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Manatee Technical College Administration  
Board of Governors  
Advisory Committee Chairs  

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# Calendar
Manatee Technical College 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 around 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 and brings real-world knowledge to our curriculum, passion to the classroom and commitment to their students’ success.

Whether your goal is to 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, MTC can start you on your way. Today as always, MTC is an affordable, intelligent way to further your life’s goals.
The School Board of Manatee County

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Robert Gause
Charles Kennedy
David “Watchdog” Miner

Manatee County Schools Administration
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Superintendent of Schools
Cynthia Sanders
Deputy Superintendent for Instruction
Don Hall
Deputy Superintendent for Operations
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Director of Adult, Career & Technical Education

Manatee Technical College Administration
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Dr. Priscilla Haflich
Assistant Director, East Campus

Linda Agresta
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Esperanza Gamboa
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SCF

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Mr. Doug Wagner

MTC Director
Dr. Mary Cantrell

School Board Member

Advisory Committee Chairs

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Ms. Linda Welch

Air Conditioning
Mr. Rick Allard

Automotive
Mr. Bill Lee

Automotive Refinishing
Mr. Russ Altenbach

Business Technology
Mr. Brion Sunseri

Carpentry
Mr. Alan Anderson

Child Care
Ms. Donna DeSantis

Continuing Education

Cosmetology
Ms. Lynne Koons

Criminal Justice Acad.
Chief Rick Wells

Culinary Arts & Baking
Mr. Ahron Friedman

Dental Assisting
Mr. Ronald S. Acquaro, DMD

Digital Video Production
Mr. Robert Lorentzen

Drafting
Mr. John Ziemnicki

Electricity
Ms. Misty Davis

Electronics
Mr. Ronnie Barber

Emergency Medical (EMS)
Cpt. Ian Womack

Farmworker Program
Ms. Maria Aguilar

Fire Science
Fire Marshall Ron Cales

Machining
Mr. Ralph Jacques

Major Appliance Repair
Mr. Martin Hutchinson

Marine Services Tech

Mr. Ray Corda

Massage Therapy
Dr. Tom Zellars

Medical Assisting
Ms. Lisa Pierce

Medical Coder/Biller
Ms. Nancy Sollenberger

Networking
Mr. Jerry Solomon

Nursery Management
Mr. Paul Commissky

Nursing
Mr. Reginal Washington

Optometric Assisting
Mr. Richard Hector, MD, FACS

Orthopedic Technology
Dr. Alan Valadie

Patient Care Technician
Ms. Christie Castro

Pharmacy Technician
Mr. Daren Davis

Plumbing
Mr. Clayton Sutton

Surgical Technology
Ms. Kelli Holt, CST

Welding
Mr. Frank Moll

Web Design
Mr. Chris Graser
MTC: Then and Now

In the fall of 2013, Manatee Technical College began its 50th year of providing adult, career and technical education to the residents of Manatee County. It was one of the first tech centers in the state. As we take a look back, we can see how far we’ve come.

June 12, 1962, the School Board of Manatee County approved the creation of a “centralized vocational studies program.” By February 1963, work was under way to construct the new County Vocational Education Building on 20 acres near the corner of Little Pittsburgh Road (now 57th Ave.) and 26th Street West. The new Manatee County Vocational and Technical Center opened in August of that year with 218 students in eight programs.

MVTC was a pioneer. Through the Vocational Act of 1963, Manatee District was the first in the state to receive funding to expand its tech center. In 1965, the state designated the center as an “area vocational school.” Thus, the School Board changed its name to Manatee Area Vocational Technical Center.

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

Current School Board member Dr. Mary Cantrell was the fourth director of the school. Shortly after her arrival in November 1996, MAVTC was renamed Manatee Technical Institute.

In the mid-1990s, and with much support from local business and industry, MTI renewed its pioneering spirit and focus on excellence. In March 2002, MTI dedicated a newly constructed health occupations building marking its new east campus site at the corner of Lakewood Ranch Boulevard and Mustang Road. In one year, the enrollment doubled. In four years, the enrollment more than tripled.

In 2004, the Office of Program Policy Analysis and Government Accountability reported that MTI is “…delivering adult vocational certificate programs more efficiently than other districts…” Since 2004, Manatee Tech students have won more medals at the SkillsUSA Championships than any other school, tech center or college in the United States.

On December 17, 2007, MTI welcomed a new addition to the East Campus, the Fire Science Training Facility and burn tower.

Another ribbon cutting ceremony was held at the East Campus on November 17, 2008, for the opening of the Law Enforcement Academy and Allied Health building.

MTI opened a campus in Palmetto in 2011 to serve the community north of the river. In June of 2011, ground was finally broken for the new Main Campus on State Road 70.

The original campus closed its doors when the new Main Campus opened in January of 2013, the year of the school’s 50th Anniversary. A ribbon cutting ceremony was held on February 14, 2013. The 210,000 square-foot building was designed by architect Mike Bryant who started his career training in the drafting program at MAVTC. The beautiful state-of-the-art campus is a source of pride for the whole community.

Simultaneously, MTI created an Adult Education Center in a building on the Bayside High School campus in West Bradenton.

On December 9, 2014, after a unanimous vote from the School Board and support from students, staff and local business and industry, Manatee Technical Institute was renamed Manatee Technical College.

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

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

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

MTC’s new Main Campus is a state-of-the-art facility located at State Road 70 East in Bradenton. This 210,000 square-foot facility is home to the career and technical education programs that were previously located at the original campus on 34th Street, as well as a few new ones, including Digital Design, Digital Video Production, Baking and Pastry Arts and Automotive Collision Repair and Refinishing. The MTC Main Campus is situated in the geographic center of Manatee County.

MTC’s East Campus includes the Richard T. Conard, MD, Medical and Dental Building, the MTC Fire Science Academy, and the Charlie B. Wells Law Enforcement and Allied Health Building. The East Campus is located in East Bradenton’s Lakewood Ranch Community, adjacent to Lakewood Ranch High School and close to other institutions of higher education.

The North Campus in Palmetto houses Adult General Education and Career Preparation programs and serves the community north of the river.

MTC’s West Campus is in West Bradenton and is home to Adult General Education programs. MTC West is on the Bayshore High School campus just north of the State College of Florida.

Mission Statement

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

Vision Statement

Manatee Technical College will be recognized as a leader in transforming people’s lives through quality education needed for employment in an ever-changing work environment.

Philosophy, Purpose, Credentials

Manatee Technical College is a specialized post-secondary institution designed to provide job-preparatory education and training and continuing workforce education. Programs available at Manatee Technical College 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.

The faculty and administration of MTC believe in:

- Providing students an opportunity to develop to their fullest potential so that growth is evident in attitudes, work habits, and occupational competencies.
- Providing an atmosphere whereby individuals can realize their worth and sense of accomplishment.
- Providing an opportunity for students to develop and improve occupational skills through training activities (i.e., on-the-job-training, cooperative education, internship, apprenticeship-related instruction, and clinical programs).
- Providing various guidance services to aid students in selecting, entering, and succeeding in an occupational training program.
- Providing services, facilities, and programs to help the disadvantaged and the handicapped.
- Using documented outcomes and assessments for continuous improvement.
- Updating and improving staff, curricula, and facilities.
- Assisting graduates in securing employment that is commensurate with their training.
- Reviewing the philosophy and updating it as needed.
- Learning as a life-long process.
- Encouraging diversity since our multicultural environment adds to the quality of life for all.
- Providing students the opportunity to acquire basic academic and English language skills to enhance the quality of their lives.

Local and National Credentials

At Manatee Technical College students earn a local or national workforce
Accounting Operations: Microsoft Office Specialist or Master and QuickBooks Pro Certified User
Administrative Office Specialist: Microsoft Office Specialist or Master and QuickBooks Pro Certified User
Air Conditioning, Refrigeration/Heating Technology: Environmental Protection Agency (EPA) Certification for Refrigerant Recovery and HVAC Excellence Certification
Applied Welding Technology: American Welding Society (AWS) certifications
Automation and Production Technology: MSSC Certification
Automotive Collision Repair and Refinishing Technology: ASE (National Institute for Automotive Service Excellence) Certifications
Automotive Service Technology: ASE (National Institute for Automotive Service Excellence) Certifications
Baking and Pastry Arts: American Culinary Federation (ACF) Certified Pastry Culinarian
Barbering: FL Licensed Barber
Building Trades and Construction Design Technology: NCCER Core and Building Construction Technology Certifications
Carpentry: NCCER Core and Carpentry Certifications
Cloud Computing and Virtualization: CompTia Cloud+ Certification
Cosmetology: FL Licensed Cosmetologist
Culinary Arts and Commercial Foods: ACF Certified Culinarian
Dental Assisting Technology and Management: National Board Certified Dental Assistant (CDA), certificates in Florida Dental Assisting Expanded Duties and Florida Dental Radiographer
Digital Design: Adobe Certified Associate
Digital Video Production: Adobe Premiere Pro Certification
Drafting: AutoCAD and Solidworks certifications
Early Childhood Education Apprenticeship: Child Care Development Specialist certification
Electrician: NCCER Core and Electricity Certifications
Electronic Technology: Electronic Technicians Association certifications
Emergency Medical Technician: FL EMT-Basic and National Registry
Facials Specialty and Advanced Esthetics: FL Registered Facials Specialist
Fire Fighter I & II: Certified FL Fire Fighter
Industrial Technology: AutoCAD Professional, SolidWorks Associate, and SolidWorks Professional certifications
Java Development & Programming: Microsoft Office Specialist, Certified Internet Web Specialist Certifications
Law Enforcement Academy and Crossover from Corrections Officer to Law Enforcement Officer: Certified Law Enforcement Officer (Florida)
Legal Administrative Specialist: Microsoft Office Specialist certification
Major Appliance Repair: Professional Service Association (PSA) Certified Appliance Repair Graduate Technician
Marine Service Technology: SkillsUSA, Mercury Marine and Bombadier certifications
Massage Therapy: Licensed Massage Therapist (LMT)
Medical Administrative Specialist: Certified Medical Administrative Assistant and Microsoft Office Specialist certifications
Medical Assisting: AAMA Certified Medical Assistant, Certified EKG Technician, and Certified Phlebotomy Technician
Medical Coder/Biller ATD: American Association of Professional Coders (AAPC) Certified Professional Coder
Nails Specialty: FL Registered Nails Specialist
Network Support Services: CompTIA A+ and/or Cisco Certified Entry Networking Technician (CCENT)
Nursing Assistant & Patient Care Technician: Certified Nursing Assistant (CNA)
Optometric Assisting: American Optometric Association (AOA) Certified Paraoptometric Assistant
Orthopedic Technology: National Association of Orthopedic Technicians (NAOT) Certified Orthopedic Technician
Paramedic: Certified FL Paramedic
Pharmacy Technician: Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician
Plumbing: NCCER Core and Plumbing Technology certifications
Practical Nursing: FL Licensed Practical Nurse (LPN)
Sport, Recreation and Entertainment Marketing: Brainbench Marketing Concepts Certification & Microsoft Office Specialist certifications
Surgical Technology: National Board Certified Surgical Technologist
Web Development: Certified Internet Webmaster and Site Development certifications and Adobe Certified Associate
Accreditation

Manatee Technical College (MTC) is accredited by the Commission of the Council on Occupational Education, the Commission on International and Trans-Regional Accreditation (AdvanceED) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. In addition, the College has affiliation with the following state and national associations:

- American Boat and Yacht Council
- American Association of Medical Assistants (AAMA)
- American Culinary Federation (ACF)
- American Heart Association (AHA)
- American Medical Association (AMA)
- American Welding Society (AWS)
- Association of Marine Technicians
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Dental Accreditation (CDA)
- Commission on Massage Therapy Accreditation (COMTA)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Department of Education Apprenticeship Programs
- Environmental Protection Agency
- Florida Department of Health, Division of Medical Quality Assurance
- Florida Department of Law Enforcement (FDLE)
- Florida State Board of Dentistry
- Florida State Board of Nursing
- Florida Department of Education (FL-DOE)
- Florida State Health & Rehabilitative Services
- National Association of Orthopedic Technicians
- National Automobile Technician Education Foundation (NATEF)
- National Board of Surgical Technology and Surgical Assisting
- National Center for Construction Education and Research (NCCER)
- National Association of Home Builders (NAHB)
- National Institute of Automotive Service Excellence (ASE)
- National Registry of Emergency Medical Technicians (NREMT)
- Pharmacy Technician Certification Board
- Veteran's Administration

Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Accrediting Commission – Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898, Fax (770) 396-3790
www.council.org

Prohibition Of Discrimination

Manatee Technical College is a part of the School District of Manatee County. As such, no employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator:

Rebecca Wells
Equity Coordinator
Manatee County Schools
P.O. Box 9069 Bradenton, FL 34206-9069
941-708-8540 extension 3035
Admissions

Manatee Technical College is an adult postsecondary institution offering career education and technical skill programs throughout the year. MTC serves adults and high school students sixteen years of age or older who are interested in technical education for employment purposes. Most programs have specific entry dates. Anyone interested in enrolling should visit and talk with a career counselor, who will assist with program options. Students applying for admission to most programs at Manatee Technical College are accepted upon completion of the application process. The admission process includes the following:

1. Complete an interview with a counselor and determine program of choice. Class visits and instructor interviews are available upon request.
2. Take the Test of Adult Basic Education (TABE), required by the State of Florida (some exceptions apply).
3. Submit application for program of choice by deadline date.
4. Apply for financial aid.
5. Register for the class, pay fees, and attend orientation.
6. Drug test, when required. (Each program has its own drug screening process. Each program’s procedure has been approved by their advisory committee and the MTC Board of Governors. Some programs have a more involved application process and have unique beginning and ending dates. These variations are addressed under the specific program descriptions in this catalog.

Entering Students with Advanced Standing

Manatee Technical College accepts transfer students from other institutions. Students who seek advanced standing based on training received from another educational institution/college or from on-the-job experiences should see the counselor. Advanced standing may be granted based on proper documentation of the specific program’s curriculum. Entering students may be required to demonstrate specific skills for advanced standing. Final decisions on placement are based on the student’s skill and his/her ability to complete the program and be successfully employed in the field.

Full- and Part-Time Career/Technical Education Programs

Instruction for full-time students is available six hours a day, five days a week. Most classes begin at 7:45 a.m. and end at 2:15 p.m. Evening classes meet 5:30 to 9:30 p.m. two to four nights per week and usually two Saturdays per month from 8 a.m. to 4 p.m. The school year is August to May/June. Programs are based on clock hours and can take from three months to two years to complete, depending on the program. Each program is described in full later in this catalog. Refer also to Instructional Policies and Procedures for more information.

Continuing Workforce Education Programs

Instruction in continuing workforce education classes is tailored to meet the needs of the community, business, or industry. MTC can customize specialized training for current employees. The classes may be taught at MTC or in the community. Individuals may apply for classes directly. MTC’s Business and Industry Services Specialist can assist companies with arrangements.

High School Students

See Dual Enrollment (next section).

Transfer of Credit

Based on Florida Statute, most MTC career preparatory programs have articulation agreements with the state community college system; advanced academic standing is also granted for specific courses. All credits from an Applied Technology Diploma transfer to any community college in the state of Florida. Please visit http://www.fldoe.org/workforce/dwd-
frame/artic_frame.asp for more information.

Students may request paperwork to release transcripts: 1) in person at the Main Campus Student Records Office, 2) by phone at (941) 751-7900 ext. 1032 or 3) via e-mail at cootsj@manateeschools.net.

**Ability-to-Benefit Policy**

**Admission Policy for Applicants without a High School Diploma**

Any student beyond compulsory school attendance age who has not earned a high school diploma or equivalent, is not committed to earning a high school diploma equivalent, and has the ability to benefit from the occupational education offered by Manatee Technical College may apply for admission to MTC through the Ability-to-Benefit Policy.

All adult applicants to Manatee Technical College are urged to earn a high school diploma or its equivalent prior to admission. The College offers classes to prepare for the GED® Test. The College will accept adult students without a high school diploma or its equivalent who have the ability to benefit by attending a Manatee Technical College training program; however, any adult student without a high school diploma or its equivalent may qualify for federal financial aid by successfully completing 225 hours in a MTC Title IV-approved program.

**Admission to Programs**

Prospective students should check with a counselor regarding the admission status for an individual program. All applicants, with the exception of those who meet the exemption described in the next section (Test of Adult Basic Education--TABE), applicants with a bachelor’s degree or higher or those applying for Law Enforcement, are required to take the Test of Adult Basic Education prior to admission.

**Restricted-enrollment programs** such as the Criminal Justice Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the programs’ certifying agencies and/or advisory committees. All applicants to restricted-enrollment programs must meet or exceed the established entrance requirements. A high school diploma or its equivalent is required for all restricted-enrollment programs. All applicants must check with the program’s counselor to determine if the program has a restricted- or open-enrollment policy.

**Students with a Disability**

Manatee Technical College accepts secondary and adult students with documented disabilities whose Individualized Education Plan or 504 Plan indicate the student can benefit from the training offered at MTC. Copies of all IEPs and 504 Plans will be placed in the appropriate student's folder and on file in the Exceptional Student Education coordinator’s office.

**Dual Enrollment**

Dual Enrollment is the enrollment of students in college classes while still in high school. In order for MTC to provide dual enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment. To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below:

- 10th - 12th grade classification (Age 16 minimum)
- Written notification from the high school signed by a school official.
- Written approval of the student’s parent or legal guardian if the student is under 18 years of age.
- Take the TABE test

Students who are taking Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, your efforts in dual enrollment classes may have an effect on your future financial aid eligibility. Financial Aid offices in every college in the country are required to keep track of every student's academic progress. This measurement is called Satisfactory Academic Progress which has the following requirements:

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

Test of Adult Basic Education (TABE)

The Test of Adult Basic Education (TABE) is a placement exam used to assess students’ skills in English, math and reading. Your score on the TABE will not prohibit you from entering a specific program. TABE scores simply tell Manatee Technical College what your strengths and weaknesses are and allow us to help you complete your program successfully. Florida law requires you to pass all three sections of the TABE:

- To be admitted without reserve to the program of your choice. If you do not meet your program’s requirements, you may still be able to begin your program of completion.
- To be awarded a certificate of completion. If you are unsuccessful in one part of the TABE, you are only required to retake that particular section of the exam. If your scores do not meet those required for your particular program, you may retest under the following circumstances: You have completed two hours of remediation per week on SkillsTutor for two consecutive weeks for a total of four hours. TABE results are valid for two (2) years.

Procedure for all applicants without a high school diploma or its equivalent and/or applicants whose TABE scores are below the state recommended level: The Guidance Department will maintain a log of all applicants who have not earned a high school diploma or its equivalent who have been accepted into a program and will document the progress of the students. At least annually, the Guidance Department will report to the Board of Governors the progress of these students. The Board of Governors will make appropriate recommendations based on the report.

TABE Exemption: A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the US Armed Services shall not be required to take the common placement test and is not required to enroll in developmental education. In addition, a student possessing a college degree at the associate in applied science level or higher is exempt from the TABE. Students enrolled in an apprenticeship program registered with the Florida Department of Education are also exempt. Any student that passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled can waive the TABE requirement.

To register for the TABE, call or visit MTC during business hours (941.751.7900 x 1013). If scheduling by phone, a debit or credit card is required. If the TABE was taken at another location within the last two years, provide a copy to your MTC counselor.

Student Records

Student record files contain information needed for making educational decisions for the student. Student records are treated confidentially and contain information that is relevant, accurate, and appropriate. Personal records are released to the following people without written consent of the student: Person(s) with legal custody of children under eighteen.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

2. The right to request the amendment of the student’s education records...
that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights Under the Protection of the Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include rights to:

• Consent before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent
  2. Mental or psychological problems of the student or student's family
  3. Sex behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior
  5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious practices, affiliations, or beliefs of the student or parents
  8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted to required under State law
  3. Activities involving collection, disclosure, or use of personal information obtained for marketing or to sell or otherwise distribute the information to others.
The Manatee County School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

**School Closure Policy**

Manatee Technical College (MTC) has been in continuous operation since 1963. However, in the unlikely event that the College is closed permanently, closed temporarily for a period of more than 90 days, or a specific program is closed, the College shall make every effort to teach out all currently enrolled students. If that is not possible, the following options will be available for currently enrolled students:

- Students may receive a full refund for all tuition paid for the program in which they were enrolled.
- If the program is available in a location convenient for the student, a student may transfer his/her credit hours to this location. MTC will facilitate the smooth transition to the receiving institution. If the receiving institution has a tuition fee higher than MTC’s, MTC shall make up the difference.

**Student Organizations**

**MTC Ambassadors**

An Ambassador program was started at MTC the fall of 1998. One purpose of this group is to make visitors feel welcome and to take them, individually or in small groups, on campus tours. The MTC Ambassadors are nominated by MTC instructors and selected based on their customer service skills, their willingness to participate, and their outgoing personality. Nominations for this group are ongoing.
HOSA-Future Health Professionals
HOSA-Future Health Professionals (formerly known as Health Occupations Students of America) a national career and technical student organization endorsed by the U.S. Department of Education and the Health Occupations Education (HOE) Division of the American Vocational Association. HOSA’s two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA’s goal is to encourage all health occupations instructors and students to join and be actively involved in the HOE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in the health occupations education programs. Membership in HOSA is restricted to health occupations students.

National Adult Education Honor Society
The Lee Carter Brown Chapter of the National Adult Education Honor Society at Manatee Technical College was founded in 1991 by an adult education director to recognize the sacrifices and efforts of adult students in English Literacy, Adult Basic Education, and GED classes. NAEHS now has members from Alaska to Florida and from Maine to Texas, with national headquarters in Alexandria, Kentucky. The mission of the National Adult Education Honor Society is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs, and to create adult education awareness with school administrators and state legislators.

To be eligible for membership in the National Adult Education Honor Society, a student must be enrolled in any adult English Literacy, ABE, or GED class. The principal criteria for membership are as follows: the student must demonstrate dependable attendance by attending class regularly in spite of personal circumstances; the student must display a cooperative attitude toward others by working harmoniously with teachers and fellow students; the student must exhibit self-reliance by demonstrating personal initiative while performing school-related tasks as he/she progresses.

Students are inducted into NAEHS during a ceremony in which they receive a certificate and are pinned by a family member with an attractive gold, white and black NAEHS pin. Students receive two letters of recommendation from NAEHS National Headquarters: one for scholarship/financial aid and one for future employment. Upon graduation, each NAEHS student is recognized and wears a gold cord on the graduation gown. Members also act as ambassadors throughout the school year by assisting in fundraising, celebrations, open house, and many other important campus events.

National Technical Honor Society
The National Technical Honor Society is an honors organization for students who achieve outstanding success in technical education. It is America’s foremost scholastic honor for excellence in workforce education. Fewer than two percent of America’s secondary and post-secondary students are nominated for membership into this prestigious organization. The purpose of NTHS is to reward scholastic achievement in occupational, vocational and/or technical education; to promote the ideals of honesty, service, leadership, and skill development among America’s workforce; and to encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership. At Manatee Technical College, students are nominated by their instructors and a ceremony is held annually to induct new members.

SkillsUSA
SkillsUSA is a national organization that serves trade, industrial, and technical education students and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at Manatee Technical College support and encourage participation in this student organization. MTC students annually win regional, state and national awards. Since 2004, MTC students have won more medals than any other high school, tech center or college in Florida and in the United States.
Special Services

Adult Education Computer Lab
The adult education computer lab on the West Campus, known as the Louise Newman Learning Lab, offers computer-based instruction in basic skills remediation, literacy, and GED® test preparation. Students may also come here for help to improve their TABE scores. A special program is also available to help students with learning disabilities.

Bookstore
The MTC Main Campus Bookstore is located on the first floor across from the reception area. Please contact MTC (941) 751-7900 ext. 1053 for Bookstore hours of operation.

Bookstore Hours
(Main Campus)
Monday and Wednesday: 7:30 a.m. - 4:00 p.m.
Tuesday and Thursday: 7:30 a.m. - 6:00 p.m.
Friday: 7:30 a.m. - 3:00 p.m.

Business and Industry Services
The Business and Industry Services Specialist acts as a liaison between MTC and industry and assist businesses in getting their training needs met.
Companies are encouraged to call the Business and Industry Services Specialist if they:
• need help assessing their training needs or goals
• need training or retraining for a group or groups of employees in specific skill areas
• would like assistance coordinating their employee training at MTC
• would like MTC to design a course for them
• would like to participate in an advisory role to ensure that MTC meets industry needs and standards, and/or
• would like to become an MTC business partner.

Café Mirabilis
The school’s Main Campus cafeteria serves lunch daily prepared by MTC’s culinary students. Soft drinks and snacks are also available in snack machines throughout campus. Open to the public and all are welcome!

Whetstone
The Whetstone is a fine dining option classically prepared and served by the student chefs at MTC’s Main Campus. Lunch includes soup or salad, choice of entrée, dessert and beverage and is open Tuesdays, Wednesdays, and Thursdays from 11:30-1:00pm.

Café 911
Café 911 is located in the Charlie Wells building on the East campus.

Cosmetology
Cosmetology is open to the public for clinic services of hair, skin and nails. These services are performed by senior students under the supervision of an instructor.

Counselors
The counselors at MTC provide a comprehensive guidance and counseling program. Counselors assist and support students from their initial enrollment through graduation. Counselors aid students with career assessment and selection, coordinate campus visits and tours, provide program and class information, facilitate the application, admission and enrollment processes, serve students with special needs and document accommodations for disabilities, review and interpret test results, and provide academic and personal counseling. Students are encouraged to gain support from their counselors for any need or challenge they may encounter.

Media Center
The media center is centrally located on the Main campus and has reference materials and various software programs available for student use. The media center library is open Monday through Friday. A reference library is open for student use on the East Campus, as well.
Placement
Placement services are available to all students at MTC. Instructors and staff help students find employment as they prepare to complete their programs. Job listings are posted in classrooms and on bulletin boards on campus. Employability skills are part of every curriculum. We also enlist the services of CareerSource Suncoast and EmployFlorida.com for all jobs statewide. CareerSource Suncoast has representatives at the MTC Main Campus on a daily basis to assist students with job placement. Note: MTC’s placement services cannot guarantee employment.

Students with Special Needs
Self-identification and documentation of disabilities help us serve you better. While MTC makes no pre-admission inquiry about an applicant’s disability, such knowledge can often be helpful in the admission process. We recognize the decision to disclose a disability is a personal choice that every applicant may exercise. We respect that choice; however, we encourage applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, to disclose such conditions and provide us with all necessary data. It is only through self-disclosure that informed and fair decisions can be made by both the students and the school regarding the suitability of MTC’s programs. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. Accommodations can be made only after the student provides the appropriate documentation to his/her counselor.

Access to and opportunity for programs, services, and activities are provided for individuals with disabilities. Counselors are able to assist students with disabilities in selecting occupational training programs compatible with interests and abilities. Modifications to work areas are provided when necessary. Designated parking spaces are identified and ramps provided for accessibility. Students are requested to contact vocational rehabilitation for possible funding assistance. Manatee Technical College provides accommodations for students with special needs; however, we do not provide course substitution and/or modification.

System for Applied Individualized Learning (SAIL)
SAIL is the primary academic support system for students enrolled in technical education programs. The program is highly individualized. Students may enter any time, proceed at a pace best suited to their learning style, and exit when they have acquired the basic skills necessary for success in their chosen occupation. Flexible schedules can be arranged, as both day and evening classes are available. The program is available to all students currently enrolled in a technical education program at MTC.

Volunteer Tutors
Volunteers are provided as tutors for any Adult Education student at MTC who needs help with basic skills and is referred by his/her instructor. Volunteers receive training and a variety of resource materials. Anyone willing to share his/her time and life experiences with other adults may apply at the Adult General Education office at the West Campus.

Financial Information
Tuition and Fees
Adults pay tuition and lab fees, as well as purchase books, uniforms, safety gear and tools as required. Students pay on a per term basis for most Career Preparation programs. Manatee County high school students are exempt from paying tuition and lab fees. The Florida Legislature establishes the tuition for postsecondary centers on an annual basis. Resident tuition $2.92 per clock hour for career prep. Nonresident tuition is $11.69 per hour for career prep. All tuition and fees are estimates 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, visit the MTC catalog online. School year registration and parking fees range from $20 to $30. Health and Safety fee is $14 or
Manatee Technical College

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.

Note: “Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.
*Tuition will be revised July 1 of each academic school year.

Fee Breakdown

<table>
<thead>
<tr>
<th>Per Hour</th>
<th>Standard</th>
<th>Financial Aid</th>
<th>Capital Improvement</th>
<th>Technology Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Prep Resident</td>
<td>$2.44</td>
<td>$.24</td>
<td>$.12</td>
<td>$.12</td>
<td>$2.92</td>
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<tr>
<td>Job Prep Non-Resident</td>
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<td>$.97</td>
<td>$.48</td>
<td>$.48</td>
<td>$11.69</td>
</tr>
<tr>
<td>Adult Ed Resident</td>
<td>$30 per term or $45 per half year ($90 is the maximum cost that can be charged)</td>
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<tr>
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</tbody>
</table>

Continuing Workforce Development $5.25*
* The tuition for Continuing Workforce Development courses must generate 100% of the TOTAL cost. Therefore, the charge per hour for Continuing Workforce Development courses may vary based on the actual cost of the individual course. $5.25 was used as an example of the average fee that has been charged in the past.

Other Fees
- GED - Complete battery of 4 tests $128, or $32 for each Restest cost - $12 each for reading, math, science, or social Studies
- Florida Basic Abilities Test (FBAT) - Required for students entering the Basic Law Enforcement and Corrections programs - $45
- Test of Adult Basic Education (TABE) - $25
- Standardizing Test Fees such as Industry Certification/Licensure/other tests and exams - Costs based on actual costs and administered for cost of test plus expenses incurred.
- Laboratory Fees - Vary by cost of program from $10 to $1,550 per quarter depending on program.
- Registrations Fees - $20 Vocational Program Main Campus, $30 East Campus Yearly
- Program General Application Fees Vocational $15, Adult General Education $20
- Public Service and Health Programs - $30
- Uniforms - $11.98 and up-based on individual program - standard sizes plus tax.
- Parking $20 annually
- ID Card - $10 annually, replacement card $20, includes tax
- Non-Sufficient Funds Fee for returned checks - based on amount collected and administered by automatic recovery solutions
- Copying - $.60 per page (for student records, Financial Aid, billing, etc.)
- Transcripts & Certificates - $8 for duplicates copies with seal

Florida Resident, Non-Resident Status
Students must sign a statement indicating their status and are charged fees accordingly. Students are classified as Florida residents or non-Florida residents as outlined by the Florida courts. Evidence of Florida residency may include at least two from the lists below:
- Proof of purchase of a permanent home in Florida
- Full-time employment in Florida
- Florida vehicle registration
- Professional/Occupational license in Florida
- Florida driver's license
- Florida voter registration card
- Declaration of domicile

Deferrals
MTC is approved for Veterans Education training. Federal, State and local financial aid is available to students who qualify. Students who are participants of the Farmworkers Program must receive fee deferments from their program coordinator. Vocational Rehabilitation and CareerSource Workforce Program clients must present authorization to the Financial Aid Office for fee deferrals prior to registration. 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 Workman’s Compensation, insurance companies, or scholarship monies. Companies may make arrangements with MTC for payment through the Bookkeeping Office.

Class Cancellation
Full refund of registration, tuition, and lab fees will be made for classes that are canceled. The refunds will be sent to the appropriate agency or student.

Financial Aid Office
The Financial Aid Offices, located at both Main and East Campuses, are
open to all students to help provide financial assistance for their education at MTC. All students are encouraged to apply. There are three types of aid: federal, state, and local. **Financial Aid for Ability-to-Benefit Students:** Students who do not have a high school diploma or GED when they begin a program at MTC are not eligible for Title IV funding until these requirements are met.

**Federal Financial Aid**
MTC offers the Pell Grant, the Federal Supplemental Educational Opportunity Grant and Federal Work Study. Students are required to complete a Free Application for Federal Student Aid to find out if they qualify for federal funds. This application is available online at www.fafsa.ed.gov. Students must enroll in an eligible program. Eligible programs are at least 600 clock hours in length.

**Satisfactory Progress**
Manatee Technical College is a clock-hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period to be eligible for additional funding eligibility. Students must also maintain a minimum of “C” to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or half of their program length if the program is less than 900 clock hours. Students must complete their program within the 150 percent maximum timeframe allowed based on their program length to remain eligible for Pell Grant.

**Pell Grant**
The Pell Grant is a federal grant to help pay for education after high school. The amount of an award depends upon the EFC (estimated family contribution), the cost of education, and how long a student will be enrolled during the school year. Payment is also calculated based on actual hours attended.

**Federal Supplemental Education Opportunity Grant (FSEOG)**
This FSEOG, like the Pell, is awarded to eligible students with exceptional financial need; that is, students with the lowest Estimated Family Contribution (EFC) index. Students must be in good standing in their class and maintain satisfactory progress.

**Federal Work Study**
This federal program provides jobs for eligible students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the course of study when possible. Hours worked are based on funds available, typically no more than 20 hours per week.

**State and Local Scholarships**
MTC Scholarships are available to Florida residents with need. Students must apply for these scholarships. Awards are based on funds available. The Florida Student Assistance Grant is awarded to students that are Florida residents with need. Priority is given to students that do not have enough Pell Grant to cover tuition costs.

**Local Scholarships**
Many local organizations, businesses and individuals offer scholarships to students. Some select their own recipients and have their own application process. All scholarships are processed through MTC and credited to the student’s account for registration costs.

**Florida’s Bright Futures Scholarships**
These include the Florida Academic Scholars Award, Merit Scholars Award and the Gold Seal Vocational Scholars Award. All three are based on high school academic achievement and awarded to high school seniors. These scholarships are applied for prior to students’ senior year and can be used at MTC. Award amounts are determined each by the state and are based on hours enrolled. Students must complete a FAFSA to qualify.

**Florida Prepaid College Fund**
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 to the Financial Aid Office. This card entitles students to use these funds to pay for tuition only.
Cancellation and Settlement Policy

Collection Policy

MTC, as part of the School Board of Manatee County, uses the following company to collect NSF (bad) checks.

Automated Recovery Solutions
225 S. Swoop Ave. Ste 204, Maitland, FL 32751
Phone: 407-740-4094 or Toll Free: 800-390-3948
FAX: 407-740-4092
E-mail: info@automatedrecoverysolutions.com

Electronic Check Re-presentment (RCK) is a new process for recovering NSF (bad) checks by converting the check into an electronic transaction and debiting the customer’s (bad check writer’s) account for the amount of the check and the processing fee, which is determined by state law. This new form of processing virtually revolutionizes NSF check recovery for merchants, government agencies, utilities, and other business that receive paper checks. Bad check writers will appreciate being saved the inconvenience and embarrassment of an in-person visit to the business to pay their NSF check.

High School Diploma Eligibility
Standard Diploma (Passed FCAT)
Standard Diploma (GED Exit Option)
Adult Standard High School Diploma
Adult Standard High School Diploma (Alternate Assessment)
Standard Diploma (FCAT Waiver)
State of Florida Diploma (GED only)

Veteran's Award Letter

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

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

Application for Veterans Education Benefits

Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances.

Applications must be submitted to the VA through their website:
http://www.gibill.va.gov/

Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application and let the VA determine eligibility or call the Department of Veterans Affairs at 1-888-442-4551. This number will connect the veteran to the nearest VA regional office, where counselors should be able to provide additional information as to whether a particular veteran is entitled to benefits. MTC does not have access to this information.

Veterans’ Educational Assistance Information

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

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

- Information regarding appeal procedures.

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective.

MTC is required to maintain academic and attendance records for each student that includes, for a veteran or eligible person, the credit allowed toward the student’s current program due to previous training and experience. Students can only be certified for the total number of hours required for the program. If a student does not complete the program after they have been enrolled (not attended) for the number of hours equal to the program length, certification will cease. The VA will not pay benefits beyond the required program length.

**Veteran’s Attendance Policy**

VA students are expected to attend all classes. Instructors shall submit VA students’ attendance records to the Financial Aid Office. The VA Certifying Official shall collect, keep record of, and file the veteran students’ attendance.

There are no excused or unexcused absences. Students are either in attendance or they are absent. Veteran students must maintain a minimum of 80% attendance each calendar month to remain in good standing. Students exceeding 20% absenteeism in a calendar month will have their VA benefits terminated for unsatisfactory attendance.

Early departures, class cuts, tardies, etc., for any portion of an hour will be recorded. Six of these are counted as one absence and will be counted as an absence in a month. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The veteran student may petition the school to be re-certified for benefits after one full month of satisfactory attendance (80% minimum). The school may re-certify the veteran student only if it has been determined that the veterans’ attendance-related problems have been resolved.

Re-certification will begin the month following satisfactory attendance.

**Veteran’s Standards of Progress**

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

**Satisfactory Academic Progress Policy**

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

Satisfactory progress is evaluated monthly. A probationary period begins the month following a report of unsatisfactory academics. The school may re-certify the veteran student only if it has been determined that the veterans’ academic related problems have been resolved. Re-certification will begin the month following satisfactory progress.

The Dept. of Veterans’ Affairs will be notified by the school’s Certifying Official if the veteran is placed on academic/attendance probation. If the VA student’s academic/attendance progress is unsatisfactory at the end of the probationary period, VA will be promptly notified and the students’ educational benefits will be terminated.

**Veteran’s Standards of Conduct**

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

**Mitigating Circumstances for Veterans**

Mitigating circumstances are unanticipated AND unavoidable events or situations beyond a student’s control that prevent him or her from completing a course with a creditable grade. Generally, the student will be
required to submit corroborative evidence to substantiate his or her claim of mitigating circumstances. For example, if the student claims that a personal illness or injury seriously interfered with his or her enrollment, a physician's statement would be appropriate evidence. If the student was required to withdraw from a course because of an unanticipated and unavoidable change in his or her hours of employment, the employer's verification of the required change of work schedule should be submitted. A student may use Form 21-4138, Statement in Support of Claim, to submit his or her statement(s).

**Appeal**

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

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

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

- Complete an Application for Admissions.
- Sign up to take the TABE (Test of Adult Basic Education). This is required for all incoming students not holding an Associates Degree or higher.
- See a counselor regarding the program you wish to take. The counselor will go over any information about the class. Any questions you may have regarding the program can be answered at this time.
- See the Veterans/Financial Aid Counselor. You should also pick up a Financial Aid Packet to find out if you are eligible for a Pell Grant or other aid.
- Fill out an application online at http://www.gibill.va.gov/apply-for-benefits/ or you can call 1-888-GI BILL-1 (1-888-442-4551) to have a paper form mailed to you. Submit a copy of this application and a copy of your discharge papers (DD214) to this office. This will supply you with a Certificate of Eligibility which shows the VA Certifying Official how to certify your benefits. A copy of your Certificate of Eligibility needs to be submitted to the Financial Aid Office before certification can be done.
- Dependents must mail in a copy of their birth certificate with this application.
- You will also have to fill out the following attached school forms: The Receipt of Handbook and Evaluation of Previous Training Form, and Instructor's Verification Form (this is to be completed by your instructor on your first day of class).
- After all documents are submitted to the Financial Aid Office, MTC's VA Certifying Official will prepare a file for you and enter your Enrollment Certification on the computer through V.A. Once. Students must certify their enrollment at the end of each month through WAVE: http://www.gibill.va.gov/resources/verify-attendance/ or by calling 1-888-442-4551. Certifying hours after withdraw will result an overpayment and any funds received will be collected by the VA.

**Other information for Veterans**

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

Types of Programs
Training programs at MTC fall into two categories: 1) open-entry/open-exit and 2) time-based programs. Open-entry/open-exit programs are individualized courses of instruction that allow students to enter at specific times (usually at the quarter) of the school year and proceed in mastering course competencies at their own pace. The time-based training programs are developmentally structured around a specific time frame. Individual instruction is given as needed. Open-entry/open-exit course lengths can be tailored to meet the needs of the individual student or requirements of specific jobs. Transfer competencies are considered on an individual basis.

Classification of Students
1. Full-time Students: Students who attend five days a week for 20-30 hours per week depending on program requirements.
2. Part-time Students: Those students who attend class three hours per morning or afternoon or attend fewer than five days per week.
3. Evening Students: Students enrolled in an evening program course after 4 p.m.

Student Attendance
1. Students are expected to be in class, on time, ready to learn. There are no excused or unexcused absences. The student is either present or absent. Students attending an approved field trip or other school-sponsored activity are marked present.
2. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence.
3. Any student with five absences during a 9-week grading period may be withdrawn based on the instructor’s recommendation.
4. Three partial attendance days (student is late or leaves early) count as one absence.
5. In compliance with Florida statute, any adult student with 6 consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.
6. A. First Withdrawal for Poor Attendance: A student withdrawn due to poor attendance may apply for readmission for the next semester. The student will be readmitted with an Attendance Contract. See Program policies for more information.
   B. Second Withdrawal for Poor Attendance: A student withdrawn for poor attendance a second time must be out of school until the next school year begin and may apply for readmission; the student will be accepted on a space-available basis. An Attendance Contract must be signed before the student is allowed to re-enter the program. See Program policies for more information.
   C. Third Withdrawal for Poor Attendance: Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Program policies for more information.

Secondary Policy: Attendance will be based on each quarter: After five cumulative absences in a quarter the student will be asked to see his/her counselor and will receive an official warning about future absences. If attendance does not improve the next quarter, the student will be withdrawn at the end of the semester and denied enrollment at MTC for at least one semester based on the instructor’s recommendation. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours). Three tardies are equal to one absence. Students are asked to call their instructors in their classrooms at least 15 minutes prior to the start of class when they are unable to attend. There are no excused or unexcused absences. Students are either in attendance or they are absent.

Leave of Absence:
If a student needs an extended absence, administration must pre-approve a leave of absence. A student may have only one leave of absence in a
Manatee Technical College

school year. However, the director may grant subsequent leaves for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act (FMLA) of 1993. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request form may be obtained from the student’s counselor.

Student Discipline

For a detailed description of Student Discipline, you can locate the Manatee County Code of Student Conduct on the District website at www.manateeschools.net.

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT (OR THE PARENT/GUARDIAN) OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY. Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct; culminating in Level 4 offenses, the most serious threats to school safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator's responsibility to determine the level of the offense that has been committed and the appropriate response. In certain circumstances, a combination of corrective measures may be appropriate.

LEVEL 1 - Disciplinary Infractions and Administrative Actions

Infractions
- Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours or on School Bus
- Disrespect for Others
- Disruptive Conduct (minor)
- Dress Code Violation
- Failure to Comply with School Rules
- Failure to properly display student ID
- Inappropriate Behavior
- Inappropriate Gestures, Language or Materials
- Medication Policy Violation (Over the Counter or legitimate prescription)
- Public Display of Affection
- Violation of Attendance Procedures

Administrative Actions
- Counseling and direction
- Verbal reprimand
- Withdrawal of privileges
- Return of property, payment for same or restitution for damages
- Behavioral contract

LEVEL 2 - Disciplinary Infractions and Administrative Actions

Infractions
- Aggression, Non-Physical
- Blackmail
- Bullying- 1st Offense
- Cheating or Plagiarism
- Contraband
- Defiance
Disrespect for Others (repeated)
Disrespect to Staff or Authority
Disruptive Conduct (repeated)
Failure to Comply with School Rules
Failure to properly display student ID (Repeated)
False or Misleading Information
Harassment - 1st Offense
Intentional Damage of Personal/School Property ($26-$200) (LE-Option-
al)
Medication Policy Violation (OTC or legitimate prescription) - repeated
Profane, Obscene or Abusive Language, Gestures or Materials (Including
Internet)
Repeated Misconduct of a Level 1 or 2 Infraction
Theft (Less than $300) (LE-Optional)
Threat
Tobacco (Possession/Use if under the age 18) (S) (LE-Optional)
Tobacco (Possession/Use if 18 years of age or older)
Unauthorized Use of Other Person's Name, Signature, or Identifying
Number

Administrative Actions
Behavioral contract
Confiscation of unauthorized materials
Suspension from school **
Return of property, payment for same, or restitution for damages
Temporary or permanent removal from extracurricular/co-curricular
program or activity
** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE

LEVEL 3 - Disciplinary Infractions
and Administrative Actions

Infractions
Aggression, Physical
Alcohol Possession or Use (S) (LE- Optional)
Bullying – Repeated (S) (LE- Optional)
Computer Fraud (Accessing or Breaking into files that are unauthorized)
(LE- Optional)
Contraband
Criminal Street Gang Activity (LE)
Dating Violence
Display or Use of any Chemical Self-Defense Spray (LE- Optional)
Disorderly Conduct (Disruption) (S)(LE Optional).
Disrespect to Staff (Repeated)
Drugs – Poss./use 1st Offense; Prescription Drugs; Illegal Drugs (S) (LE-
Optional)
Endangerment
Extortion, Threats, Intimidation (S) (LEOptional)
False Fire Alarms/Expelling a Fire Extinguisher (S) (LE- Optional)
Fighting - No Mutual Combat, No Injury and No Weapon
Fireworks/Fireworks with Fuses (LE Optional)
Harassment (repeated) (S) (LE)
Inhalant/Inhaling/Huffing (LE- Optional)
Intentional Damage of Personal/School Property ($201 to $1,000) (LE)
Open Defiance
Other Serious Misconduct (S) (LE)
Repeated Misconduct of a Level 2 or 3Infraction ( LE-Optional ) (≠)
Sexual Harassment (S) (LE) (DCF)
Sexual Offenses (Lewd Behavior or Indecent Exposure) (S) (LE) (DCF)
Theft (over $300) (S) (LE)
Trespassing (S) (LE)
Unauthorized Use of Internet
Vandalism under $1000 (LE-Optional)
Weapons possession (LE)

Administrative Actions
Behavioral contract
Suspension from school **
Temporary or permanent removal from extracurricular/co-curricular program or activity
Return of property, payment for same, or restitution for damages
Confiscation of unauthorized materials

** FS 1006.09 Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE
(≠) Report to Law Enforcement and/or SESIR if original

LEVEL 4 - Disciplinary Infractions
and Administrative Actions

Infractions
Alcohol – Repeated or Distribution (S) (LE)
Arson (S) (LE)
Battery (S) (LE)
Bomb Threats or Explosions (S) (LE)
Burglary (S) (LE)
Criminal Street Gang Activity (repeated) (LE)
Cyber Attack (Introducing Programs or Tools into Network Server) (LE)
Drugs- Repeated; Prescription Drugs; Illegal Drugs, distribution (S) (LE)
False Accusation – Teacher or School Board Employee (LE)
Fighting – Injury or Weapon or Not Mutual Combat (S) (LE-Optional)
Firearms (S) (LE)
Force or Violence against School Employees or Volunteers (S) (LE)
Hazing (LE-Optional)
Inciting, Leading or Participating in a Major Student Disruption (S) (LE)
Other More Serious Misconduct (S) (LE)
Repeated Misconduct of a Level 3 Infraction (LE-Optional) (≠)
Serious Campus Disruption (S) (LE)
Sexual Battery (S) (LE) (DCF)
Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) (S) (LE) (DCF)

Victimization/Extortion or Threats/Intimidation of More Serious Nature (S) (LE)
Vandalism over $1000 (S) (LE)
Weapons – Repeated or Use of (S) (LE)

Administrative Actions
Suspension from school **
Extended suspension *
Recommendation for Expulsion
** FS 1006.09(1)(b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE
(≠) Report to Law Enforcement and/or SESIR if original infraction is reportable

(Student Information)
Students are active learners in meeting MTC’s goals of excellence.
Diligence and sustained effort in their schoolwork and activities: respect for themselves, other students, the staff, and school property; and actions which will be a credit to themselves, their family, their school, and community. The following outlines the expectations students should have of their school and its staff.

Academic Honesty
MTC requires all students to adhere to high standards of integrity in their academic work. The school will not condone such activities as plagiarism and cheating. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or expulsion. Plagiarism is defined as the use, whether
by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment. Cheating includes giving or receiving unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include but are not limited to:
• Submitting someone else’s work as your own with or without the permission of the individual.
• Allowing someone to copy your work.
• Using a writing service or having someone else write a paper for you.
• Using someone else’s work without proper citation.
• Submitting collaborative and/or group work as your own.
• Stealing an exam from an instructor or an instructor’s office.
• Sharing exam information, including a copy of the exam, with another student who has not taken the exam.
• Taking a course and/or exam for another student.
• Using unauthorized materials during a test or exam.

It is a student’s responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating. The instructor, who has the full authority to assign an “F” grade for that assignment or course after a discussion of the incident with the student, will handle initial violations of academic honesty.

A second offense will normally result in suspension from the school for at least one term or semester. A third offense will normally result in permanent expulsion from MTC.

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

Limited Student Accident Insurance – All students will pay $14 the first time they register. This is for annual coverage. Full-time, Job Prep and Adult Education students attending any campus day or night are covered as are clinicals and field trips. Students attending Community Education classes are not covered at their home schools and do not pay the fee. All accidents must be reported to an instructor or available staff member immediately.

Active Learners
Students are active learners in meeting MTC’s goals of excellence. The following outlines the expectations students should have of their school and its staff. It also lists the responsibilities students should display towards their school and its staff.

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

Class Hours
Each program has its own daily start and end time. Instructors will give the daily class schedule.

Conduct in the Classroom
Students are expected to conduct themselves in a mature manner and to complete, to the best of their ability, all activities and projects assigned to them by the instructor(s). Unacceptable behavior may result in the removal of the student from the program and/or MTC. Unacceptable behavior includes, but is not limited to unsafe shop procedures, disruptive behavior, horseplay, profanity, loud talking, sleeping, and improper or unsafe driving.
Drills & Emergencies
Regulations require that a fire drill be held periodically during the school year. MTC will also have at least two tornado drills each school year. In addition, the school also has other emergency drills. Each exit in the school is clearly indicated. During all drills, follow the instructor’s directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

Critical Incident Response
Siren will sound. Go to phone; listen for all-call. Remain calm. Stay with the class. Refer to Emergency Procedures Guide for details.

LOCKDOWN:
Lock exterior doors; draw blinds; turn off lights. Move to interior rooms. Keep quiet. Place green sign facing out if class is locked down and safe. Place red sign facing out if assistance is needed.

SHELTER IN PLACE:
Seek cover. Stay in secure location.

EVACUATE:
Leave doors unlocked. Do not take personal items. Go to designated area. Do not turn off/on lights. DO NOT USE CELL PHONE or any other communication device. If an EVACUATION is ever announced, cell phones are NOT to be used since an evacuation indicates the possibility of a bomb threat. The frequency of a cell phone could inadvertently trigger a remote control explosive devise. Again, CELL PHONES ARE NOT TO BE USED DURING AN EVACUATION.

TORNADO WATCH:
Tornado development is possible. Portables begin evacuation.

TORNADO WARNING:
Tornado has been sighted. Take shelter immediately. Duck and cover, if necessary.

Drug Screenings
All students must participate in a drug screening at MTC. Students will be asked to submit to a urinalysis and/or hair screening administered at a random time during the school year. Drug screenings are completely confidential and will only be shared with appropriate school personnel, and parents or guardians of high school students under the age of 18.

Negative Test: Students return to class.
Positive Test: Student, parents, instructors, guidance counselor, assistant director and director will be immediately notified.

The student will be allowed to stay in class for first offense, but will be put on a school probationary program. At the student's expense, the student must enroll in a substance abuse program approved by the school. If the student does not finish a substance abuse program:
1. He/she will not be allowed to stay in class or re-enter until the next semester.
2. The student’s paper work for licensure will not be submitted nor will they receive a certificate of completion for MTC until a substance abuse program has been completed. After the completion of the substance abuse program or re-enrolling, the student will be tested again at the student’s expense.

Second Positive Test
Student will be suspended for 10 days. Student must complete another treatment program prior to re-enrollment. Re-enrollment in the program at the next enrollment period will be on a probationary basis. If the student does not finish a substance abuse program:
1. The student will not be allowed to stay in class and will be asked not to come back until next school year.
2. The student's paper work for licensure will not be submitted nor will they receive a certificate of completion for MTC until a substance abuse program has been completed.
Third Positive Test
The student will be withdrawn from the program permanently. The student’s paper work for licensure will not be submitted nor will they receive a certificate of completion from MTC.

Refusal of Testing
If a student leaves for any reason after the drug testing company arrives, the student will be administered a hair drug test. Adult students must go to the office of the testing company (At Your Service) to take their hair drug screening test before being allowed back in class/school. High school students will be tested the next day that they are here at MTC and/or their next day back in school. They will report to the office to wait for said testing. If the student tests positive for any type of drugs and it is the student's first offense, they will be subject to the Positive Tests Procedure.

Challenge of Testing
If the student feels that his/her drug test is a “false positive” the student has the option of being immediately re-tested at the student’s expense. This will be an observed collection. If the student tests negative for illegal substances on the re-test, he/she will be reimbursed for the cost of the retest.

Reasonable Suspicion
Reasonable suspicion may result in urine and/or a hair analysis test. If any student during the school year exhibits suspicious behavior in or around Manatee Technical College, the instructor will immediately secure help from a second instructor, administrator or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office and wait for the drug testing company to come and test the student.

Drug, Smoke and Alcohol Policy
The Drug & Smoke-Free School Zone is the area surrounding each school beginning at the outermost boundary of the school property and extending 1,000 feet from the perimeter.

MTC maintains a drug, smoke, and alcohol-free campus. The following code of student and employee conduct will be enforced:

Knowingly possessing, using, transmitting, or being under the influence of anarcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind at MTC or at any of MTC’s activities or work sites will be subject to disciplinary action by the administration of MTC up to and including a recommendation of expulsion from MTC. This covers possession and sale of legal and illegal drugs including alcohol. Also included are other drugs, such as over-the-counter medications, when represented as a legal or illegal drug. Recommendation for expulsion will be considered in all offenses.

What To Do If…
There are tobacco products on Campus or there is someone cheating in class: Quietly notify the nearest faculty or staff member.

First Student Offense:
Mandatory ten-day (10) suspension. If the student submits to a drug evaluation by a designated licensed agency and completes the recommended treatment plan, the ten (10) day suspension may be reduced to five (5) days.

Second Student Offense:
Mandatory ten-day (10) suspension. Mandatory drug evaluation by designated licensed agency. Mandatory follow through and completion of recommended treatment. Refusal to either submit to evaluation and follow-through or complete a treatment program may result in a recommendation for expulsion.

Grading System
Adult and high school students receive grades each semester and are graded under the same standards used in Manatee County school system: A: 90-100; B: 80-89; C: 70-79; D: 60-69; F: 0-59
See Program supplement for details
Grievances
All students are entitled to due process. If you believe you have been treated unfairly, you can expect that your grievance will be settled in a timely and fair manner.
1. When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned. If the situation cannot be resolved, the student should must:
2. Must see his or her Career Counselor, Program Director or Allied Health Coordinator to discuss the grievance. During this meeting the counselor/director/coordinator will assist the student with documenting the grievance, actions taken towards resolution, and results of those actions taken. If resolution could not be reached, the student will:
3. Make an appointment with the campus Assistant Director. During this meeting, the Career Counselor will be present as the Student Advocate. All further actions taken and results of those actions must also be documented. If resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing consisting of a non-partisan group that will review all of the documentation complied and separately discuss the grievance with the student and the instructor. The members of the group will then discuss the findings and arrive to a mutually agreed upon resolution. This resolution will be presented separately to the student and instructor. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:
4. Make an appointment to meet with the MTC Director. All documentation collected, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution could not be reached at the school level, the student may:
5. Seek resolution at the district level from the following individuals in the following order:
Director of Adult, Career and Technical education; Deputy Superintendent of Instruction; Superintendent of schools; and finally, the School Board of Manatee County. If the issue cannot be resolved at the district level, the student may contact the school’s accrediting agency, the Council on Occupational Education, 7840 Roswell Road, Building 330, Suite 325, Atlanta, GA 30350, (800) 917-2081 or (770) 396-3898.

ID Badges
All students must wear the school’s identification badge. It must be visible at all times while on campus. IDs are purchased upon initial enrollment for $10. It is to be worn below the shoulder and above the waist. If lost/misplaced, a new ID must be purchased in the Book Store for $10.

Parking Permits
All student-driven vehicles must have a parking sticker that can be purchased from the front office in the Administration Building. The cost is $20; the sticker must be displayed on the driver’s side of the vehicle's front window.

Policy on Hazing
Students shall not participate or conspire with others to participate in “hazing” which allows any acts that may tend to injure, embarrass, degrade, disgrace, harass, or put others at risk in any way. Hazing may result in suspension or expulsion.

Program Transfers
Any student who wished to transfer from one vocational program to another should see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid for registration costs, including money used from Financial Aid to purchase books.

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

Books and uniforms purchased at the MTC Bookstore may be refunded within 10 days of the date of purchase. To return books, they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact.
Uniforms must be undamaged and not washed or worn. IF the uniform was special ordered, there are no refunds. Students need to see bookstore personnel for refunds. Uniforms or books purchased from an outside vendor must adhere to that vendor’s refund policy.

Books and uniforms purchased from the Criminal Justice Academy are non-refundable.

Tuition and fees refunds are as follows:
1. If before the first class meeting, MTC cancels a class, denies a students' enrollment, or a student withdraws:
   a. TUITION – 100% refund
   b. FEES – All fees refunded except registration/application fee/parking fees (if issued)

2. If a student is enrolled or enrolls during a quarter, but withdraws with the first 2 weeks of enrollment (including no-shows):
   a. TUITION – 100% refund
   b. FEES – Any amount over $100 refunded, excluding registration, application, and parking fees (if issued).

3. If a student is enrolled and withdraws on or after the 15th calendar day of the programs start date or students' official enrollment date:
   a. TUITION – No refunds
   b. FEES – No refunds

*There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class. There is no refund for the TABE test. Refunds for students who are in the military and are called to active duty will be made on an individual basis by an Assistant Director and/or Director.

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

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTC will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a students' unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTC does not require up-front payment for an entire program. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.

**Safe Schools**
The goal of all staff and faculty at MTC is to make your educational experience as rewarding as possible, to help you achieve your goals, and to do it in as safe an environment as possible. As a Technical College, many of our classrooms and shops are industrial areas and require special equipment or clothing. Your instructor will inform you of any special clothing or safety measures you must follow.

All students, staff and faculty are entitled to a safe, non-threatening learning environment. You are entitled to courtesy at all times from all people and to hear only acceptable language. You have the right to have a clean school that is safe from potential hazards.
Together we can be R-A-D-I-C-A-L: Respect And Dignity In all Circumstances at All Levels.

**Smoking – District Tobacco-Free Policy**
Use of ALL tobacco products is prohibited on all school board owned or leased property, including, but not limited to, all interior and exterior parts of schools, administration buildings, ancillary facilities, work sites,
athletic fields and facilities, and vehicles, as well as at any event sponsored by schools or the district. Violation of this policy will subject employees to appropriate discipline. Any non-employee who has been given notice of this policy by a school official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

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

Students’ Expectations
The best possible educational opportunities, a staff that is sensitive and responsive to their individual needs, and fair and just treatment from other students and staff.

Students’ Responsibilities
Diligence and sustained effort in their schoolwork and activities; respect for themselves, other students, the staff, and school property; and actions which will be a credit to themselves, their family, their school, and community. To inform the school of any information that may be useful in making appropriate education decisions (eligible students, parents, or guardians). To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student (eligible students, parents, or guardians).

Students’ Rights
You have a right to an education regardless of your race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law. Your exercise of these rights must conform to the District Post-Secondary Code of Student Conduct. Some of your basic rights include the right to
- Learn • Agree or Disagree • Petition • Freedom of Expression • Publish
- Assemble • Privacy
- To inspect, review, and challenge the information contained in records directly relating to the students (eligible students, parents, or guardians).
- To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or the eligible student.

Uniforms
MTC has program-specific uniform policy. The counselor will be able to provide information regarding color, styles, and price. All students are required to wear their program's uniform shirts (and pants, and specific shoes, if required) and follow the School Board Policies listed in the Manatee County Code of Student Conduct on the District website at [www.manateeschools.net](http://www.manateeschools.net). Hats, visors, bandanas or other head apparel are not allowed. Also, no visible pierced body jewelry (other than that worn on the ear) is allowed.

Universal Precautions
Always consider blood and body fluids as contaminated; these should NOT touch bare hands. Germs can live in almost any environment. Do not pick up broken glass. If there is broken glass or overflowing trash cans, ask the instructor or a school employee to notify maintenance personnel. Do not share cosmetics or remove contact lenses while in the work area. Never eat or drink in the classroom or lab. Hand washing is the single best way to stop the spread of infection. Most contaminants can be removed from the skin with 15 seconds of vigorous lathering and scrubbing with plain soap. Remember, if an accident occurs, report it to the instructor and complete an accident form.

Procedures to Open a New Program
In order to stay current with offerings that meet the local need, Manatee Technical College continually reviews its current offerings and actively seeks new program opportunities. The first step in adding a new program is to identify a need for a new program. New program possibilities could
be developed by a new business that moves into the area, a local business that plans an expansion or other significant change or growth, requests from the public for programs not currently offered, and/or data in the Florida Industry and Occupational Employment Projections compiled by the Office of Workforce Informational Services of the Labor Market Statistics.

Once a need for a new program has been identified, staff must document a local need by using the local EDC or Jobs, Etc. After the local need has been documented, staff should proceed with the following steps.

1. Identify at least three potential bona fide prospective employers who are willing to serve in an advisory capacity on a Program Development Task Force. The director, site administrator, or designee will serve on the Program Development Task Force.
2. With the appropriate assistant director, the Program Development Task Force will appoint ad hoc committees to review the facilities, equipment, curriculum and program length, and instructor qualifications/availability. See below for further information about each ad hoc committee’s assignment.
3. The Program Development Task Force will review each ad hoc committee’s recommendations and then develop a time line if there is justification for further development of the new program.
4. The time line would have a budget recommendations and suggested sources for the funding. Attention must be paid to the impact that the new program would have on existing programs.
5. The time line would have recommendations about the most appropriate location (campus) and time of day (day or evening) for the new program.
6. The time line would be submitted to the Board of Governors and Director of Career, Technical, and Adult Education for approvals.
7. COE would be notified that the school plans on adding a new program.

Procedures to Close an Existing Program
At times, it may be necessary to close an existing job preparatory program if the program has a lack of adequate enrollment or a lack of placement opportunities for program completers. Closing an existing program is not to be taken lightly. All other avenues should be explored prior to the recommendation to close a program. If enrollment is low, steps should be taken first to increase public awareness of the program to increase enrollment. Lack of job placement opportunities should be documented not only by FETPIP data but also Florida Industry and Occupational Employment Projections that is compiled by the Office of Workforce Information Services, Labor Market Statistics. If the decision is to close an existing program, the following steps should be taken.

1. Meet with the program advisory committee to document the lack of need for graduates. If a need continues to exist for entry-level workers but our graduates are not meeting the minimum entry requirements, administration should work with the advisory committee and instructor to upgrade/update the program’s curriculum, equipment, and facilities prior to closing the program.
2. The director or designee should develop a time line to close the program. This timeline should detail the transition plan for current enrollees. The Financial Aid Specialist is notified. The time should also include recommendations for future use of the facility and equipment.
3. The time line is presented to the Board of Governors for their approval. The Director of Career, Technical, and Adult Education should be notified of the time line.
4. If the continuing employment of the instructor/s of the program is at risk, the Director of Personnel should be contacted to insure that all contractual obligations are met.
5. COE is notified of the time line to close an existing program.

Ad Hoc Committees
Facilities: The members of the Facilities Ad Hoc Committee would be the appropriate assistant director, a representative from Construction Services, and a member of the Program Development Task Force. The committee should review locations that could house the program. The final report back to the Task Force should give a recommendation on where to house the new program:

1. Main Campus, East Campus, or a new location.
2. Estimated cost of renovations and whether these renovations can be done with or without a Spot Survey or estimated cost of new construction.
3. Recommended funding source for renovations or new construction.

**Equipment:** The members of the Equipment Ad Hoc Committee would be the appropriate assistant director, a representative from the Purchasing Department, and a member of the Program Development Task Force. The committee would review Department of Education frameworks, if available; many of these have equipment lists. Based on industry standards, the Ad Hoc Committee would make a recommendation to the Task Force list in priority order the equipment and supplies needed to open a new program.

**Curriculum:** The Curriculum Ad Hoc Committee would be comprised of the appropriate assistant director, the appropriate counselor, the Financial Aid Specialist, and a member of the Program Development Task Force. The Curriculum Ad Hoc Committee would review the Department of Education frameworks for this program. If the frameworks for the new program exist, the committee would review the student performance standards for local changes or additions. If no framework existed, the committee would prepare draft frameworks for DOE approval that would include recommendations about the program’s length.

**Instructor:** The Instructor Ad Hoc Committee would be composed of the appropriate assistant director, a representative from the Personnel Department, and a member of the Program Development Task Force. The Instructor Ad Hoc Committee would develop a profile of the experiences, academic preparation, certifications, etc., that the preferred instructor should bring to the position. The committee would also conduct an unofficial survey to see if there were individuals available who would be interested in working as an instructor.

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**Graduation Frequently Asked Questions**

**Who is allowed to participate in a Graduation Ceremony?**
Any Manatee Technical College (MTC) student (Adult High School, GED, or Career and Technical) who has completed all program and TABE requirements two weeks prior to the set graduation date.

**What steps do I need to take to participate in the Graduation Ceremony?**
1. Complete all coursework and TABE requirements by two weeks prior to the set graduation date.
2. Maintain a current mailing address at MTC so that information can be sent regarding deadlines and participation information.
3. Order a cap and gown and register for graduation at MTC in April.
4. Make sure all deficiencies/fees have been paid by two weeks prior to set graduation date.

**How much does it cost to participate in Graduation?**
All graduates wear caps and gowns. They can be purchased from the MTC BookStore starting June 1st. The cost for the cap and gown is $50.00 and includes five (5) complimentary graduation announcements. Extra announcements cost $2.13 each. National Honor Society cords cost $12.00 plus shipping and handling.

**What should I wear to Graduation under my cap and gown?**
It is recommended that men wear dark trousers, a neatly-pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown. Ladies should wear a dress, skirt, or dark dress slacks with a light-colored blouse and dress shoes under the gown. Shorts, jeans, athletic shoes, and flip flops are not appropriate. Remember that you will be climbing and descending stairs, so wear shoes that you can walk in comfortably and safely.

**Am I limited in the number of guests who can attend graduation? What time should they arrive?**
We do not limit the number of guests for graduation, and tickets are not required for entry to the ceremony. Letters will be sent to graduates with ceremony times and instructions.
Articulated College Credit Hours

Career and Technical Education to AAS / AS Degrees

The Florida Board of Education has approved Statewide Career and Technical Education Articulation Agreements based on Post-Secondary Adult Vocational (PSAV) Programs, Applied Technology Diplomas (ATD), and Industry Certifications. To date, the Board list encompasses over 40 statewide articulation agreements from PSAV programs to Associate in Applied Science (AAS) and Associate in Science (AS) Degrees, nine articulation agreements from ATD programs to AAS/AS Degrees, and over 120 articulation agreements from Industry Certifications to AAS/AS degrees. This supports the Department's Next Generation Areas of Focus effort Number 3, “to expand opportunities for postsecondary degrees and certificates.” The statewide agreements are intended to be a minimum guarantee of articulated credit hours and do not preclude institutions from granting additional credit hours based on local agreements. For more information on the Statewide Articulation Agreements, please visit the Florida Department of Education at fldoe.org.

Specifics about the number of credit hours that may be earned through Local and Statewide Articulation Agreements is included in each program description throughout this catalog. What follows is a brief summary, which does not include required certifications or other stipulations for credit hours to be awarded. Please refer to the individual program descriptions for more detailed information. Statewide PSAV to AS Degree agreements can be found viewed at http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

PSAV Program: Accounting Operations, Marketing Management & Entrepreneurial Principals Associate Degree: Accounting/Business Administration or Office Administration Possible Credit Hours: 3-19

PSAV Program: Admin. Office Specialist; Medical Admin. Specialist Associate Degree: Office Administration Possible Credit Hours: 18

PSAV Program: Auto. Service Tech. Associate Degree: Automotive Service Management Technology Possible Credit Hours: 19-38

PSAV Program: Build. Construction Tech. Associate Degree: Construction Management Technology or Building Construction Technology Possible Credit Hours: 3-10

PSAV Program: Carpentry; Plumbing Tech. Associate Degree: Building Construction Technology Possible Credit Hours: 3-15

PSAV Program: Crossover from Corrections to Law Enforcement Associate Degree: Criminal Justice Technology Possible Credit Hours: 21

PSAV Program: Culinary Arts/Commercial Foods Associate Degree: Industrial Management Technology / Hospitality Management/Culinary Arts or Culinary Management Possible Credit Hours: 24

PSAV Program: Dental Assisting Tech. Associate Degree: Dental Hygiene Possible Credit Hours: 3 (with conditions)

PSAV Program: Digital Design Associate Degree: Graphic Design Technology or Graphics Technology Possible Credit Hours: 9-18

PSAV Program: Digital Video Prod. Associate Degree: Film Production Technology Possible Credit Hours: 6

PSAV Program: Drafting Associate Degree: Construction Management/Engineering Technology or Drafting and Design Possible Credit Hours: 3-24

PSAV Program: Early Childhood Ed. Apprenticeship Associate Degree: Early Childhood Education Possible Credit Hours: 9-12

PSAV Program: Electricity; Industrial Tech. Associate Degree: Engineering Technology Possible Credit Hours: 6-15

PSAV Program: Electronic Tech. Associate Degree: Electronic Engineering Technology Possible Credit Hours: 15
PSAV Program: EMT; Paramedic **Associate Degree:** Emergency Medical Services **Possible Credit Hours:** 11-39

PSAV Program: Fire Fighter **Associate Degree:** Fire Science Technology or Fire Science **Possible Credit Hours:** 3

PSAV Program: Law Enforcement Academy **Associate Degree:** Criminal Justice **Possible Credit Hours:** 18

PSAV Program: Legal Admin. Specialist **Associate Degree:** Paralegal/Legal Assisting or Office Administration **Possible Credit Hours:** 18-26

PSAV Program: Medical Coder/Biller **Associate Degree:** Health Information Technology **Possible Credit Hours:** 26

PSAV Program: Network Support Serv. **Associate Degree:** Computer Engineering Technology or Networking Services Technology **Possible Credit Hours:** 9

PSAV Program: Practical Nursing **Associate Degree:** Advanced placement option for first year of Nursing or Registered Nursing **Possible Credit Hours:** 10

PSAV Program: Web Development **Associate Degree:** Computer Information Technology **Possible Credit Hours:** 15

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**Main Campus Career Preparation Programs**

**ARCHITECTURE & CONSTRUCTION TECHNOLOGY**

**Air-Conditioning, Refrigeration and Heating Technology**

I470203 (Day) 1350 hours

C400100 & C400200 (Evening) 1350 hours

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 HVAC Excellence Certification, as well as EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants.

Individuals completing this program will be qualified to work in the industry under the supervision of a master craftsman. MTC and/or its instructors have partnerships or affiliations with the Manatee County and Florida Refrigeration and Air-Conditioning Contractor’s Associations, the National Air Filtration Association, and the Department of Professional Business Regulation.

**Air-Conditioning, Refrigeration and Heating Technology (Day)**

**Occupational completion points:**

- A - A/C, Refrigeration and Heating Helper – 250 hours
B - A/C, Refrigeration and Heating Mechanic Assistant – 250 hours
C - A/C, Refrigeration and Heating Mechanic – 500 hours
D - Refrigeration Mechanic – 350 hours

Air-Conditioning, Refrigeration and Heating Technology 1 (Evening)
Occupational completion points:
A - A/C, Refrigeration and Heating Helper – 250 hours
B - A/C, Refrigeration and Heating Mechanic Assistant – 250 hours
C - A/C, Refrigeration and Heating Mechanic 1 – 250 hours

Air-Conditioning, Refrigeration and Heating Technology 2 (Evening)
Occupational completion points:
A - A/C, Refrigeration and Heating Mechanic 2 – 250 hours
B - A/C, Refrigeration and Heating Technician – 350 hours
  or Refrigeration Mechanic – 350 hours

Program Content
Concepts of refrigeration, air-conditioning and heating, functions of fluids, pressures, and refrigerants, safety procedures, tool care and use, use of testing equipment, piping, tubing, and fittings, basic electricity as applied to the trade, control systems for residential heating/cooling systems, compressors, evaporators, condensers, and metering devices, mechanical/electronic and air handling fans, heating, air conditioning start-up and service analysis, transport refrigeration-applications, maintenance & troubleshooting, knowledge of industry codes and standards, employability skills/internship.

Admissions
A driver’s license, mechanical aptitude, and ability to meet and deal with the public are necessary skills. Good attitude, habits, and a well-groomed appearance are necessary to succeed in this technology as continuous contact is made with customers.

Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 1350 clock hours, which takes approximately 11 months to complete if attending full-time.

Licensure
Program graduates are prepared to earn the EPA Refrigerant Recovery Certification and their HVAC Excellence Certification.

Building Construction Technologies
I460401 1050 hours
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 National Center for Construction Education and Research (NCCER). After completion, national NCCER certification examination and assistance with job placement are available for adults.

Program Content
Instruction focuses on broad, transferable skills, stresses the understanding of all aspects of the building construction industry and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues, basic carpentry, installation of dry wall, plumbing fixtures, electrical components, concrete and masonry. Training in construction OSHA, fork truck and first aide are available through this program. Students can earn national certification through the National Center for Construction Education and Research (NCCER).

Occupational Completion Points:
A - Building Construction Helper - 450 hours
B - Building Construction Technician - 600 hours
Admissions
A background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 10 credit hours toward the AS Degree in Construction Management Technology at SCF or up to 3 credit hours toward the AAS/AS Degree in Building Construction Technology at other FL public colleges. OSHA, NCCER Core, and NCCER Building Construction Technology Certification required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Core Certification and the NCCER Building Construction Technology Certification.

Carpentry (Day)
Occupational completion points:
A - Carpenter Helper – 300 hours
B - Trim and Finish Carpenter – 300 hours
C - Carpenter, Rough – 450 hours
D - Carpenter – 150 hours

Carpentry 1 (Evening)
Occupational completion points:
A - Carpenter Helper - 300 hours
B - Trim & Finish Carpenter - 300 hours

Carpentry 2 (Evening)
Occupational completion points:
A - Carpenter, Rough - 450 hours
B - Carpenter - 150 hours

Program Content
Shop and tool safety, floor & wall framing, handling and storage of materials, roof systems, applied math, stair preparation, blueprint reading, exterior finishes, site preparation and layout, interior, finishes. Communication, employability, cabinetmaking, entrepreneurship skills door & window installation.

Admissions
A desirable background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 1200 clock hours, which takes approximately 1 year to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 3 credit hours towards the
AAS/AS Degree in Building Construction Technology.

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Core Certification and the NCCER Carpentry Certification.

Drafting
C100200 1500 hours
The purpose of the Drafting Program is to prepare students for employment in the diverse field of drafting: architecture, civil, mechanical and structural drafting. Students will learn manual drafting and CAD procedures in the aforementioned disciplines incorporating theory and practice. The CAD programs include AutoCAD, 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 College’s drafting program they will have national certifications in AutoCAD and Solidworks.

Occupational completion points:
A - Blueprint Reader - 150 hours
B - Drafting Assistant - 450 hours
C - Drafting Detailer 1 & 2 – 300 hours
D - Architectural Drafter - 150 hours
E - Civil Drafter – 150 hours
F - Mechanical Drafter - 150 hours
G - Structural Drafter - 150 hours

Program Content
Content includes but is not limited to manual and computerized drafting skills; technical math; CAD modeling; drawing - multi-view, sectional, auxiliary, surface; principles of dimensioning; and communication, employability and entrepreneurship skills.

Admissions
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 1500 clock hours, which takes approximately 1 year and 3 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 24 credit hours towards the AS Degree in Construction Management or Engineering Technology at SCF or up to 12 credit hours towards the AAS/AS Degree in Drafting and Design at other FL public colleges. AutoCAD/Solidworks and Revit Architecture certifications required for credit hours to transfer.

Industry Certification
Program graduates are prepared to earn AutoCAD and Solidworks certifications.

Electricity
I460312 1200 hours
The purpose of this program is to prepare students for employment or advanced training in a variety of electrical industries. Classroom, shop, and laboratory activities are an integral part of this program. Prepares students for National Center for Construction Education and Research (NCCER) Certification.

Occupational completion points:
A - Electrician Helper – 300 hours
B - Residential Electrician – 450 hours
C - Commercial Electrician – 450 hours

Program Content
The recommended sequence allows students to complete specific por-
A student who completes the applicable competencies at any OCP may either continue with the training program or terminate as a completer.

Admissions
Basic skills in math and reading are required before completion of the course. Admissions process includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 1200 clock hours, which takes approximately 1 year and 3 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 6 credit hours towards the AS Degree in Engineering Technology at SCF. OSHA 10- and 30-hour certifications required for credit hours to transfer.

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Core Certification and the NCCER Electricity Certification.

Plumbing Technology
I460513 960 hours
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 National Center for Construction Education and Research (NCCER) Certification.

Occupational completion points:
A – Plumber/Pipefitter Helper – 360 hours
B – Residential Plumber – 240 hours
C – Commercial Plumber – 240 hours
D – Plumber – 120 hours

Program Content
Use of hand and power tools, selection of materials, estimating, blueprints, and interpretation of plumbing codes. Emphasis on installation, repair and construction practices. Small and large construction projects are an integral part of the program.

Admissions
A desirable background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 960 clock hours, which takes approximately 10 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 15 credit hours towards the AS Degree in Building Construction Technology at SCF or up to 3 credit hours to same at other FL public colleges.

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Core Certification and the NCCER Plumbing Certification.
ARTS, A/V TECHNOLOGY & COMMUNICATION

3-D Animation Technology
I480200 1050 hours
The 3-D Animation Technology program is designed to prepare students for a career in 3-D animation, gaming, film production, or graphic design and for positions within the industry including Production Assistant, Texture Artist/Rigger, Modeler, and Animation/Motion Capture Technician. Students will acquire specialized skills including video editing, audio features, and animation and authoring software that is used to produce a variety of multimedia productions. They will also learn how to create a model, texture, movement, animation, and much more on new state-of-the-art computers and software.

Occupational completion points:
A - 3-D Animation Production Assistant - 150 hours
B - Modeler - 300 hours
C - Texture Artist/Rigger - 300 hours
D - Animation/Motion Capture Technician - 300 hours

Program Content
This course is comprised of the entire workflow in the 3-D animation pipeline using computer generated objects and environments. Course content includes creation of models, polygonal structure of both mechanical and organic models, surfacing and texturing, loading modules into software and lighting and animating models. Students will also learn how to create worlds for the models to reside and the compositing process for real world interaction. This program also encompasses video production techniques, camera fundamentals and use, DVD and Blu-ray authoring, studio production with an emphasis on chroma-key technology. A web portfolio that demonstrates the student's skills will be completed.

Length of Program
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn a MTC Certification of Completion.

Digital Design
B070600 (Day) 1200 hours

Digital Design 1 & 2
K700100 & K700200 (Evening) 1200 hours

The purpose of this program is to prepare students for employment in digital publishing positions, such as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multi-Media Designers. 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. This will be accomplished by providing 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 and continuing higher education. They graduate with an interview-ready professional portfolio including a printed bound book and DC showcasing their creative work produced in class.

Digital Design (Day)
Occupational completion points:
A - Information Technology Assistant - 150 hours
B - Production Assistant - 150 hours
C - Digital Assistant Designer - 300 hours
Digital Design 1 (Evening)

Occupational completion points:
A - Information Technology Assistant - 150 hours
B - Production Assistant - 150 hours
C - Digital Assistant Designer - 300 hours

Digital Design 2 (Evening)

Occupational completion points:
A - Graphic Designer - 300 hours
B - Media Designer - 300 hours

Program Content
The content includes but is not limited to enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning; and development of specialized skills in multimedia presentations.

Length of Program
This program is 1200 clock hours, which takes approximately 1 year to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 18 credit hours towards the AS Degree in Graphic Design Technology at SCF or up to 9 credit hours to the AAS/AS Degree in Graphics Technology at other FL public colleges. Microsoft Office Specialist or Certified Internet Webmaster and portfolio evaluation and final exam and Adobe Certified Associate In Design and employer's evaluation of internship are required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn the Adobe Certified Associate certification.

Digital Video Production

I100240

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.

Occupational completion points:
A - Digital Video Fundamentals - 150 hours
B - Audio & Video Equipment Technician - 150 hours
C - Camera Operator - 300 hours
D - Video Editor - 300 hours
E - Multi-media Artist and Animator - 300 hours
F - Broadcast Technician - 300 hours

Program Content
The content includes, but is not be limited to communication skills; leadership skills; human relations and employability skills; safe and efficient work practices; and preparation to assume responsibility for overall production of digital video activities including: scripts, lighting, camera operation, electronic news gathering, field/studio production, and video editing.

Length of Program
This program is 1500 clock hours, which takes approximately 1 year and 3 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 6 credit hours toward the AAS/AS Degree in Film Production Technology at SCF.

Industry Certification
Program graduates are prepared to earn the Adobe Premiere Pro certification.
BUSINESS, MANAGEMENT & ADMINISTRATION

Mission Statement
The mission of the School of Business Technology is to enable students, whose career objective is in office occupations, to develop job entry-level performance skills and employability skills.

Accounting Operations
B070110 900 hours
Accounting Operations is designed to prepare a person for employment as an Information Technology Assistant, an Accounting Clerk, an Accounting Associate, and/or an Accounting Assistant and to provide supplemental training for persons previously or currently employed in any of these occupations.

Occupational completion points:
A - Information Technology Assistant – 150 hours
B - Accounting Clerk – 300 hours
C - Accounting Associate – 300 hours
D - Accounting Assistant – 150 hours

Program Content
Manual and automated accounting including methods of recording business transactions, principles of double-entry accounting, preparation and analysis of financial statements, payroll and tax forms, and accounting control systems is included in the accounting curriculum. In addition, Microsoft Office 2013 (Word, Excel, PowerPoint, Access, Outlook and Publisher), QuickBooks, accounting, key-boarding, business communications, letter writing, etc. are taught. Internships are encouraged.

Admissions
Student must take the TABE test.

Length of Program
This program is 900 clock hours, which takes approximately 9 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 19 credit hours towards the AS Degree in Business Administration or Accounting at SCF or up to 6 credit hours towards the AAS/AS Degree in Office Administration at other FL public colleges. Microsoft Excel (Microsoft Office Specialist) and QuickBooks Pro certifications are required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn the Microsoft Office Specialist or Master Certification and the QuickBooks Pro Certified User certification.

Administrative Office Specialist
B070330 1050 hours
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, key-boarding, business communications, letter writing, etc. Prepares students for Microsoft Office Specialist (MOS) Certifications and QuickBooks Pro Certification.

Occupational completion points:
A - Information Technology Assistant –150 hours
B - Front Desk Specialist –300 hours
C - Assistant Digital Production Designer – 150 hours
D - Administrative Office Specialist - 450 hours

Program Content
Skills necessary to enter or advance in high demand support occupations. Keyboarding, computer competency, communication skills, office procedures, Microsoft Office 365, and introduction to accounting software.
Admissions
Students must take the TABE test.

Length of Program
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 12 credit hours towards the AS Degree in Business Administration at SCF or 18 credit hours towards the AAS/AS Degree in Office Administration at other FL public colleges. Microsoft Office Specialist certification (Word, Excel or Access) is required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn Microsoft Office Specialist certifications and the Quick Books Pro Certified User certification.

Legal Administrative Specialist
B072000 1050 hours
This program is designed to prepare students for employment as a Legal Administrative Specialist and to provide supplemental training for persons previously or currently employed in this occupation. This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes performance of office procedures specific to the legal environment, legal terminology, and transcription of legal documents, usage of specialized legal software, the production of quality work in an efficient manner using advanced features of business software applications, legal research, and the production of high quality employment portfolios and job-seeking documents.

Occupational completion points:
A - Information Technology Assistant - 150 hours
B - Front Desk Specialist - 300 hours
C - Administrative Support - 150 hours
D - Legal Administrative Specialist - 450 hours

Program Content
Skills necessary to enter or advance in high demand support occupations. Advanced keyboard skills, computer competency, communication skills, office procedures, Microsoft Office 365, and introduction to accounting software.

Admissions
Students must take the TABE test.

Length of Program
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 26 credit hours towards the AS Degree in Paralegal/Legal Assisting at SCF or up to 18 credit hours towards the AAS/AS Degree in Office Administration at other FL public colleges. Microsoft Office Specialist and certification for legal specialist are required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn the Microsoft Office Specialist certification.

Medical Administrative Specialist
B073000 1050 hours
This program is designed to prepare students for employment in the business and information technology industry, focusing specifically on 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/editing, Students will be given...
exposure to accounting basics and develop data entry with keyboarding. The main focus will be preparing students to excel in many medical arenas by prepares them for the Microsoft Office Specialist (MOS) Certification and Certified Medical Administrative Assistant (CMAA) examination. Students will acquire CPR and First Aid credentials as well.

**Occupational completion points:**
A - Information Technology Assistant – 150 hours  
B - Front Desk Specialist – 300 hours  
C - Medical Office Technologist – 300 hours  
D - Medical Administrative Specialist – 300 hours

**Program Content**
Skills necessary to enter or advance in high demand support occupations. Keyboarding, computer literacy, communication skills, office procedures, Microsoft Office applications, Windows, introduction to accounting software, and medical office training as applicable.

**Admissions**
Students must take the TABE test and be computer literate.

**Length of Program**
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time. Microsoft Office Specialist (must include Excel) certification and employer evaluation of internship are required to earn the credit hours.

**Articulated College Credit Hours**
Graduates of this program may earn up to 9 credit hours towards the AS Degree in Business Administration at SCF or up to 18 credit hours towards the AAS/AS Degree in Office Administration at other FL public colleges.

**Industry Certification**
Program graduates are prepared to earn the Certified Medical Administrative Assistant certification and the Microsoft Office Specialist certification.

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**EDUCATION & TRAINING**

Cooperative Education - On-The-Job Training
Cooperative Education (CE) provides an on-the-job component for students who are prepared to enter the work world.

CE is a method of instruction that complements a student’s industrial training. Student-trainees receive a combination of technical industrial instruction in the classroom and related on-the-job training (OJT) through employment in a given occupation or occupational area. Learning experiences are planned and supervised by the program instructor. The content includes, but is not limited to, communication skills, leadership skills, safe and efficient work practices, relevant job instructions and competencies required for the chosen occupation. The student must be compensated for work performed.

**Admissions**
Admission into the CE program is determined by the program instructor as well as the student attaining the appropriate level of competencies gained through specialized laboratory instruction. The student must be employed in the field in which he/she is being trained and receive a recommendation from his/her instructor, and have mastered 70% of the program hours and/or occupational completion points.

**Length of Program**
Program length is determined by the amount of hours and competencies that the student has remaining in the program.

Early Childhood Education/Child Care Apprenticeship
V20021R (Apprenticeship) 4000 hours OJT & 288 hours classroom
The Early Childhood Education Apprenticeship Program / Child Care Apprenticeship Program of Manatee County prepares students through a
cooperative apprenticeship program with Manatee Technical College and the Florida Department of Education to prepare students for employment in the local child care industry. Individual classes address specific needs of the industry. The Child Care Apprenticeship program is approved by the Florida Department of Education and meets Department of Children and Families and county requirements. Classes meet in the evening as students must be employed by a child care agency while in training.

**Program Content**

**Length of Program**
Program length is 288 hours of classroom training and 4,000 hours (two years) of on-site supervised work experience.

**Admissions**
A student must be employed in a participating employer child care center, have a high school diploma or GED*, and complete the application form for submission to the apprenticeship committee. The application is obtained through the participating center and submitted to the committee through the coordinator. Applicants do not apply through MTC.

**Articulated College Credit Hours**
Graduates of this program may earn up to 12 credit hours towards the AS Degree in Early Childhood Education at SCF or up to 9 credit hours to same at other FL state colleges. CDA or CCAC or ECPC or FCCPC and passing grade on mid-term exam performance observation are required to earn the credit hours.

**HEALTH SCIENCE**

**Medical Coder/Biller ATD**
H170530  
1110 hours

The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerk, or medical coder/biller. This program 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 Health Science. Prepares students for the AAPC Certified Professional Coder credential exam.

**Occupational Completion Points:**
A - Introduction to Health Information Technology - 90 hours  
B - Medical Coder/Biller I, II, III - 1050 hours

**Program Content**
The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

**Admissions**
Students must take the TABE test.

**Length of Program**
This program is 1110 clock hours, which takes approximately 11 months to complete if attending full-time.

**Articulated College Credit Hours**
Graduates of this program may earn up to 26 credit hours towards the AS Degree in Health Information Technology.
Industry Certification
Program graduates are prepared to earn the AAPC Certified Professional Coder (CPC®) certification.

Patient Care Technician
H170692
600 hours
Designed as a dual-enrollment program for high school seniors. Students will attend class for the full year and cover nursing assistant skills as well as patient care assistant skills. Students may apply to take the state certification for Nursing Assistants (CNA) upon completion of the Nurse Assistant occupational completion point.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Nurse Aide and Orderly - 75 hours
C - Advanced Home Health Aides - 50 hours
D - Patient Care Assistant - 75 hours
E - Allied Health Assistant - 150 hours
F - Advanced Allied Health Assistant - 100 hours
G - Patient Care Technician - 60 hours

Admissions
Language, math and reading competencies are pre-assessed. The required basic skills grade levels for this program are Reading - 10.0, Math - 10.0, and Language 10.0 and must be met prior to program completion. Necessary are the medical application fee, physical, immunizations, character reference letter from outside high school and one from school official. Acceptance is based on a point system.

1. Attend an Information Session
2. Arrange to take the TABE test at one of our four campuses. Before doing so, register in the school data base at: www.manateetech.edu/apply.html.
3. Make an appointment with a career counselor to turn in your completed PCT application including all required documentation by the application deadline. Download the PCT application here: PCT Adult 2016 Application
4. When accepted, register for class

Length of Program
This program is 600 clock hours, which takes one full school year for high school dual enrolled students.

Articulated Credit Hours
Graduates of this program may earn up to 165 hours that are transferrable to Manatee Technical College's Practical Nursing Program.

Industry Certification
Program graduates are prepared to earn the Certified Nurse Assistant (CNA) certification.

HOSPITALITY

Baking and Pastry Arts
N100600
600 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 or head baker.

Occupational completion points:
A - Pastry Cook/Baker - 300 hours
B - Pastry Chef/Head Baker - 300 hours

Program Content
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.

Length of Program
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn their ACF Certified Pastry Culinarian Certification.

Commercial Foods and Culinary Arts
N100500 1300 hours
The Commercial Foods/Culinary Arts program is accredited by the American Culinary Federation and will recognize students as a Certified Culinarian 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; 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 college credit hours for students who transfer to State College of Florida or University of South Florida upon completion at MTC. Graduates will be prepared for positions as restaurant, banquet, and prep cooks, and can continue their education for a degree in Hospitality Management.

Program Content
Basic soups, stocks, and sauces, fruit and vegetable preparation, meat, fish, and poultry operations, desserts and bread baking, menu planning, food costs, catering, dining room operations, sanitation, equipment safety operation, customer relations, employability and entrepreneurship skills.

Admissions
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, instructor interview, registration, and orientation.

Length of Program
This program is 1300 clock hours, which takes approximately 1 year and 1 month to complete if attending full-time.

Articulated Credit Hours
Graduates of this program may earn up to 24 credit hours towards the AAS/AS Degree in Culinary Management at other FL public colleges.

The Commercial Foods and Culinary Arts program at MTC also has an articulation agreement with the University of South Florida (USF).

Industry Certification
Program graduates are prepared to earn the ACF Certified Culinarian Certification.

Accreditation
The MTC Commercial Foods and Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Foundation and has professional memberships with the National Restaurant Association and the Florida Restaurant and Lodging Association.

INFORMATION TECHNOLOGY
Cloud Computing & Virtualization
Y100400  900 hours

Occupational completion points:
A - Information Technology Assistant – 150 hours
B - Computer Support Assistant - 150 hours
C - Network Support Technician - 150 hours
D - Cloud Analyst - 150 hours
E - Cloud Virtualization Specialist - 150 hours

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

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 900 clock hours, which takes approximately 9 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn the Comptia Cloud+ Certification.

Java Development and Programming
Y700200  1200 hours

Occupational completion points:
A - Information Technology Assistant – 150 hours
B - Computer Programmer Assistant - 300 hours
C - Computer Programmer - 150 hours
D - Java Developer - 600 hours

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

The program is not limited to the fundamentals of programming and software development, procedural and object-oriented programming, but also teaches creating regular and specialized applications using the JAVA programming language, including testing, monitoring, debugging, documenting, and maintaining Java computer applications.

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 1200 clock hours, which takes approximately 12 months to complete if attending full-time.

Articulated Credit Hours
Graduates of this program may earn up to 12 credit hours towards the AS Degree in Computer Programming and Analysis or any other C0mputer Science Program for which this course is required at SCF.

**Industry Certification**
Program graduates are prepared to earn Microsoft Office Specialist and Certified Internet Web Specialist certifications.

**Network Support Services**
B078000 1050 hours
This program trains students for employment in the computer and network support services profession. Training consists of installing, configuring, troubleshooting/repair of computers and networks. The course prepares students for the Comptia A+ certification and the Cisco CCENT certification. During the course students will be given a thorough summary of other industry certifications and a student discount for other Comptia certification exams.

**Mission Statement**
Provide the fundamental knowledge and practical skills for successful careers in the I.T. industry.

*Occupational completion points:*
A - Information Technology Assistant - 150 hours
B - Computer Support Assistant - 150 hours
C - Network Support Assistant - 150 hours
D - Network Administrator - 150 hours
E - Senior Network Administrator - 150 hours
F - Wireless Network Administrator - 150 hours
G - Data Communications Analyst - 150 hours

**Program Content**
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.

**Admissions**
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, instructor interview, registration, and orientation.

**Length of Program**
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

**Articulated Credit Hours**
Graduates of this program may earn up to 9 credit hours towards the AAS/AS Degree in either Computer Engineering Technology or in Networking Services Technology.

**Industry Certification**
Program graduates are prepared to earn the Comptia A+ and/or Cisco CCENT certification.

**Web Development**
Y700100 1050 hours
This program offers a sequence of courses that prepare students for further education and careers such 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.

*Occupational completion points:*
A - Information Technology Assistant - 150 hours
B - Web Design Foundations and Web Interface Design - 300 hours
C - Web Scripting and Web Media Integration - 300 hours
**Program Content**
The program includes the following modules: Intro to IT and Computer systems, HTML5, CSS3, JavaScript and jQuery, Multimedia, XML, Ajax, Foundations of E-Commerce, CMS (Content Management Systems), Search Engine Optimization (SEO), Web Marketing fundamentals, Responsive Web Design, Web Design Methodology and Technology, Graphic Design for Web, Design Principles and Web Topography.

**Length of Program**
This program is 1050 clock hours, which takes approximately 11 months to complete if attending full-time.

**Articulated Credit Hours**
Graduates of this program may earn up to 15 credit hours towards the AS Degree in Computer Information Technology at SCF. Certified Internet Webmaster and Adobe Certified Associate and employer evaluation of internship are required to earn the credit hours.

**Industry Certification**
Program graduates are prepared to earn Certified Internet Webmaster and Site Development Associate certifications and Adobe Certified Associate.

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**MANUFACTURING**

**Applied Welding Technologies**
I480500  
1170 hours

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 certifications. MTC is an AWS Accredited Test Facility.

**Occupational completion points:**
A - Welder, Helper – 250 hours  
B - Welder, Shielded Metal Arc – 250 hours  
C - Welder, Gas Metal Arc – 125 hours  
D - Welder, Flux Cored Arc – 100 hours  
E - Welder, Gas Tungsten Arc – 175 hours  
F - Welder, Pipe – 270 hours

**Program Content**
Content includes but is not limited to basic shop skills and safety, fabricating and welding pipe joints, blueprint reading, plasma arc, metal identification, gas metal arc welding (GMAW), shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), flux cored arc welding (FCAW), pipe welding, and core skills in communication, math, basic science, employability, and entrepreneurship.

**Admissions**
Students should have good manual dexterity, spatial relations, and be physically fit in order to ensure safety around equipment. Basic skills in math and language are required before the students complete the program. Admissions process involves evaluation, counseling, instructor interview, registration, and orientation.

**Length of Program**
This program is 1170 clock hours, which takes approximately 12 months to complete if attending full-time.

**Industry Certification**
Program graduates are prepared to earn American Welding Society certifications.

**Automation and Production Technology**
Program Content
This program provides students with a broad foundation and skills in the manufacturing industry with the application of automation technology and quality control in manufacturing, engineering and robotics. Students will demonstrate the understanding of mechanisms, engineering design, thermal technology, reading and interpreting blueprints and schematics, AC/DC electrical, fluid power, technological products and systems and creating computer-aided drawings with proficiency in computer control and robotics. The use of industrial and process will include basic machine tools, CNC machines and welding technology.

Admissions
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 600 clock hours, which takes approximately 7 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn the MSSC Certification.

Electronic Technology
I150303 (Day)
1400 hours

Electronic Technology 1 & 2
J540100 & J540200 (Evening)
1400 hours

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 certifications. MTC is an official international ETA test site.

Electronic Technology (Day)
Occupational completion points:
A - Electronics Assembler – 250 hours
B - Electronics Tester – 400 hours
C - Electronics Equipment Repairer – 375 hours
D - Electronics Technician – 375 hours

Electronic Technology 1 (Evening)
Occupational completion points:
A - Electronics Assembler - 250 hours
B - Electronics Tester - 400 hours

Electronic Technology 2 (Evening)
Occupational completion points:
A - Electronics Equipment Repairer - 375 hours
B - Electronics Technician - 375 hours

Program Content
Basic DC circuits and soldering (250 hours) Advanced DC circuits and AC circuits (400 hours) Digital devices and micro-processors (375 hours) Analog circuits (375 hours) Employability skills and laboratory practices.

Admissions
Basic skills in math and reading are required before completion of the
Length of Program
This program is 1400 clock hours, which takes approximately 1 year and 2 months to complete if attending full-time.

Articulated Credit Hours
Up to 6 credit hours to AS Degree in Engineering Technology at SCF or up to 15 credit hours to the AAS/AS Degree in Electronics Engineering Technology

Industry Certification
Program graduates are prepared to earn Electronic Technicians Association certifications.

Industrial Technology
I150603 1600 hours
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.

Occupational completion points:
A - Drafting Assistant Machining - 300 hours
B - Cost Control Assistant - 300 hours
C - Industrial Technician Assistant 1 & 2 - 500 hours
D - Industrial Engineering Technician 1 & 2 - 500 hours

Program Content
The content includes but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, production and planning, design and installation of integrated systems and measurement, testing, and management of quality control in the manufacturing, transportation, assembly, installation, and operation of processes and products.

Admissions
A student must be in good physical condition and possess dexterity and mechanical ability. Reading and math should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

Length of Program
This program is 1600 clock hours, which takes approximately 1 year and 4 months to complete if attending full-time.

Articulated Credit Hours
Graduates of this program may earn up to 15 credit hours towards the AS Degree in Engineering Technology at SCF. The 30-hour OSHA certification and the MSSC Certified Production Technician are required to earn the credit hours.

Industry Certification
Program graduates are prepared to earn AutoCAD Professional, SolidWorks Associate, and SolidWorks Professional certifications.

Machining
I480503 1500 hours
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 NIMS Certification.

Occupational completion points:
A - Machinist Helper – 300 hours
B - Machine Operator – 450 hours
C - Machine Setup Operator – 450 hours
D - Machinist – 300 hours

**Program Content**
Precision measurement, operating tool and cutter grinders, operating CNC mills and lathes, blueprint interpretation, operating power saws, heat-treat operating, bench work, operating engine lathes, operating drill presses, operating horizontal and vertical milling machines, operating electrical discharge machine, and higher-order reasoning and problem-solving skills, work attitudes, and general employability skills.

**Admissions**
A student must be in good physical condition and possess dexterity and mechanical ability. Reading and math should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

**Length of Program**
This program is 1500 clock hours, which takes approximately 1 year and 3 months to complete if attending full-time.

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**Major Appliance and Refrigeration Repair**

**Major Appliance and Refrigeration Repair (Day)**
I470106 (Day) 1500 hours

**Major Appliance and Refrigeration Repair 1 & 2**
J620100 & J620200 (Evening) 1500 hours

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. Prepares students for the PSA Certified Appliance Professional exams.

**Major Appliance and Refrigeration Repair (Day)**
Occupational Completion Points:
A - Appliance Helper - 300 hours
B - Laundry Technician - 300 hours
C - Kitchen Technician - 450 hours
D - Refrigeration Technician - 450 hours

**Major Appliance and Refrigeration Repair 1 (Evening)**
Occupational Completion Points:
A - Appliance Helper - 300 hours
B - Laundry Technician - 300 hours

**Major Appliance and Refrigeration Repair 2 (Evening)**
Occupational Completion Points:
A - Kitchen Technician - 450 hours
B - Refrigeration Technician - 450 hours

**Program Content**
Foundational theory course designed to provide an in-home service professional with skills and knowledge in DC and AC electrical circuits, multi-meter troubleshooting, electrical circuits, interpretation of electrical symbol found in home appliances, and concepts of refrigeration and electrical circuits. The content also includes communication skills, leadership skills, employability skills and safe and efficient work practices.

**Admissions**
A student must be in good physical condition and possess dexterity and mechanical ability. Reading, math and language should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

**Length of Program**
This program is 1500 clock hours, which takes approximately 1 year and 3 months to complete if attending full-time.
months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn the PSA Certified Appliance Repair Graduate Technician certification.

MARKETING SALES AND SERVICE

Marketing, Management and Entrepreneurial Principles
M200500 600 hours

Occupational completion points:
A - Information Technology Assistant – 150 hours
B - Computer Programmer Assistant - 300 hours
C - Computer Programmer - 150 hours
D – Java Developer - 600 hours

Program Content
The purpose of this program is to prepare students for employment or advanced training in marketing management. The content includes, but is not limited to, selling techniques, employability skills; event planning and execution; public relations and publicity; and licensing, sponsorship, and endorsements. This program is designed to prepare students for employment in marketing occupations. In the Marketing Program students learn about retail and wholesale sales, warehousing & distribution, purchasing/buying, advertising, mass media, social media & public relations, banking and hospitality & tourism.

The Entrepreneurship program prepares students to open face – to – face or Internet-based businesses. Students are given the skills required to realistically evaluate their potential as a business owner, and develop the fundamental knowledge necessary to start and operate a successful new business.

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

Articulated Credit Hours
Graduates of this program may earn up to 9 credit hours towards the AS Degree in Business Administration/Management at SCF.

Industry Certification
Program graduates are prepared to earn ASK Fundamental Marketing Concepts and Microsoft Office Specialist certifications.

Sports, Recreation and Entertainment Marketing
M899400 600 hours

Occupational completion points:
A – Salesperson, Retail or Entertainment, Sports and Related Workers – 300 hours
B – Marketing Managers - 300 hours

Program Content
Course content includes selling techniques, public relations and publicity; event planning and execution; and licensing, sponsorship and endorsements. Students will learn to identify economic principles, marketing and business fundamentals, and effective selling techniques and procedures.

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Length of Program
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

**SALON SERVICES**

**Advanced Esthetics**
D500200 600 hours
This program is a continuation of the Facials/Skin Care Specialist 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 Specialists who wish to add training to update 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.

*Occupational Completion Points:*
A - Advanced Skin Care I - 150 hours
B - Advanced Skin Care II - 150 hours
C - Facial Treatments - 150 hours
D - Specialty Topics - 60 hours
E - Ethical Business Practices - 30 hours
F - Internship - 60 hours

*Program Content*
The content includes, but is not limited to spa therapies; chemical peels; exfoliators; microdermabrasion equipment; advanced esthetics; advanced European treatments; and esthetics chemistry, as well as communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules. Students will become familiar with appropriate medical terminology and first aid. Nutrition and its effects on the body and appearance will also be studied. Students must pass written and practical (hands-on) examination to earn certificate of completion.

**Admissions**
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand-eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation. You must provide proof of a current facial license from any state.

**Length of Program**
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

**Certification/Licensure**
Program graduates are eligible to apply for a Florida Facial Specialist Registration.

**Barbering**
I120402 1200 hours
The purpose of this program is to prepare students for employment as barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination. This program covers all aspects of barbering. Instruction includes theory and practical experiences with guest artists and an active clinic. Students must purchase a kit containing equipment and textbooks in addition to payment of tuition and lab fees.

Upon completion of Barbering, students may complete an additional 300 hour training session in cosmetology to obtain certification in cosmetology as well. This 1500-hour combination program gives students the opportunity to be licensed in both barbering and cosmetology in a shorter amount of time were they to take each program separately.

*Occupational Completion Points:*
Program Content
The content includes but is not limited to Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of barbering, as well as communication skills, leadership skills, human relations skills and employability skills, and safe and efficient work practices; SkillsUSA. Students must pass written and practical (hands-on) examination to earn certificate of completion.

Admissions
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand-eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.

Length of Program
This program is 1200 clock hours, which takes approximately 1 year to complete if attending full-time.

Licensure
Program graduates are prepared to earn their Florida Barber License by examination.

Cosmetology
D500100 1200 hours
This course encompasses all aspects of cosmetology: hair, skin and nails, with emphasis placed on the beautification of the individual. Instruction includes both theory (textbook, lecture and demonstration) and practical (hands on) experience through live clinical situations. The clinical situation simulates a busy salon atmosphere.

The cosmetology student upon completing the course and passing the Florida State Board of Cosmetology examination is prepared for employment as a licensed hairdresser, hairstylist and cosmetologist. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

Upon completion of cosmetology, students may complete an additional 300-hour training session in Barbering to obtain certification in barbering as well. This 1500-hour combination program gives students the opportunity to be licensed in both cosmetology and barbering in a shorter amount of time were they to take each program separately.

Occupational completion points:
A - Salon Services, Facials & Nails - 225 hours
B - Hairdresser and Cosmetologist - 975 hours

Program Content
The content includes, but is not limited to: Florida cosmetology law and rules; acquisition of knowledge of cosmetology and the related chemistry; bacteriology; anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations, communication, leadership, human relations and employability skills; safe and efficient work practices; salon management, hair shaping and styling, hair/skin/nails and disorders, State Board Requirements, manicuring and pedicuring, wigs, scalp and hair treatments, Skills USA. Students must pass written and practical (hands-on) examination to earn certificate of completion.

Admissions
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand-eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.
Length of Program
This program is 1200 clock hours, which takes approximately 1 year to complete if attending full-time.

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

Facials Specialty
I120424  260 hours
The purpose of this program is to prepare students for employment as a FL registered 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, makeup application, and lash and brow tint are also taught.

Occupational completion points:
A - Facials/Skin Care Specialist – 260 hours

Program Content
The content includes, but is not limited to acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations, including massage, hair removal, lash and brow tint; communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; salon management, and SkillsUSA. Students must pass written and practical (hands-on) examination to earn certificate of completion.

Admissions
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand-eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.

Length of Program
This program is 260 clock hours, which takes approximately 3 months to complete if attending full-time.

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

Nails Specialty
I120414  240 hours
The purpose of this program is to prepare students for employment as a FL registered 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.

Occupational completion points:
A - Manicurist and Pedicurist – 240 hours

Program Content
The content includes, but is not limited to manicuring and pedicuring; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; massage; skin/nails and disorders; and development of skills in performing the techniques required in the practice of nails specialist occupations; artificial nails, nail art; communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; salon management; and SkillsUSA. Students must pass written and practical (hands-on) examination to earn certificate of completion.

Admissions
Basic skills in math and reading are required before completion of the
Length of Program
This program is 240 clock hours, which takes approximately 3 months to complete if attending full-time.

Certification/Licensure
Program graduates are eligible to apply for a Florida Nail Specialist Registration.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Automotive Collision Repair & Refinishing
I470603 (Day) 1400 hours

Automotive Collision Repair & Refinishing 1 & 2
T400100 & T400200 (Evening) 1400 hours

This 1400-hour program prepares students for employment in the automotive industry, specifically automotive collision repair and refinishing. This MTC program utilizes I-CAR curriculum, providing the most up-to-date and relevant collision repair education possible to prepare students for a professional career in the industry.

Occupational completion points:
A - Paint and Body Helper - 250 hours
and Paint and Body Assistant - 250 hours
B - Auto Collision Estimator - 100 hours
C - Frame and Body Repairman - 150 hours
D - Automotive Refinishing - 325 hours
E - Automobile Body Repairer - 325 hours

Program Content
The content includes, but is not limited to 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.

Length of Program
This program is 1400 clock hours, which takes approximately 1 year and 2 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn ASE certifications, as well as I-CAR Platinum Credentials: Non-Structural Technician ProLevel 1 and Refinish Technician ProLevel 1.

Automotive Service Technology
I470608 (Day) 1800 hours
Automotive Service Technology 1
T400700 (Evening) 1050 hours

The Automotive Service Technology Program is an 1800 hour, comprehensive program; the Automotive Service Technology 1 Program is a 1050 hour program. The purpose of the Automotive Service Technician program is to prepare students for employment or advanced training in the automotive industry. Classroom instruction is combined with state-of-the-art technical training in our labs and shops, which are an integral part of the program. Lab activities provide 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 is accredited by NATEF (National Automotive Technicians Education Foundation) to prepare students for ASE (Automotive Service Excellence) certifications.

Program Content
The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, and health, safety, and environmental issues.

Admissions
Open to high school juniors/seniors & post-secondary adult students who possess mechanical aptitude and the ability to meet and deal with the public. Good attitude, work habits, and a well-groomed appearance are necessary to succeed in this technology as continuous contact is made with customers. Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counselor interviews, registration, and orientation.

Length of Program
The day program is 1800 clock hours, which takes approximately 1 year and 6 months to complete if attending full-time. The evening program is 1050 clock hours, which takes approximately 2 years to complete attending part-time.

Articulated College Credit Hours
Graduates of this program may earn up to 19 credit hours in the same at other FL public colleges.

Industry Certification
Program graduates are prepared to earn ASE certifications.

Automotive Service Technology (Day)
Occupational completion points:
A - Automotive Services Assistor - 300 hours
B - Engine Repair Technician - 150 hours
C - Automatic Transmission & Transaxle Technician - 150 hours
D - Manual Drivetrain & Axle Technician - 150 hours
E - Steering & Suspension Technician - 150 hours
F - Automotive Brake System Technician - 150 hours
G - Automotive Electrical/Electronic System Technician - 300 hours
H - Automotive Heating & A/C Technician - 150 hours
I - Automotive Engine Performance Technician - 300 hours

Automotive Service Technology 1 (Evening)
Occupational completion points:
A - Automotive Services Assistor - 300 hours
B - Automatic Automotive Brake System Technician - 150 hours
C - Automotive Steering & Suspension Technician - 150 hours
D - Automotive Electrical/Electronic System Technician - 300 hours
E - Engine Repair Technician - 150 hours

Marine Service Technology
I490306 1350 hours
The purpose of this program is to prepare students for employment as a technician in the Marine Service industry. The program covers 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 SkillsUSA, Mercury Marine and Bombardier certifications.

**Occupational completion points:**
A - Marine Rigger – 300 hours  
B - Outboard Engine Technician 1 - 600 hours  
C - Outboard Engine Technician 2 - 600 hours  
D - Stern Drive Technician - 150 hours  
E - Inboard Gas Technician - 150 hours  
F - Inboard Diesel Technician - 150 hours

**Program Content**
The content includes but is not limited to the following: service, repair and overhaul of four-stroke and two-stroke cycle engines and outboard motors; and service and repair of boating accessories. With regard to the above, course content will include electrical systems, fuel systems, power transfer systems, hydraulic and mechanical engine control systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging. The program also covers adjustment, disassembly, inspection, safety and other regulations governing marine craft, control of corrosion, electrolysis, and other problems pertinent to marine mechanics, as well as communication, math, basic science, employability and entrepreneurship skills.

**Admissions**
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

**Length of Program**
This program is 1350 clock hours, which takes approximately 11 months to complete if attending full-time.

**Industry Certification**
Program graduates are prepared to earn SkillsUSA, Mercury Marine and Bombardier certifications.

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**HEALTH SCIENCE**

**Basic Healthcare Worker (90 hours)** is an integral component of all Health Occupations programs. Basic Healthcare Worker should be taken first or concurrently with the first course in the program. Students may be exempt from taking Basic Healthcare Worker if previously completed in another Health Occupations program within 2 years.

**Dental Assisting Technology & Management ATD**
H1701113  
1230 hours  
The Applied Technology Diploma program is designed to prepare students for employment as dental assistants, educational managers for dental companies, and dental assisting educators. The program will prepare students for 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 of the American Dental Association and the Florida State Board of Dentistry. Students graduate with entry-level skills for general chairside assisting, dental laboratory proce-
dures, dental office administration and patient management. Graduates earn a state certificate in dental radiography and dental assisting expanded functions. Students must be 18 years of age with a high school diploma or the equivalent. Students completing the ATD program may be awarded college credit hours upon enrollment in the A.S. Degree Program in Dental Hygiene at State College of Florida. Limit 24 students/class. Application deadline 30 days prior to program start date.

Occupational Completion Points:
A - Introduction to Dental Assisting - 90 hours
B - Dental Infection Control Assistant 210 hours
C - Dental Assistant - 930 hours

Program Content
The Dental Assistant Technology & Management program covers chairside assisting, laboratory procedures, and business operations. These areas include, but are not limited to knowledge of dental anatomy, pharmacology, physiology, microbiology, radiology, and oral histology. Professionals in the field are guest lecturers and preceptors. There are 350 hours of the program in which students participate in on-the-job training during required internships at local dental offices. Students are required to have a working computer and high speed internet access for assignments using various technologies developed for use in the program.

Certification
The Dental Assisting Technology & Management program prepares students for certification examination and employment as a Certified Dental Assistants. Certified Dental Assistants are recognized in all fifty states as individuals who have achieved, through approved courses of study and practical experience, a high level of competence and ability in the field of dental assisting. Graduates of the Dental Assisting program also receive the state required certificates in Dental Radiography and Dental Assisting Expanded Functions.

Accreditation and Faculty
The Dental Assisting Technology Program is accredited by the Commission on Dental Accreditation of the American Dental Association. Faculty hold advanced degrees, are qualified dental educators and Certified Dental Assistants.

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

Advisory Council
The Dental Assistant Advisory Council is made up of dental professionals from our community. They oversee the curriculum and keep the program up to date as well as provide internship experiences and employment opportunities for students.

Admissions Requirements
Attendance at an Information Session is required (call 941-752-8100 to find out session dates and times).

- Completed Dental Assisting Application and fee of $30
- Stamped self addressed #10 envelope
- High School or GED transcript
- Proof of Florida Residency, otherwise out-of-state tuition will be charged

Physical and Dental Examination
The required physical and dental examinations must be dated within one year of the program start date. The program will provide the appropriate exam forms.

Required Immunizations
- Measles-Mumps-Rubella (MMR) -2 doses required or positive titer with lab report
- Tdap-Tetanus/Diphtheria/Pertussis -within the last 10 years
- PPD Skin Test for Healthcare Providers (tuberculosis) – 2 tests, one previous and 1 within 1 month, OR a 2-step test one week apart within the last month, OR statement of negative chest x-ray AND statement of no current symptoms.
- Varicella - Chicken Pox -2 doses required or positive titer with lab report
Hepatitis B Vaccine - 3 doses (Highly Recommended) or statement of declination of vaccine

Level 2 FDLE background check
Based upon strict state rules for the certification of dental radiographers and the standards established by the Dental Assisting National Board, all candidates must undergo criminal background checks prior to acceptance into the program.

Applicants for licensure, certification or registration and candidates for examination may be excluded from licensure, certification or registration if their felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes.

Based on these criteria, individuals ineligible for admittance to the Manatee Technical College Dental Assisting Technology and Management Program are those who have:

- in the past five years, been convicted of, or pled guilty or no contest to, a felony or any crime punishable by confinement in a state or federal prison for any length of time; and
- in the past five years have served a sentence of confinement, home detention, parole, probation, or other court ordered supervision in connection with a felony conviction, including for any conviction that occurred more than five years ago,
- and at any time been convicted of a sexual offense.

Applicants with a misdemeanor conviction (or pending charge) must undergo a formal interview with the dental assisting program director prior to acceptance.

Length of Program
This program is 1230 clock hours, which takes approximately 13 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 3 credit hours (with conditions) towards the AS Degree in Dental Hygiene at SCF.

Industry Certification
Program graduates are prepared to earn the National Board Certified Dental Assistant (CDA) certification.

Students enrolled in the MTC Dental Assisting Program should understand that the required clinical experiences on campus and in various dental facilities may expose them to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV.

Neither MTC nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences unless the injury/exposure is a direct result of negligence by MTC or the clinical facility. Student must understand that they are responsible for the cost of health care for any personal injury/illness that occurs during their education. MTC strongly recommends that students purchase their own health insurance.

Student shall be required to wear the approved school uniform, protective eyewear, appropriate masks, gloves, and lab coats during the intramural and extramural laboratory and clinical activities. Student shall be required to observe CDC Guidelines for Infection Control in Dentistry and follow all applicable mandates of the OSHA Bloodborne Pathogens Standard during all intramural and extramural laboratory and clinical activities.

Emergency Medical Technician (EMT) - ATD
W170208
250 hours
This Applied Technology Diploma program prepares students for employment as emergency medical technicians. Successful completion equips students with 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 the National Registry of EMTs. Certified by the Committee on Accreditation of Educational
Programs for the Emergency Medical Services Professions.

Emergency Medical Technician (EMT)

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Emergency Medical Technician - 160 hours

Program Content
Patient assessment for illness/ injuries, Airway management, Cardiopulmonary resuscitation, Treatment modalities for Bleeding and Shock, Soft tissue injuries, Musculoskeletal injuries, Spinal injuries, Medical emergencies, Emergency childbirth, Pediatric emergencies, Emergency operations, i.e., hazardous materials, multi-casualty incidents, emergency extrication, transportation of patients to receiving facility.

Admissions
All potential students must attend an Information Session (call 941-752-8100 to find out session times).

Clinical sites require a participating student to have an acceptable background check. Students who have previous felonies on their arrest records may not be permitted to participate in the Paramedic or EMT programs.

Certification
American Heart Association, Healthcare and Provider CPR card.

Physical Examination and Immunizations
The physical must be dated within one year of the course start date. A medical form is enclosed which should be provided to the physician for completion. Immunizations required include:
Measle-Mumps-Rubella (MMR)
- doses required with the 2nd dose at least one month after the first
Tdap-
- the last 10 years
Two PPD Skin Test (tuberculosis)
-1 anytime and 1 within the last year, TINE test not accepted
Varicella - Chicken Pox

- 2 doses required or positive titer
Hepatitis B
- recommended for this field

Drug Test
All Emergency Medical Technology students are given a drug test. A positive drug test will result in immediate withdrawal from the program. More details will be available at the time of enrollment.

Length of Program
This program is 250 clock hours, which takes approximately 3 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 11 credit hours towards the AS Degree in Emergency Medical Services.

Industry Certification
Program graduates are prepared to earn FL-EMT and National Registry certifications.

Massage Therapy
H120405 750 Hours
The Massage Therapy program is designed to prepare students for employment as licensed massage therapists. The program is approved by the Florida Statutes for Massage Therapy and the Board of Massage Therapy. The Massage Therapy Certificate Program, located on the MTC East campus, is accredited by the Commission on Massage Therapy Accreditation (comta.org) located at:

Commission on Massage Therapy Accreditation
5335 Wisconsin Avenue, NW, Suite 440
Washington, D.C. 20015
202-888-6790
At the completion of the program, students must sit for the national...
licensing examination and apply to practice as massage therapists in the state of Florida.

Program Content
The content includes, but is not limited to, theory & practice of massage, hygiene, theory & practice of hydrotherapy, human anatomy and physiology, legal aspects of massage practice, allied modalities, health & safety, CPR, business & marketing skills, and blood borne diseases.

The student will develop skills in manipulation of soft tissues of the human body through instruction, by demonstration, and by hands-on practice.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Massage Therapist - 660 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941-752-8100 ext 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED

Length of Program
This program is 750 clock hours, which takes approximately 8 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn the Licensed Massage Therapist (LMT) certification.

Mission Statement
The mission of the MTC Medical Assisting Program is to inspire academic, professional, and ethical excellence in order to attain a quality education which meets the standards of care for a diverse population. In addition, focus is placed on teaching broad, transferable skills which will assist students in pursuing their dreams in many areas of the medical profession.

The Medical Assisting program is designed to prepare students for employment as medical assistants in a variety of healthcare settings. 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. The program is in accordance with the Florida Statutes for Medical Assistants. The Medical Assisting Certificate Program, located on the MTC East campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) sponsored by the American Association of Medical Assistants.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

Program Content
The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, medical office reception, electronic medical records, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Medical Assisting
H170515 1300 hours
Medical Assisting is a 1300-clock hour program; the structure allows students to complete specified portions of the program for employment. The program completes with a 210 hour internship at a local physician’s office or clinic.

**Occupational Completion Points:**
- A - Basic Healthcare Worker - 90 hours
- B - Introduction to Medical Assisting - 250 hours
  - Medical Office Procedures - 75 hours
- C - Phlebotomist - 75 hours
- D - EKG Aide - 75 hours
- E - Clinical Assisting - 230 hours
  - Pharmacology for Medical Assisting - 75 hours
  - Laboratory Procedures - 125 hours
  - Administrative Office Procedures - 90 hours
  - Practicum Experience - 200 hours

**Admissions**
1. Attend a program information session; applications are only available at these sessions. Call 941-752-8100 ext 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required / Entrance Exam required.
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED

**Length of Program**
This program is 1300 clock hours, which takes approximately 1 year and 1 month to complete if attending full-time.

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

**Nursing Assistant (Articulated)**
H170690 (Day & Evening) 165 hours

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 program prepares the student to take and pass the examination for state certification (CNA), and 165 hours is transferrable into the Practical Nursing Program (if accepted). Limit 12 students per class.

**Occupational Completion Points:**
- A - Basic Healthcare Worker - 90 hours
- B - Nurse Aide and Orderly (Articulated) - 75 hours

**Program Content**
The program includes, but is not limited to Health Science Core curriculum, Medical Terminology, Emergency Care, Patient Care Procedures, Nutrition, Aging Process and Gerontology, Infection Control and CPR (Cardio-pulmonary Resuscitation)

**Admissions**
Step 1: Attend a 120 minute information session offered monthly. You will receive information concerning the nursing programs offered at Manatee Tech, Nursing Assisting application materials, options for transfer credit from Nursing Assisting to Practical Nursing and Financial Aid information. All sessions are held at the East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211. You do not have to register to attend, just show up early or on time and bring a pen. Call 941.752.8100 x 2100 to confirm the session date. Only applying students attend these sessions due to limited seating - first 100 people only. Late arrivals will not be permitted. Call 941-0752-8100 to hear a recorded messages with current information session dates, times, and Program start dates.

Step 2: Fill Out A Manatee Tech Main Application
To apply to the school use FireFox or Google Chrome and type into your
browser: http://www.manateetech.edu/apply.html. This is the Manatee Tech's SCHOOL application, not the Nursing Assisting Program application. Please make note a social security number is required for licensure or certification in the State of Florida noted by the Board of Nursing.

Step 3. Fill Out A Nursing Assisting Program Application.
Make appointment with career counselor to turn in a completed Nursing Assisting Program Application Packet by deadline date and pay medical application fee of $30. This program accepts 12 students. The first 12 applicants who turn in completed application packets are accepted into the program. After which, we will start accepting students on a alternate basis. Application Deadline date for this program is 10 days prior to start date.

Step 4: Receive An Acceptance or Non-Acceptance Letter.

Step 5: Confirm Your Financial Aid Status
Confirm your financial aid status with Manatee Tech’s financial aid department.

Step 6: Send In Your Form
When accepted, please fax, mail, or drop off the Response Form to 941.727.6257 attention: Kathy Matthews.

Step 7: Register, Pay, Buy Books, Get ID
Register, pay fees, buy books and get photo ID on designated date and time (included with acceptance letter) for the program.

NOTE: All fees associated with this application process are non-refundable. If you are not accepted and you intend to reapply, please make arrangements to pick up your application documents. All application documents will be shredded within 30 days after course start date. Please make copies of all documents before turning in anything. We cannot make copies for you.

Length of Program
This program is 165 clock hours, which takes approximately 1.5 months to complete if attending full-time or approximately 3 months if attending evening classes.

Articulated Credit Hours
Graduates of this program may transfer 165 hours to the Manatee Technical College Practical Nursing program.

Industry Certification
Program graduates are prepared to earn the Certified Nursing Assistant (CNA) certification by Florida Department of Health, Division of Medical Quality Assurance.

Optometric Assisting
H170704 1080 hours
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.

Program Content
The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, ocular anatomy and physiology, eye diseases, refractive errors, vision testing, special diagnostic testing, fitting eyeglasses and contact lenses, and business management of the eye care office.

Occupational Completion Points
A - Basic Healthcare Worker - 90 hours
B - Optometric Assistant - 990 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941-752-8100 ext. 2035 to hear a list of dates and times for current program offerings.

2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED

3. Interview

**Length of Program**
This program is 1080 clock hours, which takes approximately 11 months to complete if attending full-time.

**Industry Certification**
Program graduates are prepared to earn the AOA Certified Paraoptometric Assistant (CPOA) certification.

**Orthopedic Technology**
H170800 800 hours
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 minor surgery and manipulation of fractures. Completers may be employed in hospitals, clinics, and private practice offices. Orthopedic Technology students are eligible to sit for the NAOT Certified Orthopedic Technician examination upon program completion. Program approved by the National Association of Orthopedic Technicians.

**Paramedic**
W170206 1100 Hours
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 the A.A.S. in Emergency Medical Services. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.
Program Content
Paramedic content includes, but is not limited to patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, emergency childbirth, burns, environmental hazards, mass casualty incident, incident command system and the transportation of patient.

MTC's Paramedic program covers laboratory activities correlated with classroom instruction, reinforced in the clinical area and supervised by a certified Paramedic instructor. The Human Patient Simulator is used for instruction.

Field Internship is competency-based to assure appropriate pre-hospital assessment and management of medical and trauma patients, as well as associated manual skills. This activity includes supervised experience in the field setting with a certified ALS transport ambulance agency or fire department. It includes a minimum of 50 emergency runs resulting in patient care and/or transport appropriate for the paramedic.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Paramedic - 1010 hours

Admissions
All potential students must attend an Information Session (call 941-752-8100 to find out session times).

In your application, include a:
—Copy of your High School Diploma or GED Certificate.
—Copy of your Florida Driver's License. (Driving skills are included in the courses.)
—Copy of your current Florida EMT Certificate.
—Copy of EMT Course Certificate or Degree.

Please note there will be:
—250 hours of “in-field” time.
—An interview after completion of your application.

Edge Information Management, Inc. Background Check.
Clinical sites require a participating student to have an acceptable background check. Students who have previous felonies on their arrest records may not be permitted to participate in the Paramedic or EMT programs.

Physical Examination & Immunization
The physical must be dated within one year of the course start date. A medical form is enclosed which should be provided to the physician for completion.

Immunizations required include:
Measle-Mumps-Rubella(MMR)
  - doses required with the 2nd dose at least one month after the first
Tdap
  - the last 10 years
Two PPD Skin Test (tuberculosis)
  -1 anytime and 1 within the last year, TINE test not accepted
Varicella - Chicken Pox
  - 2 doses required or positive titer
Hepatitis B
  - recommended for this field

Length of Program
This program is 1100 clock hours, which takes approximately 11 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 42 credit hours towards the AS Degree in Emergency Medical Services.

Industry Certification
Program graduates are prepared to earn the Certified FL Paramedic certification.

**Patient Care Technician**  
H170694  
600 hours

This program is designed to prepare students for employment as advanced cross-trained nursing assistants (patient care technicians) or for advanced training in the health occupations industry. 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. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings. Students also obtain home health aide training as well as phlebotomy, EKG training, and geriatric specialty skills to increase the likelihood of employment.

**Occupational Completion Points:**  
A - Basic Healthcare Worker - 90 hours  
B - Nurse Aide and Orderly (Articulated) - 75 hours  
C - Advanced Home Health Aide - 50 hours  
D - Patient Care Assistant - 75 hours  
E - Allied Health Assistant - 150 hours  
F - Advanced Allied Health Assistant - 100 hours  
G - Patient Care Technician - 60 hours

With the addition of geriatric care and introductions into phlebotomy and EKG, the student will have a variety of employability skills.

Successful completion of the Nursing Assistant (articulated) occupational completion point qualifies the student to take the state certification examination for Nursing Assistant (CNA), and 165 hours is transferrable into the Practical Nursing Program (if accepted). The program is approved by the Florida State Board of Nursing, Department of Health and Department of Education.

**Program Mission Statement**  
The mission statement of the Patient Care Technician Program is to prepare students to enter and be successful in the field through training in theory, hands-on experience and employability skills.

**Program Content**  
The program includes, but is not limited to Health Science Core curriculum, Medical Terminology, Emergency Care, Patient Care Procedures, Nutrition, Aging Process and Gerontology, Infection Control and CPR (Cardio-pulmonary Resuscitation).

**Admissions**  
Language, math and reading competencies are pre-assessed. The required basic skills grade levels for this program are Reading - 10.0, Math - 10.0, and Language 10.0 and must be met prior to program completion. Necessary are the medical application fee, physical, immunizations, character reference letter from outside high school and one from school official. Acceptance is based on a point system.

1. Fill out a MTC High School application.  
2. Turn completed MTC high school application into your HS guidance counselor. (they will send it to East Campus)  
3. Receive current PCT program information, point system and PCT program application by email.  
4. Attend a mandatory parent information session.  
5. Turn in completed PCT application with all required documents by deadline date.  
6. When accepted, register for class.

**Length of Program**  
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

**Articulated Credit Hours**  
Graduates of this program may earn up to 165 hours is transferrable to Manatee Technical College's Practical Nursing Program.
Industry Certification
Program graduates are prepared to earn the Certified Nurse Assistant (CNA) certification.

Practical Nursing
H170605 1350 hours
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. Successful completion of this class prepares students to take the examination for licensure in the state of Florida.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Nurse Aide and Orderly (Articulated) - 75 hours
C - Practical Nurse - 1185 hours

Program Content
The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Coursework includes, but is not limited to, Fundamentals in Nursing I & II, Anatomy & Physiology I & II, Human Growth and Development, Medical Terminology, Medical Surgical I & II, Medication Administration, Dosage Calculation, and Application of Nursing Arts I, II and III.

The nursing department at MTC is affiliated with the following clinical sites:
Lakewood Ranch Medical Center
Manatee Memorial Hospital
Manatee Springs Care & Rehabilitation
Manatee County Health Department
Riverfront Nursing and Rehab Center
Manatee County Rural Health Clinics
Braden River Health Care
Glen Ridge
Pines of Sarasota
Manatee County Schools

Admissions
Step 1: Attend a 2 hour Nursing Career Information Session offered monthly.

This mandatory session will provide complete program requirements and financial aid opportunities. You will be fully informed and this will save you time and money. Please come early or on time and bring something to write with. Late comers are not permitted to enter the session. We request that only applying students attend these sessions due to limited seating. At the session you will receive a Program Application Request Form packet. This includes information about the Medical Terminology prerequisite and how to prepare for the TEAS entrance examination, physical & immunizations required.

Call 941-752-8100 to hear a recording of updated information session dates and times, Program start dates, application deadlines dates and Teas testing dates. This recorded message is updated weekly.

Step 2: Fill out a Manatee Tech Main Application that can be found by clicking here.
Please make note a social security number is required for licensure or certification in the State of Florida noted by the Board of Nursing.

Step 3: Take the TABE test at any campus.
NOTE: An official college transcript proving awarded degree will exempt you from TABE.

Step 4: Make an appointment with a career counselor for consultation and assistance.

They will assist you in preparing for entrance into the PN Program.

Step 5: Turn in your completed Application Request Form, residency documents, signed residency form, TABE test results or Official College Transcripts to the counselor.

You will receive a Practical Nursing Application form and other important PN Program information. Physical and immunizations are not required at this point. You will also get the Medical Terminology course access ID number to begin that class.

Step 5: Make an appointment to turn in your completed Practical Nursing Application form with all required documents.

These are the required documents: your physical from your doctor, immunizations, copy of High School Transcript (or GED® test results) on or before the deadline date. Be prepared to pay a program application fee of $30.00, and to pay for TEAS test $45.00. At this time, you will be assigned a date and time to take the TEAS test.

NOTE: Official Transcripts must be turned in for any Transfer Credit consideration at this time; no credit will be given after deadline date. (Ex. Health Science Core, Articulated Nursing Assisting, Medical Terminology)

Step 6: Complete the Medical Terminology Online course by the deadline date.

Step 7: Take TEAS test on your assigned date.

Step 8: Receive an acceptance or non-acceptance letter.

Step 9: Make appointment for fingerprinting.

Call 941.780.6161 prior to registration. Acceptance is contingent upon a clean background result.

Step 10: Confirm your financial aid status with Manatee Tech's financial aid department.

Step 11: When accepted, complete the response form and fax, mail or drop off.

Fax # 941-727-6257 attention: Kathy Matthews.

Step 12: Register on designated date and time and pay for the program.

NOTE: All fees associated with this application process are non-refundable. If you are not accepted and you intend to reapply, please make arrangements to pick up your application documents, and/or re-submit for the next available start date. All documents will be shredded within 30 days after course start date.

Please make copies of all documents before turning in anything. We cannot make copies for you.

Length of Program
This program is 1350 clock hours, which takes approximately 1 year and 1 months to complete if attending full-time. Part-time evenings is 2 years and 3 months. Part-time executive schedule is 1 year and 9 months.

Articulated College Credit Hours
Graduates of this program may earn an advanced placement option for first year of the AS Degree in Nursing at SCF or up to 10 credit hours towards the AAS/AS Degree in Registered Nursing (RN). This will remove your first year of the Transition RN program at SCF.
Licensure
Program graduates are prepared to earn the FL Licensed Practical Nurse (LPN) Licensure.

Pharmacy Technician
H170500 1050 Hours
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/Chemotherapy 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).

Program Content
The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, pharmacy terminology, pharmacology, medication processing, IV/Chemotherapy preparation, inventory control, automation/computer applications and customer service.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Pharmacy Technician - 960 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941-752-8100 ext. 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED
3. Entrance exam required.

Length of Program
This program is 1050 clock hours, which takes approximately 13 months to complete if attending full-time.

Industry Certification
Program graduates are prepared to earn the PTCB Certified Pharmacy Technician (CPhT) certification.

Surgical Technology
H170211 1330 hrs
The Surgical Technology program is designed to prepare students for employment as surgical technologists. The program is in accordance with the Florida Statutes for Surgical Technology. Students are prepared to sit for the examination to become a National Board Certified Surgical Technician. The Surgical Technology Certificate Program, located on the MTC East campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 Phone: 727-210-2350 Fax: 727-210-2354

Program Content
The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy. In a
simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery, and patient preparation. Clinical learning experiences in an operating room and related areas are an integral part of this program.

**Occupational Completion Points:**
A - Basic Healthcare Worker - 90 hours  
B - Central Supply Technician - 210 hours  
C - Surgical Technologist - 1030 hours

**Fire Science Academy**
Fire science courses are offered to individuals requiring certification by the Florida State Fire College for fire fighting, fire apparatus operator/hydraulics, fire officer 1, fire safety inspector, arson investigator, and fire instructor. Licensure for this program may be obtained by completing state legal requirements.

**Admissions**
1. Attend a program information session; applications are only available at these sessions. Call 941-752-8100 ext. 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED
3. Interview

**Length of Program**
This program is 1330 clock hours, which takes approximately 1 year and 2 months to complete if attending full-time.

**Industry Certification**
Program graduates are prepared to earn the National Board Certified Surgical Technologist certification.

**Fire Fighter**
P430205  
600 hours

**Occupational Completion Points:**
A - Firefighter I - 300 hours  
B - Firefighter II - 300 hours

The following courses are offered to meet state certification requirements:

**Fire Apparatus Operator**
Prerequisite: Fire Fighter I  
88 hours

**Fire Inspector**
Occupational Completion Points:
A - Fire Inspector I - 200 hours

**Fire Officer**
Occupational Completion Points:
A - Firefighter I - 225 hours  
B - Fire Lieutenant - 328 hours

**Fire Investigator**
Occupational Completion Points:
A - Fire Investigator I - 192 hours
**Fire Instructor**

*Occupational Completion Points:*
- A - Fire Instructor I - 48 hours
- B - Fire Instructor II - 48 hours

**Special Firesafety Inspector**

*Occupational Completion Points:*
- A - Special Firesafety Inspector - 40 hours

**Program Content**
The fire fighter program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

**Admissions**
1. Attend a program information session; applications are only available at these sessions.
2. Submit a completed program application that includes the following:
   - A. TABE test required pre-entrance scores
   - B. Proof of Florida residence (ex. Florida Driver’s License)
   - C. Documentation of physical examination, proper immunizations
   - D. Completed application for background check
   - E. Proof of High School Diploma of GED
3. Interview with Career Counselor

**Length of Program**
This program is 600 clock hours, which takes approximately 6 months to complete if attending full-time.

**Articulated College Credit Hours**
Graduates of the Fire Fighter program can earn up to 3 credit hours towards an AAS/AS Degree in Fire Science at FL state colleges.

The curriculum includes:
- FFP 1505 Fire Prevention Practices
- FFP 2540 Private Fire Protection Systems I
- FFP 2120 Building Construction for the Fire Service
- FFP 2326 Construction Documents and Plans Review
- FFP 1300 Codes and Standards
- FFP 2010 Fire Chemistry
- FFP 2541 Private Fire Protection Systems II
- FFP 2610 Origin and Cause
- FFP 1530 Fire & Life Safety Educator I
- FFP 1791 Public Information Officer
- FFP 1720 Company Officer
- FFP 2810 Firefighting Tactics and Strategy I
- FFP 2811 Firefighting Tactics and Strategy II
- FFP 2740 Fire Service Course Delivery
- FFP 2100 Fire Department Administration
- FFP 2151 Fire Service Course Design
- FFP 1770 Ethical & Legal Issues for the Fire Service

**Industry Certification**
Program graduates are prepared to earn the Certified Fire Fighter (State of FL) certification.

This program also offers non-credit courses in the Incident Command System (I-100, I-200, I-300, and I-400): Hydraulics, Driver-Operator, Aerial Operations, Marine Firefighting, Rope Rescue, Hazardous Materials, Awareness and Operations, and Basic Concepts of Terrorism Awareness.

**FL Law Enforcement Academy**
Training is designed to prepare students for initial employment as certified law enforcement officers or to upgrade persons employed in the field. All instruction is offered in compliance with Chapter 943, Florida
Statutes, effective with the Department of Criminal Law Enforcement Act.
Programs offered are Law Enforcement Officer, Crossover from Correctional Officer to Law Enforcement Officer, Career Development for present officers, and other specialized classes.

Crossover from Correctional Officer to Law Enforcement Officer
P430125
515 hours
Cross-over training gives corrections officers the training they need to become certified law enforcement officers. Minimum of 15 students for class to be held.

Occupational Completion Points:
A - Crossover from Correctional Officer to Law Enforcement Officer – 515 hours

Admissions
Pre-requisites for crossover from correctional officer to law enforcement officer applicants: Must be a current Certified Corrections Officer in the State of Florida and has taken and passed the Florida Basic Abilities Test (F-BAT) for Law Enforcement.

Length of Program
This program is 515 clock hours, which takes approximately 6 months to complete if attending full-time.

Articulated College Credit Hours
Graduates of this program may earn up to 21 credit hours towards the AS Degree in Criminal Justice Technology at SCF.

Industry Certification
Program graduates are prepared to earn the Certified Law Enforcement Officer (State of FL) certification.

Florida Law Enforcement Academy
P430105
770 hours

Florida Law Enforcement Academy
Occupational Completion Points:
A - Introduction to Law Enforcement - 10 hours
Legal - 62 hours
Interactions in a Diverse Community - 40 hours
Interviewing and Report Writing - 56 hours
Fundamentals of Patrol - 35 hours
Calls for Service - 36 hours
Criminal Investigations - 50 hours
Crime Scene to Courtroom - 35 hours
Critical Incidents - 44 hours
Traffic Stops - 30 hours
DUI Traffic Stops - 24 hours
Traffic Crash Investigations - 32 hours
CMS Law Enforcement Vehicle Operations - 48 hours
CMS First Aid for Criminal Justice Officers - 40 hours
CMS Criminal Justice Firearms - 80 hours
Dart-Firing Stun Gun - 8 hours
Criminal Justice Officer Physical Fitness Training - 60 hours

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

Length of Program
This program is 770 clock hours, which takes approximately 8 months to complete if attending full-time.
**Articulated College Credit Hours**  
Graduates of this program may earn up to 18 credit hours towards the AAS/AS Degree in Criminal Justice.

**Industry Certification**  
Program graduates are prepared to earn the Certified Law Enforcement Officer (State of FL) certification.

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**West and North Campuses**

Manatee Technical College West and North Campuses offer Adult General Education classes day and evening at MTC and throughout the county at convenient locations. State resident and non-resident tuition is set by the Florida Legislature. Adult General Education offers the following services to adults 18 years of age and older who are not enrolled in a secondary school.

**Adult Basic Education (ABE):** ABE is a non-credit course designed to develop literacy skills necessary to be successful workers, citizens and family members. Specifically, it is a state- and federally-funded course designed to help adult students increase their literacy and numeracy skills in mathematics, reading and language arts at grade level equivalency of 0-8.9. These students must be administered a pretest during the enrollment period and successive post-tests using the state-approved assessment instrument, the Test of Adult Basic Education (TABE). Per NRS guidelines, students with different abilities in different areas (reading, language, and mathematics), should be placed according to the lowest functioning level for determining educational gains. It is understood, however, that each student learns at his or her individual pace.

**Adult English for Speakers of Other Languages (ESOL):** The purpose of this program is to prepare adult learners to use English for entering career and technical and/or postsecondary education, employment, and participation in the civic life in the United States. The program is designed for adult learners who are able to read and write in at least one language other than English to improve their speaking, listening, reading and writing skills in English. These students must be administered a pre-test during the enrollment period and successive post-tests using state-approved assessment instruments. The course focuses on the following topic areas: 1) Communication, 2) Civics, Family and Community Resources, 3) Employment, 4) Consumer Education, 5) Health and Nutrition, 6) Transportation and Travel, and 7) Safety and Security.

**Academic Skills for Adult ESOL:** The purpose of this course is to improve the advanced ESOL students’ ability to communicate in English, and allow them to acquire secondary level English language skills. Students enrolling in this course have a goal to enter a university or college. The course is open to students who have completed the Adult ESOL Course and to other students who demonstrate the required level of English language skills. Students must take a state-approved test to be placed in this course. The Academic Skills for Adult ESOL Learners course is non-credit and is designed to prepare adult students for further education by providing concentrated instruction in ESOL Academic Skills competencies. The curriculum standards emphasize three areas that adult ESOL students need when transitioning to postsecondary education: 1) Grammar structures of the language, 2) The academic culture of US educational systems, and 3) How to use technology for academic class work. Upon completion of the course, the program will provide counseling to assist the student to transition to an ABE, GED preparatory course, or to a post-secondary program.

**Applied Academics:** The purpose of this program is to prepare students for academic, technical and personal success. This program is designed for students who have tested at the equivalent of 9th grade and above but need to improve their basic skills to meet the requirements of a CTE program in which they are enrolled. It provides: 1) Career assessment designed to assist persons in identifying work interests, temperament, aptitudes and learning styles, 2) Individualized basic skills related instruc-
Manatee Technical College

Manatee Technical College

English Literacy and Civics Education: A federally-funded program designed to meet federal EL/Civics funding guidelines, which state, “To provide an integrated program of services that incorporates English literacy and civics education, teaches literacy and skills so that students can effectively participate in the education, work, and civic opportunities of this country, to not only master English, but be able to understand and navigate governmental, educational, and workplace systems and key institutions, such as banking and health care.” The EL/Civics benchmarks are linked to the state adult ESOL curriculum frameworks. These students must be administered a pre-test during the enrollment period and successive post-tests using state-approved assessments.

Family Literacy: A state- and federally-funded program designed to help adults and their children attain improved literacy and help parents become their child’s most important teacher. Specifically, the program serves to support and improve comprehensive family literacy through the following activities: 1) interactive literacy activities between parents and their children, 2) training for parents on how to be the primary teacher of their children and full partners in their child’s education, 3) parent literacy training that leads to economic self-sufficiency, and/or 4) age-appropriate supplemental education to prepare children for success in school and life experiences.

GED® Test Preparation Program: The GED® Preparation Program consists of four content-area assessments: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare adult students (18 and older) to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification. A pre-test must be administered during the enrollment period and students must achieve a 9.0 grade-level score to be placed into the course. Successive post-tests must be administered using state-approved instruments to show learning gains. Use of the GED Official Practice Test (OPT) as an indicator of potential success on the actual GED test is strongly encouraged.

Manatee Technical College is the Official GED Testing Center for Manatee County, approved by the American Council on Education.

Tests for GED Candidates with Disabilities: In an effort to make GED Tests accessible to all applicants, accommodations are made for candidates who have diagnosed physical, mental, sensory, or cognitive disabilities and who provide appropriate documentation from a qualified professional of their impairment and its effect on their ability to take the GED Tests under standard conditions. There are no additional costs to the GED candidate for this service.

Florida Adult & Technical Distance Education Consortium: MTC provides online learning opportunities via FATDEC for those students seeking a GED or becoming proficient in the English language. A pre-test must be administered during the enrollment period for both GED and ESOL students in order to be placed into the course.

NOTE: Adult students who have self-identified as having a disability
that requires accommodations or modifications to assessment or to the instructional process may request testing procedure and instructional accommodations.

**Farmworker Career Development Program**

The Farmworker Career Development Program is a federally funded program at Manatee Technical College that serves migrant or seasonal farm workers, 17 years of age or older, who are U.S. citizens or legal residents. The program assists in obtaining GED, entering technical training, work experience, on-the-job training, finding full-time, year-round permanent employment, and other supportive services. All eligible participants receive financial aid, career and job counseling, as well as other educational related services while in training.

Funded by the US Department of Labor.

El Programa de Desarrollo Profesional para Trabajadores Agrícolas migrantes y de temporada del Collégio Técnico de Manatee ofrece diversos servicios a través de un personal bilingüe dedicado a mejorar la educación de nuestra comunidad. Este programa cuenta con clases para aprender inglés y clases técnicas que permiten graduarse con profesiones tales como enfermería, asistente dental, computación, secretariado legal, mecánico automotriz y otras carreras con mucha demanda en el mercado laboral. Otros servicios disponibles en nuestro colegio para los trabajadores agrícolas que califican son: ayuda financiera, entrenamiento de trabajo, búsqueda de trabajo, experiencia laboral y consejería para toda la familia.

**Continuing Education**

**Continuing Education - Main Campus**

Continuing Education is for

1. Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;

2. Business, industry, and government agencies;

3. New or expanding businesses whose products or services are changing so fast that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; and/or

4. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

Because of rapid changes in industry, course offerings change regularly. Courses can be tailor made to meet the needs of business, industry, and government. Assistance is available to companies through MTC’s Business and Industry Services Specialist.

**Continuing Education - East Campus**

**FL Law Enforcement Academy/Criminal Justice**

Career Development

**Fire Science**

- Fire Officer II Certification
- Legal and Ethical Issues for Fire Service
- Fire and Life Safety Educator
- Public Information Officer

**Emergency Medical**

- Emergency Vehicle Operator Course
- EMT Refresher
- Paramedic Refresher
Health Occupations
Phlebotomy for Health Care Workers

Manatee Technical College is a provider for continuing education credits (through the Florida Board of Nursing # NCE 2830) which assists health care professionals in updating and maintaining skills. Contact hours are available.

Educational Videos are also available and include HIV Update, Medical Errors, Domestic Violence and many more.

Community Training Center - East Campus
MTC is designated as a Community Training Center by the American Heart Association. A schedule of current courses is available online at ManateeTech.edu/programs/continuing-education/. New courses are established based on the needs in the health care community. Off-site classes can be scheduled with a six-person minimum.

The CTC offers the following classes:
Credential Classes
  Monthly CPR Classes
  ACLS
  ACLS Renewal
  BLS Healthcare Provider
  BLS Healthcare Provider Renewal
  Heartsaver AED
  PALS Provider
  PALS Renewal
Instructor Classes
  ACLS Instructor
  BLS Instructor
  PALS Instructor
Non-credential Classes
  CPR for Family & Friends
  Learn CPR in your home

Full-Time Faculty

Afanasiev, Dr. Michael - Air-Conditioning, Refrigeration and Heating Technology Instructor
BA - Kishniev State University, Kishniev, Moldova, Physics
MS - Kishniev State University, Kishniev, Moldova, Mathmetic Education
PhD. - Moscow Scientific Research Institute of Introscopy Electrophysics
U.S. Equivalency Certification degrees, Certificate # 215574

Agresta, Linda - Assistant Director, West Campus
AA - Manatee Junior College
BS - Florida State University
MA - Nova Southeastern University
Certificate - ESOL K-12; Family & Consumer Science 6-12; Reading K-12

Arb, Timothy - Media Specialist
BA - University of Wisconsin/Oshkosh
MA - University of South Florida
Teaching Certificate in Media and English

Ayers, Brenda J. - Cosmetology Instructor
BS - Adams State College
Licensed in Cosmetology since 1976

Bailey, Frankie - Practical Nursing Instructor
BSN - University of Texas Medical Branch
MSN - University of Central Florida
RN - State of Florida

Barrese, Joan - Health Education Coordinator
BSN - St. Petersburg College
MSN - Walden University
RN - State of Florida

Bechely, Karen - Accounting Clerk 1
Certificate - Jacksonville Business Institute, Administrative Assistant
Betancourt, Luisa - Career Counselor, West Campus
BS - Metropolitana University, Caracas, Venezuela

Bland, Kimberly - Dental Assisting Program Manager
BA - University of South Florida
MEd - University of South Florida
Certified Dental Assistant
Certified FL Denal Radiographer
Certified FL Orthodontic Expanded Functions

Bourenina, Vera - Web Design Instructor
AS - State College of Florida, Computer Programming and Analysis
BS - Russian State University for Humanities
MS - Russian State University for Humanities
Certified Internet Webmaster (CIW) Master Designer
Adobe Certified Associate (Photoshop, Dreamweaver, Flash)

Burwell, Bob - 3-D Animation and Digital Video Production Instructor
Adobe Certified Instructor/Expert
Business Owner

Bush, Jay - Paramedic Instructor
BS - Walden University
MS - Walden University
Florida Certified Paramedic

Campbell, Linda - Cosmetology Instructor
40 years of experience, cosmetology
4 years of experience, barbering

Carl, Ann - Cosmetology & Facials Specialty Instructor
AA in Cosmetology
50 years licensed in Cosmetology
20 years licensed in Facials

Carter, Theresa - MTC Steward/Event and Catering Facilitator

Cestero, Jose A. - Automotive Service Technology Instructor
9 years automotive experience
ASE Certified Automotive Technician

Chamberlain, Linda - Medical Assisting Instructor
AS - Keiser University
AMT Registered Medical Assistant

Chancey, Nona - Teacher Aide, ESE/IDEA
Certified CNA: Manatee Technical College

Chevalier, Lesley - Public Service Coordinator
BA - Mt. Vernon Nazarine University
Certified Child Abuse Investigator
Certified Drug and Alcohol Counselor
ABA Certified Paralegal

Collins, Barbara - Practical Nursing Instructor
AAS - Dutchess Community College
BSN - University of Phoenix
MSN - University of Phoenix
RN - State of Florida and State of New York

Corbino, Cindy - Cosmetology Instructor
35 years of experience, professional hair stylist

DeNoon, Gary - Automotive Technology Instructor
ASE-Master, Certified-Advanced Automotive Engine Performance, Certified Master Truck Technician, Certified Master Body and Paint Technician, Certified Advanced Level Engine Performance Specialist, and Certified Maintenance & Light Repair Technician - CMAT, CMTT, CMBPT, L1, G1

Elek, Dan - Automotive Collision Repair & Refinishing Instructor
ASE Certified
20 years experience
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Experience/Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elkin, Lynda</td>
<td>North Campus Administrator</td>
<td>21 years Cosmetology experience</td>
</tr>
<tr>
<td>Elias, Susan</td>
<td>Practical Nursing Instructor</td>
<td>AS - Thomas College, BSN - University of Maine, RN - State of Florida</td>
</tr>
<tr>
<td>Estevez, Omahara</td>
<td>Migrant Recruiter</td>
<td></td>
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<tr>
<td>Ewing, Kelly S.</td>
<td>Marine Service Technology Instructor</td>
<td>Graduate MTC’s Marine Technology, 20 years of experience, Certified</td>
</tr>
<tr>
<td>Ferraro, John</td>
<td>HVAC Instructor</td>
<td></td>
</tr>
<tr>
<td>Ferreira, Jan</td>
<td>Applications Manager</td>
<td>BS - University of Pretoria, South Africa, CNE computer network certification - Novell USA</td>
</tr>
<tr>
<td>Forbes, Brian</td>
<td>Air-Conditioning, Refrigeration and Heating Technology Instructor</td>
<td>Certified Air Conditioning Contractor, Registered Air Conditioning Contractor, 27 years of experience</td>
</tr>
<tr>
<td>Forsythe, Pat</td>
<td>Financial Aid Coordinator</td>
<td>BA - Argosy University, Business Administration</td>
</tr>
<tr>
<td>Gamboa, Esperanza</td>
<td>Farmworker Career Development Coordinator</td>
<td>AA - Journalism, Oriente University, Cuba, BA - Russian Language and Literature, Volgograd University, Russia, MA - Education, Volgograd University, Russia, MEd - National Louis University, FL Professional Educator’s Certificate: Russian and Spanish, Family and Consumer Science, Local Director of Vocational Education</td>
</tr>
<tr>
<td>Golub, Anna</td>
<td>Cosmetology Instructor</td>
<td>BA - Medical Studies, Minsk, Belarus</td>
</tr>
<tr>
<td>Gonzalez, Aurea</td>
<td>Financial Aid Specialist</td>
<td>Certificate - MTC Administrative Assistant</td>
</tr>
<tr>
<td>Graham, Lisa</td>
<td>Surgical Technology Instructor</td>
<td>BS - Indiana State University, Certificate - Surgical Technology, Indiana Vocational Technical College</td>
</tr>
<tr>
<td>Gregorich, Jamie</td>
<td>Commercial Foods &amp; Culinary Arts Instructor</td>
<td>Certified Sous Chef - American Culinary Federation, Certificate - Manatee Technical College, 10+ years industry experience</td>
</tr>
<tr>
<td>Guerrero, Mary Ann</td>
<td>Migrant Recruiter</td>
<td>Certificate - MTC Business Administrative</td>
</tr>
<tr>
<td>Gulsby, Michelle</td>
<td>Financial Aid Specialist</td>
<td>BA - UCLA, Certificate - UCLA</td>
</tr>
<tr>
<td>Haflich, Dr. Priscilla</td>
<td>Assistant Director / East Campus Administrator</td>
<td>BA - Coker College, MA - Columbia University, MEd - West Chester University, DEd - Temple University</td>
</tr>
<tr>
<td>Hagelberg, Bret</td>
<td>Commercial Foods &amp; Culinary Arts Instructor</td>
<td>Board of Cooperative Education Services, Culinary Arts Technical Diploma</td>
</tr>
<tr>
<td>Hall, Joel</td>
<td>Network Support Services Instructor</td>
<td>BS - University of South Florida, Information Systems Decision Sciences, A+ Certification by CompTIA, Network+ Certification - CompTIA, CCNA - Cisco</td>
</tr>
</tbody>
</table>
Harris, David - Pharmacy Technician Instructor
BA - University of South Florida, Economics
PTCB Certified Technician
Florida Registered Technician

Harvey, Bonnie - Practical Nursing Instructor
BSN - University of Tampa
MS - Nova University
JD - Duquesne University School of Law
RN - State of Florida and State of Pennsylvania
Attorney - State of Florida and State of Pennsylvania

Heaton, James - Applied Welding Technology Instructor
AWS Certified
36 years of experience in the welding trade
Quality Assurance - AWS Accredited Test Facility

Herbst, Teresa - Health and Safety Coordinator
AS - Sinclair Community College
Certificates from Miami Valley CTC

Hernandez, Geraldine - Dental Assisting Instructor
AAS - Union County College
BS - International College of Naples
MS - Nova Southeastern University
RDH License - State of Florida
Certified Dental Assistant

Houston, Wendy - Bookstore Manager
BA - Elon University, North Carolina
Notary Public
Certified Employment Consultant

Howl, Maura - Grants and Marketing/Public Relations Specialist
BA - Illinois State University
MA - University of Illinois
Accredited in Public Relations - Public Relations Society of America

Hutchinson, Loren - Optometric Assisting Instructor
AAS - Hillsborough Community College
BA - Rhode Island College
Florida State Board Certified Licensed Optician

James, Serita - Practical Nursing Instructor
AS - Manatee Community College
AA - Manatee Community College
BSN - University of South Florida
MSN - Walden University
RN - State of Florida

Joerin, Elizabeth - State Reports Specialist

Kenney, John - Plumbing Technology Instructor
AA - Manatee Community College
BA - Hodges University
Licensed Journeyman Plumber and Master Plumber-State of Florida

King, Barry - Carpentry/Building Construction Technology Instructor
NCCER Instructor Certification in Core, Carpentry and Building Construction Technology. King Carpentry & Home Services LLC, owner.

Krugh, Ronai - East Campus Career Counselor
BA - William Tyndale College, Psychology
MA - Eastern Michigan University, Community Counseling
National Certified Counselor
Registered Mental Health Intern, Florida

Lankford, Sheila - Practical Nursing Instructor
AA - Hillsborough Community College
AS - Manatee Community College
BSN - University of South Florida
MSN - Walden University
RN - State of Florida
Larson, Joanne - West Campus Career Counselor
BA - San Diego State University; Recreational Administration
Community College Teaching Credential - San Diego State University

Lassar, Barbara - Medical Administrative Specialist Instructor
MBA - University of Phoenix, Global Management
BS - Florida State University, Risk Management and Insurance,
Real Estate: Management and Marketing
Certificate: Shaw Academy, Online Marketing

Lawlor, Kirsten - Main Campus Career Counselor
BS – Rhode Island College, Education
MA – Argosy University, School Counseling

Lawrence, Nancy - Marketing & Public Relations
Over 30 years relevant experience

Lowe, Kaylene - Teacher Aide, ESE/IDEA
BS – Florida State University

Marchand, Michael - Law Enforcement Academy Instructor
BA - Western New England College

Marquette, Suzette - Commerical Foods & Culinary Art Vocational Instructor
Certified Executive Chef - American Culinary Federation
Certified Professional Food Manager - ServSafe
Certified Food Manager - International Food Service Executive Assoc.

Martin, Gary - Applied Welding Technology Instructor
AA – Kent State University, Industrial Engineering
AA – Kent State University, Welding Fabrication
Certified Building Contractor State of Florida Class B
Quality Assurance - AWS Accredited Test Facility

Martin, Terri - Bookkeeper

Masterson, Teresa - Practical Nursing Instructor
RN - Mercy Hospital School Nursing
BS - Carlow University, Nursing

Matthews, Kathleen - East Campus Career Counselor
BS - University of South Florida
Certified Dental Assistant

May, Damon - Marketing & Public Relations
BA - Ball State University
Certificate - TESOL - University of the Nations
Owner - SRQ Designs, Inc., Sarasota, FL
Non-Profit Founder
Over 15 years relevant experience

McCarthy, Padraic (Paddy) - Major Appliance & Refrigeration Repair Instructor
Independent Appliance Service Contractor
Professional Teaching Certificate
Master Certified Appliance Technician - Professional Service Association
Certified Trainer, Major Appliance
U.S. Navy Master Training Certificate
RSES and EPA Certified

McCarthy, Sandra - Child Care Apprenticeship Program Coordinator
MS - Ohio University, Child Psychology/School Psychology

McGraw, Crista - Practical Nursing Instructor
BSN - Marywood University
RN - State of Florida

McGrew, Greg - Program Supervisor, Manatee Technical College
BS- Indiana State University
MS-Indiana State University

McKnight, Michael - Accreditation Compliance Coordinator
BS - Metropolitan State University
<table>
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<tr>
<th>Name</th>
<th>Title and Qualifications</th>
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| McPherson, Dorri            | Medical Coder Biller Instructor  
MS - Nova Southeastern University  
BA - University of West Florida;  
CCS Certified Coding Specialist, AHIMA  
ESOL/Reading Endorsement FLDOE |
| Meluch, Michelle            | CTSO Coordinator  
Technical/Vocational Certificate, State of Florida |
| Meyer, Elizabeth            | Nursing Instructor  
BSN - University of Florida  
MEd - Argosy University  
RN - State of Florida |
| Meyers, Martha              | Business & Industry Services Specialist  
BS - University of South Florida  
Graduate ESOL classes - Nova Southeastern University |
| Miller, Patrick             | Nursery Management Instructor  
21 years experience in Agriculture and Hydroponics |
| Miller, Vickie              | Guidance Counselor  
BA - College of St. Francis  
MA - University of South Florida |
| Moore, Brad                 | Jr. Site Support Engineer  
AS - Tampa Technical Institute  
Certificate - MTC Computer Electronics Technology  
Certificate - MTC Network Support Services |
| Nanney, James P.            | Automotive Service Technology Instructor  
Certified Master Automobile Technician, Certified Advanced Level  
Engine Performance Specialist & Certified Maintenance & Light Repair Technician - CMAT, L1, G1 |
| Parrish, Maria Terri        | Case Manager  
15 years of experience |
| Proskurina, Dr. Marina      | Digital Design Instructor  
PhD - Stroganov Moscow State University of Arts and Industry, Fine Art and Design  
Adobe Certified  
Lifetime Teaching Certification for College and University Instruction |
| Richards, David             | Orthopedic Technology Instructor  
AS - University of Iowa  
Basic X-Ray Machine Operator’s License  
Licensed Orthotic Fitter |
| Romine, W. Jay              | FL Law Enforcement Academy Director  
AA - Manatee Community College  
BA - University of South Florida, Criminology  
FBI National Academy  
Certified Law Enforcement Officer - State of Florida |
| Rowe, Vicky                 | North Campus Career Counselor / Administrator  
BS - Western Michigan University, Special Education  
MA - Nova Southeastern University, Learning Disabilities |
| Sage, Ellen                 | Adult General Education Program Supervisor  
BA - Bates College, French  
MA - University of South Florida, Applied Linguistics/TESOL |
| Santiago, Miguel            | Machining Instructor  
Engine overhaul/Machining Certification, Earl C. Clements UAW  
Machining Certificate - Manatee Technical College  
13 years exp. engine repair/machining, fabrication and customization |
| Schmoll, Stacy              | West Campus Career Counselor  
BA - McNeese State University, Psychology, Spanish Minor  
MA - University of South Florida; Social Work  
Educational Specialist in School Counseling, Argosy University |
Shea, Peter - Electricity Instructor
30 years’ experience in the electrical field
FL Certified Electrical Contractor EC 0002593
Owner Frogwater Enterprises, Inc.
Certified Fiber Optic Technician CFOT 452

Sheehan, Wendy - Electronics Technology Instructor
BS, Occupational Therapy, Wayland Baptist University
USAF Technical Instructors Course
USAF Biomedical Equipment Repair Technicians Course
International Society of Electronic Technicians
Electronic Technicians Association

Sheffield, Henry - Fire Science Coordinator
AS - Polk Community College
BA - Eckerd College
State of Florida EMT
State of Florida Fire Fighter
National Fire Academy’s Executive Fire Officer

Simpson, Lindsay - West Campus Career Pathways Counselor
BA - California State University, History and Religious Studies
MA - California State University, Interdisciplinary Studies

Skivers, Denise - Legal Administrative Specialist Instructor
BA – American InterContinental University, Business Administration/
Human Resource Management
MA – University of South Florida, Career and Technical Education

Sosa, Joshua - Automotive Repair and Refinishing Instructor
ASE Master Certified Automotive Technician

Staffiles, Jim - Welding Instructor
Technical/Vocational Certificate, State of FL

Stark, DiAnn - Business Education Instructor
MA - Marshall University
BBA - Marshall University

Steffen, Cynthia - Accounts Payable Specialist

Tamayo, Frances - Business Manager
AA - Manatee Community College, Accounting
BS - University of South Florida, Accounting
MBA - Argosy University, Forensic Accounting

Toler, Mark - East Campus Career Counselor
AA - Manatee Community College
BS - University of Central Florida
MA - University of Central Florida

Tomlin, Deborah - Financial Aid Specialist

Viands, Dr. Valerie, Assistant Director, Main Campus
BS - University of North Carolina
MA - Florida Atlantic University
EdD -Argosy University
FL Professional Educator’s Certificate: Chemistry, School Principal,
Family & Consumer Science, Local Director of Vocational Education

Wagner, Doug - Director, Manatee Technical College & Adult, Career
and Technical Education, Manatee County School District
AS - Ferris State University
AA - Tallahassee Community College
BS - Florida State University
MS - Florida State University
FL Professional Educator’s Certificate: Technology Education and Local
Director of Vocational Education

Walsh, Frederic - Technology Instructor
MA - Wayne State University
BS - University of Illinois at Chicago
Certified Information Systems Security Professional
Ware, Brenda J. - Dental Assisting Instructor  
BS - Hodges University  
MA - University of South Florida  
Certified Dental Dental Assisting National Board  
Florida Dental Radiographer

Williams, Robert - Drafting and Industrial Technology Instructor  
MBA - Webster University  
BS - Central Missouri State University  
Federally Certified Tool & Diemaker, Waterloo Industries  
AutoCAD Certified Professional  
SolidWorks Certified Associate

Yonker, Nancie - Massage Therapy Instructor  
BA - Colorado State University  
Sarasota School of Massage Therapy  
State of Florida Licensed Massage Therapist

Younans, Aric - Barbering and Cosmetology Instructor  
18 years of barbering experience, 7 years as barber shop owner

Part Time Faculty

Accurso, Victor - Fire Science Instructor  
Florida Certified Fire Instructor

Archibald, Sherri - ESOL Instructor  
BA - University of Dayton  
MA - University of Phoenix

Avila, Rovshan - Comm. Food/Culinary Arts Instructor  
14 years experience  
Executive Chef - Riverhouse Reef & Grill  
Culinary Certificate, MTC 2011

Alvarezo, Janneth – Nails Specialty Instructor  
25 years Cosmetology experience. Licensed in Florida and New Jersey  
Graduate, Capri Institute of Hair Design, New Jersey  
BS - Barry University, Professional Studies with Specialization in Human Resources Administration

Babeu, Brenda - Child Care Apprenticeship Program Instructor  
BA - North Adams State College, Early Childhood Education

Barrese, Paul - Nursing Instructor  
BS - Georgetown University  
MD - Georgetown University  
Board Certified Medical Doctor, Florida License

Bartoszek, Richard - Fire Science Instructor  
BS - Columbia Southern University  
Florida Certified Fire Instructor

Bennett, Velma - ESOL Instructor  
AA - State College of Florida  
BS - Florida A&M University  
Alternative Teacher Training - Manatee Community College

Birdsong, Bill - Massage Therapy Instructor  
BA - University of South Florida  
Licensed Massage Therapist

Bloski, T. Michael - Fire Science Instructor  
BS - Saint Petersburg College  
Florida Certified Fire Instructor

Cacchiotti, Daniel - Fire Science Instructor  
BS - Providence College  
Florida Certified Fire Instructor
Carter, Lisa E. - Medical Administrative Specialist Instructor
MS – Villanova University
SPHR and CCP Certification

Cone, Misty - Nursing Instructor
ASN - Keiser University
RN - State of Florida

Cuavers, Kimberly - Nursing Instructor
ASN - Galen School of Nursing
BSN - Grand Canyon University
MSN - Grand Canyon University
RN - State of Florida
Certified Nursing Assistant

Douglas, Algalana
BA - Park University
MS - Soutwest University

Dirling, Jeff - Fire Science Instructor
AS - St. Petersburg College
Florida Certified Fire Instructor

Dunbar, DeQuan - EMT/Paramedic Instructor
FL Certified EMT
Certified BLS/CPR Instructor

Dunham, Anthony - EMT/Paramedic Instructor
AS - Columbia Southern University
FL Certified EMT/Paramedic/Firefighter

Eldridge, Kyle - EMT/Paramedic Instructor
AS - Columbia Southern University
FL Certified EMT/Paramedic/Firefighter
Certified BLS/ACLS Instructor

Francis, Andrew - Welding Instructor
AAS - Maricopa Technical Community College
BSc - Arizona State University

Foss, Derek - Fire Science Instructor
AS - Manatee Community College
Florida Certified Fire Instructor

Fuller, Faith - EMT/Paramedic Instructor
AS - St. Petersburg College
FL Certified EMT/Paramedic/Firefighter

Garcia, Jessie – Medical Coder/Biller Instructor
CNA, CPT, AS, BHSA, RMA, DA
American Medical Technology Certified #2583322
10 years CNA, Medical Assistant, Office Management and Billing/Coding

Gosnall, Jay - EMT/Paramedic Instructor
BA - The University of Akron Business College
FL Certified EMT/Paramedic/Firefighter

Haase, Julie - EMT/Paramedic Instructor
FL Certified EMT/Paramedic/Firefighter
CPR, BLTS, ACLS, PALS, ITLS Certified

Harp, Gina - EMT/Paramedic Instructor
AA - St. Petersburg College
FL Certified EMT/Paramedic/Firefighter
ACLS, BTLIS, PALS, CPR Certified

Harvey, Timothy - Law Enforcement Instructor
BA - Barry University

Hightower, Russell - ABE/GED® Evening Instructor
AA – State College of Florida
BA - University of South Florida
Professional Educator’s Certificate #312307
Johnson, Dana - Baking & Pastry Arts Instructor
Certified Executive Pastry Chef - American Culinary Federation
AS - Penn Foster College, Hospitality Management
Owner - Sugar Cubed Bakery, Bradenton, FL

Jones, Jacquelin - ESOL Instructor
BA - Bethune Cookman College
MA - Texas A&M University
Professional Educator's Certificate #44309212, Primary Ed K-3

Kebler, William - Fire Science Instructor
Florida Certified Fire Instructor

Keckstein, Mark – Culinary Arts Instructor
Advanced Restaurant Operations Instructor
Chef de Cuisine since 1978 – Euphemia Haye Restaurant

Komarow, Angeline - Nursing Instructor
AS - Greater Hartford Community College
BSN - University of Hartford
MSN - University of Hartford
RN - State of Florida

Konnen Jr., Richard E. – Machining Instructor
Certification - Dixie Hollins Technical High School
Machine and Plastic Injection Mold business since 1993
Mastercam Certified

Koper, Ronald - Workforce Training Initiative Instructor
and Traffic School Instructor
BS - Springfield College, Business Management
MS - Springfield College, Industrial and Organizational Psychology

Kroese, Fred - Business Technology Instructor
Certified Accountant and Financial Planner (AA-VA)
AA –Accountant

BS - Accounting and Business Administration
VA-vermogensadviseur - Hogeschool Markus Verbeek,
University of Applied Sciences, Amsterdam
NOvAA - University of Applied Sciences, The Hague, The Netherlands
Owner - Frekro Accountants and Tax Advisers

Leigh, James - Fire Science Instructor
AS - Manatee Community College
Florida Certified Fire Instructor

Lewis, Deborah - Medical Assisting Instructor
AAS - Montgomery Community College
BS - Northern Michigan University
RN - State of Florida

Lightfoot, Constance - TABE Administrator/SAIL Lab Instructor
MA - University of Illinois, Education
BS - Southern Illinois University, Elementary Education
Exceptional Student Education, K-12 - University of South Florida,
Nova Southeastern University
Emotionally Handicapped, K-12 - University of South Florida
Teacher Certification – Florida certification, Department of Education

Lock, Keith - EMT/Paramedic
AS - Keiser University
FL Certified EMT/Paramedic
Certified Instructor - ACLS, BLS, EVOC, PALS

Lorento, Gary - EMT/Paramedic Instructor
National Registered EMT Paramedic

Maynard, Colleen - ESOL Instructor
BA - University of Rhode Island
Professional Educator's Certificate #10407483, English 6-12

McGee, Pamela - CASAS/TABE Tester
AS - Lake Land College, Mattoon, IL
McMahon, Keith - CASAS/TABE Tester
MA, BA - University of South Florida
Professional Educator’s Certificate #221021, Physical Ed K12, Florida,
Professional Educator’s Certificate #881021, Driver Education & Educa-
tional Leadership (All Levels)

Mele, Matthew - Electricity Instructor
Certificate - MTC Electrical Program
5 years’ experience Industrial Electrical/Machining

Mellin, Kristi - Child Care Apprenticeship Program Instructor
AA - State College of Florida, Early Childhood Education
BA - Hodges University, Business Administration

Nielsen, Nathaniel - Law Enforcement Instructor
FDLE Certified

Peterson, Bonnie - Nursing Instructor
AS - Manatee Junior College
BSN - University of South Florida
MSN/ARNP - University of South Florida
DNP - University of South Florida
RN - State of Florida

Petroskey, Randy - Law Enforcement Instructor
AAS - Lorain County Community College
Instructor Certification, FL Community of CJST

Philips, Jeffery - Fire Science Instructor
AS - Manatee Community College
Florida Certified Fire Instructor

Raines, Timothy - CTC Interim Coordinator
Certified EMT/Paramedic

Rzonca, Frank – HVAC Instructor
15 years experience in Air Conditioning and Maintenance Services
Florida Licensed State Contractor Class A
Owner/President - Iceman, Inc.

Sedgley, David - Fire Science Instructor
AS - Manatee Community College
Florida Certified Fire Instructor

Simunovic, Nino - EMT/Paramedic Instructor
State of Florida EMT/Paramedic/Fire Fighter
Certified BLS Instructor

Snodgrass, David - EMT/Paramedic Instructor
BA - University of South Florida
State of Florida Certified EMT Paramedic

Spagnola, Robert - Comm. Food/Culinary Arts Instructor
AS - Culinary Institute of America
BS - University of New Haven

Stannard, Donald - Machining Instructor
40+ years experience as Machinist and Supervisor in Manufacturing

Stewart, Charles – Welding Instructor
Welding Educator 37 years; Welding Inspector 22 years
AWS Certified (American Welding Society)
ATF Certified Testing Coordinator (Accredited Test Facility)
AAS - Owens College

Tierney, Delphine - Nursing Instructor
BA - University of South Florida
MS/ARNP - University of South Florida
RN - State of Florida
ANCC National Certification
Tromke, Steve - Fire Science Instructor
AS - Manatee Community College
Florida Certified Fire Instructor

Tyler, Scott - Law Enforcement Instructor
FDLE Certified

Valencia-Rojas, Mario - Massage Therapy Instructor
Massage Therapy Certificate of Completion, Manatee Technical College
Attended State College of Florida
National Certification - NCBTMB
Florida Licensed Massage Therapist

Walmsley, Loretta – Cosmetology Instructor
AA - State College of Florida
Licensed Cosmetologist; 25 years experience
Salon owner 15 years; Certified in Color 2007

Watson, N. “Bret” - Marine Service Technology Instructor
MTC Marine Service Technology certification
SkillsUSA Marine Service Technology Competency
Basic Mercury Certifications
Basic Bombardier Certifications

Weissman, Jason - Fire Science Instructor
Florida Certified Fire Instructor
### Calendar

#### July 2015

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#### June 2016

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<th>Sun</th>
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### Event or Holiday

**November 2015**
- No school, Labor Day
- No school, Veterans’ Day

**December 2015**
- HS Early Release
- HS Early Release

**January 2016**
- No school, New Year’s Day

**February 2016**
- HS Early Release
- HS Early Release

**March 2016**
- No school, Presidents’ Day

**April 2016**
- No school, MLK Day

**May 2016**
- Last Day of Sem. 1

**June 2016**
- Last Day of Sem. 2

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### Manatee Technical College

- Calendar 2015-16
- Revised 5/13/15

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**Manatee Technical College**