certified Culinary upon completion. This program focuses on intense culinary training with a hands-on approach. In addition to nutrition, sanitation, and management functions of the professional kitchen, the program is designed to provide a foundation for transition into positions in the industry or continuing higher education. Training is done in the brigade system, including saucier with the production of stocks, soups, and sauces; garde manger and the art of cold cuisine;
Main Campus Career Preparation

Karen Waynick, Advanced Esthetics

“I like how new the facility is. The instructor is extremely knowledgeable. Coming to MTI is a great way to network and meet new friends too! MTI is so affordable compared to other schools—some were triple the cost. It’s a great education—I feel confident going into this field thanks to Mrs. Golub.” Karen has a real estate license and plans to do both when she graduates.

the selection and processing of vegetables, grains, legumes, and starchy foods as an entremetier; as well as in-depth approaches to formal dining room service, baking, and pastry arts. Articulation agreements award up to 20 credits for students who transfer to State College of Florida, University of South Florida, or Johnson & Wales University upon completion at MTI. Graduates will be prepared for positions as restaurant, banquet, and prep cooks, and can continue their education for a degree in Hospitality Management.

Instructors: Culinary Staff
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Salon Services

Advanced Esthetics 600 hrs
Advanced Skin Care 1 & 2 (300 hrs)
Facial Treatments (150 hrs)
Specialty Topics (60 hrs)
Ethical Business Practices (30 hrs)
Internship (60 hrs)
Program No. D500200
This program is a continuation of the Advanced Esthetics program. A student completing the Advanced Esthetics program is prepared for employment as a Licensed Facials/Skin Care Specialist in the spa industry, medical offices (including dermatology and plastic surgeons), and the new medi-spa industry. The program is designed for registered Facials/Skin Care Specialists who wish to add training to up-date their skills and become current with the new trends in the field of esthetics. Theory classes, practical/laboratory activities or hands-on classes, demonstrations from outside personnel and field trips to doctors’ offices are all included. Certificate awarded upon passing examination.

Instructor: Golub
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Barbering 1200 hrs
Program No. I120402
Barber (1200 hrs)
The purpose of this program is to prepare students for employment as licensed barbers. Instruction includes theory and practical experiences with guest artists and an active clinical.

Instructor: Campbell, Youmans
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Cosmetology for Licensure 1200 hrs
Program No. D500100
Salon Services, Facials & Nails (225 hrs)
Hairdresser and Cosmetologist (975 hrs)
The purpose of this program is to prepare students for employment as licensed hairdressers and cosmetologists. This course covers all aspects of cosmetology: hair, skin, nails, diseases and disorders, with emphasis placed on the beautification of the individual. Instruction includes both theory and hands-on activities. Your clinicals will include not only working as a stylist but also knowing how to be a receptionist, working in the dispensary, as well as every other aspect of a salon environment.

Instructors: Ayers, Hoch, Campbell, Corbino
Counselor: Lawlor 751-7900
lawlork@manateeschools.net

Facials Specialty for Licensure 260 hrs
Program No. I120424
Facials/Skin Care Specialist (260 hrs)
The purpose of this program is to prepare students for employment as a Licensed Facials/Skin Care Specialist. The course covers total skin care for the preservation of the health and beauty of the skin. Includes both theory and practical (hands-on) activities. Clinical consists of machine, chemical and manual applications for facial cleansing. Skin toning, hair removal, lash and brow tint are also taught.

Instructor: Golub, Carl
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Nails Specialty for Licensure
Program No. I120414 240 hrs
Manicurist and Pedicurist (240 hrs)
The purpose of this program is to prepare students for employment as a licensed manicurist and pedicurist. This course encompasses hand, arm, foot and leg care. It strives to achieve both theory and hands-on excellence through live clinical situations. Related beautification is added through a total knowledge of artificial nail applications, chemistry of products and other techniques.

Instructor: Ayers, Dodds
Counselor: Lawlor 751-7900, x1034
lawlork@manateeschools.net

Information Technology

Network Support Services 1050 hrs
Program No. B078000
Information Technology Assistant (150 hrs)
Computer Support Assistant (150 hrs)
Network Support Help Desk Assistant (150 hrs)
Network Administrator (150 hrs)
Senior Network Support Administrator (150 hrs)
Wireless Network Administrator (150 hrs)
Data Communications Analyst (150 hrs)
This program trains students for employment in the computer and network support services profession. The content includes instruction in software application support; basic hardware configuration; networking technologies, security, wireless and the associated troubleshooting. Hands-on and simulation software labs are a key portion of the program which include the use of routers, switches, servers, computers and other devices. Students use resources such as Cisco’s online interactive networking modules, videos, books, internet, instructor-led lesson plans, and lab activities. Training consists of installing, configuring, troubleshooting/repair of computers and networks. The course prepares students for the Comp-tia A+ certification (A+ exam fee is included in the tuition) and the new Cisco CCENT certification. During the course, students will be given a summary of other industry certifications and will qualify for a student discount on other industry certification exam fees.

Instructor: Hall
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net
Web Development 1050 hrs
Program No. I700100
Information Technology Assistant (150 hrs)
Web Design Foundations (150 hrs)
Web Interface Design (150 hrs)
Web Scripting (150 hrs)
Web Media Integration (150 hrs)
Web E-commerce (150 hrs)
Web Interactivity (150 hrs)

Program offers a sequence of courses that prepare students for further education and careers as Assistant Web Designer, Web Designer, and Senior Web Designer. The training is focused on obtaining comprehensive skills that are necessary for individuals who plan to work for a Web Design company or start their own career in the area of Web Design and Web Development. The program includes the following modules: Intro to IT and Computer Systems, HTML5, CSS3, Web Design Principles and Technology, Client-Side Scripting Languages (JavaScript and libraries), Multimedia, XML, Foundations of E-commerce, Content Management Systems (CMS), Search Engine Optimization (SEO), and more. Students prepare for Certified Internet Webmaster (CIW) and Site Development Association certification.

Instructor: Bourenina
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net

Manufacturing

Applied Welding 1170 hrs
Technology
Program No. I480500
Welder Helper (250 hrs)
Shielded Metal Arc Welder (250 hrs)
Gas Metal Arc Welder (250 hrs)
Flux Cored Arc Welder (100 hrs)
Gas Tungsten Arc Welder (175 hrs)
Pipe Welder (170 hrs)

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the welding industry. Tailored training with flexible hours may be arranged if a company needs current employees updated in a specific skill or set of skills. Students receive specialized training in applied welding technology: selection/use of proper torch and filler rods, adjustment of gas pressure and flame, selection of proper electrodes, adjustment of voltage and current for metal type, flame cutting, brazing and MIG/TIG. Prepares students for American Welding Society SENSE Level I certification.

Electronic Technology 1400 hrs
DAY Program No. I150303
Electronics Assembler (250 hrs)
Electronics Tester (400 hrs)
Electronics Equipment Repairer (375 hrs)
Electronics Technician (375 hrs)
NIGHT Part I Program No. J540100 650 hrs
NIGHT Part II Program No. J540200 750 hrs

The purpose of this program is to prepare students for employment in the electronics industry. Electronic laboratory activities are an integral part of these programs. Students use precision test equipment for analyzing, troubleshooting and repairing electronic circuitry. Graduates pursue rewarding careers, working with entertainment, commercial, industrial, and medical diagnostic equipment. Prepares student for Electronics Technicians Association certification. MTI is an official international ETA test site.

Instructor: Sheehan
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Industrial Technology 1600 hrs
(Automated Manufacturing Technology & Robotics)
Program No. I150603
Drafting Assistant Machining (300 hrs)
Cost Control Assistant (300 hrs)
Industrial Technician Assistant (500 hrs)
Industrial Engineering Technician (500 hrs)

The purpose of this program is to prepare students for employment as industrial engineering technicians. Training will include CAD, Lean Manufacturing, Automated Manufacturing Technology (which is designed to prepare students for careers in computer-aided manufacturing and numerical control), Rapid Prototyping and Robotics.

Instructor: Williams
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Norma Collazo, Barbering

“The Farmworker Program gave me a chance to pursue a dream. I worked in a tomato packing house. I really like doing hair. I wanted to do something unique being a female—to stand out. I got hired in February as an assistant at a barber shop in Palmetto. I’ll sit for the State Boards when I graduate. Eventually I want to open my own shop!”

Instructor: Heaton, Martin, Stewart
Counselor: Parrish 751-7900, x1033
parrishm@manateeschools.net

Machining 1500 hrs
Program No. I480503
Machinist Helper (300 hrs)
Machine Operator (450 hrs)
Machine Setup Operator (450 hrs)
Machinist (300 hrs)

The purpose of the program is to prepare students for employment or advanced training in the machining technology industry. One of the highest-paying skilled occupations in America is a machinist. Students learn the use of lathes, CNC machines, mills, grinders and milling machines. Prepares student for MSSC and NIMS Certifications.

Instructor: Williams, Santiago
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Major Appliance and Refrigeration Repair 1500 hrs
DAY Program No. I470106
Appliance Helper (300 hrs)
Laundry Technician (300 hrs)
Kitchen Technician (450 hrs)
Refrigeration Technician (450 hrs)
NIGHT Part I Program No. J620100 600 hrs
NIGHT Part II Program No. J620200 900 hrs

The purpose of this program is to prepare students for employment as electric home appliance technicians, electrical appliance servicers, or appliance service representatives. Students learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, freezers, microwave ovens and window air conditioners. The content also includes communication skills, leadership skills, employability skills and safe and efficient work practices. Prepares students for the PSA Certified Appliance Professional exams.

Instructor: McCarthy
Counselor: Parrish 751-7900
parrishm@manateeschools.net

Career Preparation

Machining 1500 hrs
Program No. I480503
Machinist Helper (300 hrs)
Machine Operator (450 hrs)
Machine Setup Operator (450 hrs)
Machinist (300 hrs)

The purpose of the program is to prepare students for employment or advanced training in the machining technology industry. One of the highest-paying skilled occupations in America is a machinist. Students learn the use of lathes, CNC machines, mills, grinders and milling machines. Prepares student for MSSC and NIMS Certifications.

Instructor: Williams, Santiago
Counselor: Miller 751-7900, x1032
millerv@manateeschools.net

Major Appliance and Refrigeration Repair 1500 hrs
DAY Program No. I470106
Appliance Helper (300 hrs)
Laundry Technician (300 hrs)
Kitchen Technician (450 hrs)
Refrigeration Technician (450 hrs)
NIGHT Part I Program No. J620100 600 hrs
NIGHT Part II Program No. J620200 900 hrs

The purpose of this program is to prepare students for employment as electric home appliance technicians, electrical appliance servicers, or appliance service representatives. Students learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, freezers, microwave ovens and window air conditioners. The content also includes communication skills, leadership skills, employability skills and safe and efficient work practices. Prepares students for the PSA Certified Appliance Professional exams.

Instructor: McCarthy
Counselor: Parrish 751-7900
parrishm@manateeschools.net

Major Appliance and Refrigeration Repair 1500 hrs
DAY Program No. I470106
Appliance Helper (300 hrs)
Laundry Technician (300 hrs)
Kitchen Technician (450 hrs)
Refrigeration Technician (450 hrs)
NIGHT Part I Program No. J620100 600 hrs
NIGHT Part II Program No. J620200 900 hrs

The purpose of this program is to prepare students for employment as electric home appliance technicians, electrical appliance servicers, or appliance service representatives. Students learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, freezers, microwave ovens and window air conditioners. The content also includes communication skills, leadership skills, employability skills and safe and efficient work practices. Prepares students for the PSA Certified Appliance Professional exams.

Instructor: McCarthy
Counselor: Parrish 751-7900
parrishm@manateeschools.net
Main Campus

Transportation, Distribution & Logistics

Automotive Collision Repair and Refinishing 1400 hrs
DAY Program No. I470603
Paint and Body Helper (250 hrs)
Paint and Body Asst (250 hrs)
Auto Collision Estimator (100 hrs)
Frame and Body Repairman (150 hrs)
Automotive Refinishing (325 hrs)
Automobile Body Repairer (325 hrs)
NIGHT Part I Program No. T400100 750 hrs
NIGHT Part II Program No. T400200 650 hrs

The course content includes basic trade skills, refinishing skills, sheetmetal 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, as well as cost estimation and customer service. Prepares students for Automotive Service Excellence (ASE) certifications.

Instructor: Elek
Counselor: Miller 751-7900, x1032 millerv@manateeschools.net

Automotive Service Technology
Program No. I470608 1800 hrs
Automobile Services Assistor (300 hrs)
Automotive Brake System
  Technician (150 hrs)
Automobile Suspension and Steering
  Technician (150 hrs)
Automotive Electrical/Electronic
  System Technician (300 hrs)
Engine Repair Technician (150 hrs)

Automotive Engine Performance Technician (300 hrs)
Automatic Transmission and Transaxle Technician (150 hrs)
Manual Drivetrain and Axle Technician (150 hrs)
Automotive Heating and Air Conditioning Technician (150 hrs)

The purpose of this Automotive Service Technician program is to prepare students for employment or advanced training in the automotive industry. Shop and laboratory activities are an integral part of the program and include instruction in applied theory, the use of tools, equipment, materials, and processes found in the industry. Diagnostic troubleshooting is emphasized in all areas of instruction. The program has National Technicians Education Foundation accreditation and offers all three levels of NATEF training: MLR (Maintenance and Light Repair); AST (Automotive Service Technician); and MAST (Master Automotive Service Technician). The program prepares students for ASE Certifications (and AYES Certification for high school students, which involves a paid internship and tool scholarship).

Instructors: Cestero – ASE CAT DeNoon – CMAT CMTT, CBPT, L1 Nanney – CMAT, L1 Sosa – CMAT
Counselor: Miller, 751-7900, x1032 millerv@manateeschools.net

Marine Service Technology
Program No. I490306 1350 hrs
Marine Rigger (300 hrs)
Outboard Engine Technician, 1 & 2 (600 hrs)
Stern Drive Technician (150 hrs)
Inboard Gas Technician (150 hrs)
Inboard Diesel Technician (150 hrs)
The purpose of this program is to prepare students for employment in the Marine Service industry. They cover the use of tools, equipment, engines, fuel and cooling systems. With a main focus on outboard engines, the program also covers inboard gas and inboard diesel as well as 2-stroke and 4-stroke theory. Students learn how to troubleshoot and repair boats and engines, rig boats with the proper wiring, and install engines and accessories. Member of the American Boat and Yacht Council and the Association of Marine Technicians. The course prepares students for Mercury Marine and Bombardier certifications as well as the National Marine Skills Connect Assessment and an introduction to Yamaha.

Instructor: Ewing, Watson
Counselor: Miller 751-7900, x1032 millerv@manateeschools.net

Personal Enrichment

MTI offers non-credit or online Personal Enrichment classes for fun or personal growth. For more information on Personal Enrichment classes, please visit our website or call Tim Arb at 941-751-7900, ext. 1108.

Adult General Education

MTI offers classes in Adult Basic Education (ABE), GED Preparation and Testing, English as a Second Language (ESL) and U.S. Citizenship. Classes are available at our West Campus Adult Education Center in Bradenton, our North Campus in Palmetto, and many satellite locations throughout the district. For more information, please call Linda Agresta at 941-209-6800, ext. 2201.

Farmworker Career Development Program

Learn English! Learn a job skill! Get a GED! Get a full-time, year-round job! Get the support you need to succeed!

For more information, call 941-751-7947

Programa de Educacion para Trabajadores Agricolas

¡Aprenda Ingles! ¡Estudie una Carrera Vocacional! ¡Obtenga su GED o consiga un trabajo de tiempo completo! ¡Obtenga el apoyo que usted necesita para salir adelante y triunfar!

Llamanos al 941-751-7947
<table>
<thead>
<tr>
<th>Program</th>
<th>Day/Evening</th>
<th>Time</th>
<th>Start Date</th>
<th>Hours</th>
<th>Estimated Cost</th>
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<td>Industrial Electricity</td>
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<td>Day</td>
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<td>Web Development</td>
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<td>FT: M-F 7:45am-2:15pm PT: M-F 7:45am-10:45am</td>
<td>8/6/14 &amp; 1/21/15</td>
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<td>Evening</td>
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<td>Call For Details</td>
<td>1050</td>
<td>$4500</td>
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</tbody>
</table>
Career Preparation programs are perfect for adults who want to get the training they need to get a job or start a new career path. Most programs can be completed in just 6 months to 1 1/2 years. Some programs prepare students for licensure. Participants may attend full- or part-time, and many classes are available day and evening. All applicants are required to attend an information session. Call 752-8100, for the dates and times of these sessions.

**Law, Public Safety & Security**

**FIRE SCIENCE ACADEMY**
- **Fire Fighter 600 hrs**
  - Program No.: P430205
  - Fire Fighter I (300 hrs)
  - Fire Fighter II (300 hrs)
  - Additional:
    - First Responder (48 hrs)
    - EVOC (28 hrs)
    - Fire Apparatus Operator (88 hours)

The purpose of this program is to prepare students for employment as a Fire Fighter. It is required by the State to become a Certified Fire Fighter. Approved by the Florida Bureau of Fire Standards and Training. Applicants must be 18 years of age, have a high school diploma, pass a background check, and get a physical. All prospective students will be required to attend an 8-hour orientation session. We will offer either a day or evening program depending on student enrollment. **MANDATORY ORIENTATION + PHYSICAL AGILITY IS 8AM, DEC. 19**

**Instructor:** TBA

**Counselor:** Toler, 752-8100 x 2134
toler2m@manateeschools.net

**Law ENFORCEMENT ACADEMY**

- **Law Enforcement Officer 770 hrs**
  - Program No.: P430105 (CJSTC/FDLE #002)
  - Introduction to Law Enforcement (10 hrs)
  - Legal (62 hrs)
  - Interactions in a Diverse Community (40 hrs)
  - Interviewing and Report Writing (56 hrs)
  - Fundamentals of Patrol (35 hrs)
  - Calls for Service (36 hrs)
  - Criminal Investigations (50 hrs)
  - Crime Scene to Courtroom (35 hrs)
  - Critical Incidents (44 hrs)
  - Traffic Stops (30 hrs)
  - DUI Traffic Stops (24 hrs)
  - Traffic Crash Investigations (32 hrs)
  - CMS Law Enforcement Vehicle Operations (48 hrs)
  - CMS First Aid for Criminal Justice Officers (40 hrs)
  - CMS Criminal Justice Firearms (80 hrs)
  - CMS Criminal Justice Defensive Tactics (80 hrs)

- **Crossover from Corrections to Law Enforcement 515 hrs**
  - Program No.: P430125
  - Overview of Law Enforcement (64 hrs)
  - Interactions in Crisis Situations (10 hrs)
  - Reporting Procedures (32 hrs)
  - Fundamentals of Patrol (35 hrs)
  - Calls for Service (36 hrs)
  - Criminal Investigations (50 hrs)
  - Crime Scene to Courtroom (35 hrs)
  - Critical Incidents (44 hrs)
  - Traffic Stops (30 hrs)
  - DUI Traffic Stops (24 hrs)
  - Traffic Crash Investigations (32 hrs)
  - Cross-Over Program Updates (8 hrs)
  - CMS Law Enforcement Vehicle Operations (48 hrs)
  - Dart-Firing Stun Gun (8 hrs)
  - Cross-Over Handgun Transition Course (24 hrs)
  - Correctional Cross-Over to Law Enforcement Officer Wellness (35 hrs)

The purpose of this program is to give corrections officers the training they need to become certified law enforcement officers. Approved by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement. Minimum of 15 students for class to be held.

**Instructor:** Academy Staff

**Contact:** Niel 752-8100, x2016
niels@manateeschools.net

**Health Science**

**Dental Assisting Technology & Management 1230 hrs**
- Program No.: H170113
  - Introduction to Dental Assisting (90 hrs)
  - Dental Infection Control Assistant (210 hrs)
  - Dental Assistant (930 hours)

The program is designed to prepare students for employment as dental assistants. Students graduate with entry-level skills for general chairside, dental laboratory and business office administration. Graduates receive a state certificate in dental radiography and dental assisting expanded functions. Students are prepared to take the Dental Assisting National Board exam, which earns them the credential of Certified Dental Assistant. The program is accredited by the Commission on Dental Accreditation and the Florida State Board of Dentistry. Students must be 18 years of age with a high school diploma or the equivalent. Students completing the ATD program will be awarded guaranteed college credit upon enrollment in the A.S. Degree Program for Dental Assisting Technology & Management at the Community College. Limit 20 students/class. Application deadline 30 days prior to program start date.

**Instructors:** Bland, Hernandez, Ware

**Counselor:** Matthews 752-8100, x2127
matthewk@manateeschools.net

**EMERGENCY MEDICAL**

**Emergency Medical Tech (EMT) - ATD 250 hrs**
- Program No.: W170208
  - Prerequisite: Valid HCP-CPR card or equivalent will be offered on-site
  - Basic Healthcare Worker (90 hrs)
  - Emergency Medical Technician (160 hrs)

This Applied Technology Diploma program prepares students for employment as emergency medical technicians. Successful completion equips students with the knowledge, skills, and attitude necessary to be a team member of the emergency medical services team and qualifies students for the Florida EMT-Basic Certification and
Abigail Warciwicz, Networking
Abi is 16 and was home schooled until she came to MTI. “I always loved video games and technology. I wanted to work on computers. Everyone here is very nice and fun to be around! Mr. Hall is the best instructor: he always has time for you, and he helps you prepare for any certification you want.” Abi was just hired by a subcontractor that does work for major area health care providers to set up systems and maintain them. She plans to work part-time until she graduates from high school.

National Registry Certification. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.
Instructor: Simunovic, Lorento
Contact: Joslin 752-8100, x2104 joslint@manateeschools.net

Paramedic 1100 hrs
Program No. W170206
Prerequisite: State certification as an EMT and 250 hrs in EMS field
Paramedic (1100 hrs)
This program prepares students for employment as paramedics. Class size limited to 24. The Paramedic program is approved by the Florida Department of Health, Bureau of Emergency Medical Services and the curriculum adheres to the standard established by Department of Transportation (DOT) and the Florida Department of Education (FDOE). The program provides the knowledge base and minimum skill necessary for an entry level position as a Certified Florida Paramedic. Program articulates up to 39 hours to SCF towards an A.A.S. in Emergency Medical Services, Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.
Instructor: Dunham, Harp
Contact: Joslin 752-8100, x2104 joslint@manateeschools.net

Massage Therapy 750 hrs
Program No. H120405
Basic Healthcare Worker (90 hrs)
Massage Therapist (660 hrs)
This program is designed to prepare students for employment as Licensed Massage Therapists. The course content includes the Theory and Practice of Massage, Anatomy & Physiology, Kinesiology, Ethics, Florida Law, Professionalism, Leadership, Business, Hydrotherapy, Adjunctive Modalities, Medical Errors, Health, Safety and CPR. Students also participate in 60 hours of clinic that is open to the general public. Course prepares students for the MBLEx licensing exam. MTI’s pass rate for this exam has consistently been 95%. MTI’s Massage Therapy program is accredited by the Commission of Massage Therapy Accreditation (COMTA).
Instructor: Krugh
Counselor: Krugh 752-8100, x2038 krughr@manateeschools.net

Medical Assisting 1300 hrs
Program No. H170503
Basic Healthcare Worker (90 hrs)
Medical Office Receptionist (100 hrs)
Phlebotomist, MA (75 hrs)
EKG Aide, MA (75 hrs)
Medical Assistant (960 hrs)
This program prepares students for employment as Medical Assistants in a variety of health care settings. The program is in accordance with the Florida Statutes on Medical Assistants and is accredited by the Commission on Accreditation of Allied Health Education Programs sponsored by the American Association of Medical Assistants. Upon completion, students will be equipped to function as administrative assistants with clerical and managerial skills, as well as clinical assistants competent in ECG, phlebotomy, laboratory skills, patient care and education. Graduating students will be eligible to apply for national certification through examination by the American Association of Medical Assistants (AAMA) for the Certified Medical Assistant and/or apply for the Registered Medical Assistant credential through the American Medical Technologists.
Instructors: Lee
Counselor: Krugh 752-8100, x2038 krughr@manateeschools.net

Evening Class - Nails Specialty for Licensure
Classes starting in August at our North Campus in Palmetto. For more information call Esperanza Gamboa: 941-751-7900, x1048.

NURSING
Nursing Assistant 165 hrs (Articulated)
Program No. H170690
Basic Healthcare Worker (90 hrs)
Nurse Aide and Orderly (Articulated) (75 hrs)
The purpose of this program is to prepare students for employment or advanced training in the health occupations industry as Nursing Assistants. This course equips students with the necessary skills to provide basic patient care under the direct supervision of a nurse in a variety of settings. Successful completion of this 11-week program prepares the student to take and pass the examination for Certified Nursing Assistant (CNA) and 165 hours is transferrable into the Practical Nursing Program. Limit 12 students.
Instructor: Pasko
Counselor: Matthews 752-8100, x2127 matthewwk@manateeschools.net

Patient Care Technician 600 hrs
Program No. H170694
Basic Healthcare Worker (90 hrs)
Nurse Aide and Orderly (75 hrs)
Advanced Home Health Aides (50 hrs)
Patient Care Assistant (75 hrs)
Allied Health Assistant (150 hrs)
Advanced Allied Health Assistant (100 hrs)
Patient Care Technician (60 hrs)
With the addition of geriatric care and introductions into phlebotomy and EKG, the student will have a variety of employability skills. Completion of this program enables the student to transfer 165 hours of credit toward the Practical Nursing Program (if accepted) H170605.
Instructors: Elias (West Campus), Gallagher (North Campus), Walker (Main Campus)
Counselors: Matthews 752-8100 x 2127 matthewwk@manateeschools.net (adult students) Parrish 751-7900 x1033 parrishm@manatee schools.net (high school students)

Clases nocturnas de Manicure
Practical Nursing 1350 hrs  
Program No. H170605  
Basic Healthcare Worker (90 hrs)  
Nurse Aide and Orderly (Articulated) (75 hrs)  
Practical Nurse (1185 hrs)  

This program is designed to prepare students for employment as Licensed Practical Nurses (LPNs). Not only will students study how the body functions, but also how emotional and mental well being affects overall health. Students will learn how to do scientifically based planning for the nursing care of each individual patient. Half of the program hours are in clinical settings such as Manatee Memorial Hospital, Manatee County Health Dept. (DOH), and long-term care facilities. Successful completion of this class prepares students to take the examination for licensure in the State of Florida.

**Instructors:** Bailey, Collins, Harvey, James, Eliacin, Meyer, Lankford,  
**Counselor:** Matthews 752-8100, x2127  
**Email:** matthewk@manateeschools.net

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Optometric Assisting 1080 hrs  
Program No. H170704  
Basic Healthcare Worker (90 hrs)  
Optometric Assistant (990 hrs)  

This program is designed to prepare students for employment in the eye care profession. Optometric assistants work with optometrists and other eye-care professionals. Course work includes ocular anatomy and physiology, eye diseases, refractive errors, vision testing, special diagnostic testing, fitting eyeglasses and contact lenses, and business management of the eyecare office. Optometric Assisting students are eligible to sit for the **Certified Paraoptometric Assistant** Examination upon program completion. Program approved by the American Optometric Association.

**Instructor:** Hutchison  
**Counselor:** Krugh 752-8100, x2038  
**Email:** krughr@manateeschools.net

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Orthopedic Technology 800 hrs  
Program No. H170800  
Basic Healthcare Worker (90 hrs)  
Orthopedic Technologist (710 hrs)  

The Orthopedic Technology program prepares students to work with orthopedic physicians or surgeons to treat patients in a variety of health care environments. The program provides the skills and knowledge needed to become a competent orthopedic technologist performing routine office and departmental procedures and the ability to perform certain basic functions such as applying and removing casts, splints, and braces, fitting patients with prosthetics; assisting with the care of acutely injured patients, and assisting the physician in the reduction and/or manipulation of orthopedic injuries. Surgical assisting may include office-based minor surgery and manipulation of fractures. Completers may be employed in hospitals, clinics, and private practice offices. The MTI Orthopedic Technology program is a recognized program of the National Association of Orthopaedic Technologists.

**Instructor:** Richards  
**Counselor:** Krugh 752-8100, x2038  
**Email:** krughr@manateeschools.net

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Pharmacy Technician 1050 hrs  
Program No. H170500  
Basic Healthcare Worker (90 hrs)  
Pharmacy Technician (960 hrs)  

Upon employment pharmacy technicians work under the direction of a licensed pharmacist and are trained to prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. Coursework includes but is not limited to: pharmacy terminology, pharmacology, medication processing, law and ethics, IV/Chemo-therapy preparation, inventory control, automation/computer applications and customer service. Upon successful completion of the program the student is eligible to register as a **Registered Pharmacy Technician (RPT)** in the State of Florida and to sit for the Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board (PTCB) in order to become a **Certified Pharmacy Technician (CPhT)**.

**Instructor:** Morris, Bouchon  
**Counselor:** Krugh 752-8100, x2038  
**Email:** krughr@manateeschools.net

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Surgical Technology 1330 hrs  
Program No. H170211  
Basic Healthcare Worker (90 hrs)  
Central Supply Technician (210 hrs)  
Surgical Technology (1030 hrs)  

Program is designed to prepare students for employment as Certified Surgical Technologists. The content includes communication and interpersonal skills, legal and ethical responsibilities, medical terminology, anatomy, physiology, pathophysiology, microbiology and pharmacology. 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. Clinical learning experiences in an operating room and related areas are an integral part of this program. The Surgical Technology program is accredited through ARC/STSA, a collaborative effort of AST and ACS, by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) allowing students to sit for the **Certified Surgical Technologist (CST)** examination.

**Instructors:** Thompson, Harrison, Diase  
**Email:** krughr@manateeschools.net

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American Heart Association Training Center  
MTI is a designated American Heart Association Training Center. We offer BLS for Healthcare Provider, HeartSaver CPR AED, ACLS and PALS classes on a regular schedule and other classes upon request. To receive more information call the Community Training Center at 941-752-8100, x2156.
## East Campus

<table>
<thead>
<tr>
<th>Program</th>
<th>Day/Evening</th>
<th>Time</th>
<th>Start Date</th>
<th>Hours</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>Dental Assisting</td>
<td>Day</td>
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<td>EMT</td>
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<td>EMT</td>
<td>Evening</td>
<td>PT 6-10pm, M-Th &amp; some Sat.</td>
<td>8/18/14</td>
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<td>Evening</td>
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<td>Continuing Fire Fighter II</td>
<td>Evening</td>
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<td>9/3/14</td>
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<td>PT: M-F 6-10pm &amp; some Sat.</td>
<td>8/18/14</td>
<td>770</td>
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<td>Massage Therapy</td>
<td>Day</td>
<td>FT: M-Th/F 8am-2:30pm &amp; Sat.</td>
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<td>Medical Assisting</td>
<td>Day</td>
<td>FT: M-F 8am-3pm</td>
<td>8/6/14</td>
<td>1300</td>
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<td>Medical First Responder</td>
<td>Evening</td>
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<td>Optometric Assisting</td>
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<td>FT: M-F 8:00am-2:30pm</td>
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<td>Orthopedic Technology</td>
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<td>FT: M-F 8am-2:30pm</td>
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<td>Paramedic</td>
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<td>Patient Care Technician</td>
<td>Day</td>
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<td>M-F 8am-2pm</td>
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<td>Practical Nursing</td>
<td>Day</td>
<td>PT: F 8:00am-4:30pm Executive Schedule Day (Clinicals are two weekends per month)</td>
<td>10/10/14</td>
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<td>Evening</td>
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<td>10/6/14</td>
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<tr>
<td>Surgical Technology</td>
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<td>FT: M-F 8am-3pm (Clinicals 6:30am-3pm)</td>
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## North Campus

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<tr>
<th>Program</th>
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<th>Time</th>
<th>Start Date</th>
<th>Hours</th>
<th>Estimated Cost</th>
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<td>Patient Care Technician</td>
<td>Day</td>
<td>FT: M W 7:45am-2:45pm</td>
<td>7/14/14</td>
<td>600</td>
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**Manatee Technical Institute**

**Mission**
The Mission of Manatee Technical Institute is to meet and exceed our community’s training and educational expectations.

**Accreditation**
Manatee Technical Institute is accredited by the Commission of the Council on Occupational Education and the Southern Association of Colleges and Schools.

**Purpose**
Manatee Technical Institute is a specialized post-secondary institution designed to provide career-preparatory education and training and continuing education. Programs available at MTI are directly related to actual or anticipated opportunities for gainful employment and suited to the needs, interests, and abilities of the persons to be served.

**Non-Discrimination Statement**
No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, gender, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the Manatee County Public School System.

**Manatee County School District**

**Mission Statement**
The Mission of the Manatee County School District is to inspire our students with a passion for learning, empowered to pursue their dreams confidently and creatively while contributing to our community, nation and world.

**Core Values**
We believe that all people have value and can add value.
We believe that embracing diversity strengthens communities.
We believe that family is the first and most powerful influence on a person’s life.
We believe that individuals are responsible for their choices and actions.
We believe that honesty and integrity are vital.
We believe that lifelong learning is essential for individuals and communities to flourish.

**A Message to Prospective Students From The Faculty and Staff at MTI**

Manatee Technical Institute is proud of its tradition of excellence and the positive impact we have had on our students and community in the 50+ years we’ve been in existence. Since 1963 we’ve provided thousands of students with the education and training necessary to achieve life-changing success. We offer over 50 career prep programs, small class sizes and class schedules designed to meet the needs of our student population.

We have recently expanded our program schedules to include night and weekend classes in the fields of manufacturing, building and construction, communication and information technology, hospitality, medical and health-related services, law enforcement, cosmetology and business management and administration, making it possible to pursue your education as you deal with the other demands and commitments in your life.

Each of our instructors has hands-on industry experience, bring real-world knowledge to our curriculum, passion to the classroom and commitment to their students’ success.

Whether your goal is enter the workforce for the first time with the confidence of a highly trained professional, to improve the skills you already possess, or to embark on a new career path, MTI can start you on your way. Today as always, MTI is an affordable, intelligent way to further your life’s goals.