

Applying is Easy!

ManateeTech.edu/apply-now

Follow these easy steps to qualify for and enroll in Manatee Technical College:

- 1. Apply Online & Apply for Financial Aid**
Apply online at ManateeTech.edu/apply-now and apply for Financial Aid by filling out a FAFSA at fafsa.ed.gov. Check your email for your MTC Dashboard login username and password.
- 2. Log into MTCdashboard.net and Discover Your Next Steps**
Login to your Student Account at MTCdashboard.net and review what documentation you need to provide.
- 3. Bring in your Documentation**
Bring your documentation to Student Services at our Main Campus.

Financial Aid

Financial aid is available to those who qualify. This includes scholarships and Federal & State grants.

- Complete the application at www.fafsa.gov. Our school code is 015496.
- Veterans may use their Veterans (VA) benefits, including the Montgomery GI Bill and Post 9/11 Bill.
- We accept Florida Prepaid and the Florida Bright Futures Scholarship.

For help in applying to MTC, contact Student Services at MTCstudentservices@manateeschools.net or 941.751.7900 x 1108.

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



Manatee Technical College is accredited by the Commission of the Council on Occupational Education.
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 | f: 770-396-3790
www.council.org

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

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

West Campus
5505 34th St. W., Bldg 6.
Bradenton, FL 34210
941.209.6800

ManateeTech.edu | MTCdashboard.net



Hospitality and Tourism



Professional Culinary Arts & Hospitality



Customer Assistance Technology



CNC Production Specialist

Smart Choice

- **Over 50** Programs
- **Job-Ready** Training
- **Financial Aid** if You Qualify
- **Career in a Year** Programs Available
- **Employers** Waiting to Hire You

APPLY NOW

Fall Classes Start in August
Spring Classes Start in January

Real Education. Real Jobs. Real Success.



ManateeTech.edu



The School District of Manatee County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts of America and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Any employee, student, applicant for admissions, applicant for employment, volunteer, vendor, or member of the public who believes he/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 on account of race, color, national origin, gender, age, disability, marital status, genetic information or any other basis prohibited by law, is encourage to use the appropriate grievance procedures set forth in School Board Policy 2.19 - Discrimination and Harassment Prohibited.

Architecture and Construction

Brick and Block Masonry Apprenticeship - 6,432 hours: 36 mos

Provides the credentials necessary to become a Journeyman mason. Must be a full-time employee at a licensed, participating employer, 18 years or older and have a high school diploma or GED®. Application is processed through employer.

Building Trades & Construction Design Technology▲ - 900 hours: approx. 9 mos

Prepare for employment in the building construction industry. NCCER certification and assistance with job placement available for adults. Classroom, shop, and laboratory activities are an integral part. \$5,421

Carpentry▲ - 1200 hours: approx. 11 mos (10 week express class available)

Learn the use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes. NCCER certification and assistance with job placement available for adults. \$6,527

Drafting▲ - 1500 hours: approx. 14 mos

Learn manual drafting and CAD procedures incorporating theory and practice. Extensive training in 2D and 3D modeling applications preparing real-world drawings. Earn national certifications in AutoCAD and Solidworks. \$5,179

Electrician▲ * - 1500 hours: approx. 15 mos

Learn the use of tools, Ohm's Law, blueprint reading, NEC (National Electric Code), DC and AC, circuits, basic safety, construction site etiquette, conduit bending, residential, commercial and industrial wiring. Obtain NCCER national certification. \$7,767

Heating, Ventilation, Air-Conditioning/Refrigeration - 1350 hours: approx. 12 months

Prepare for employment in the HVAC-R industry with our extensive program. You will learn to master both the refrigeration cycle and electrical controls, obtain your HVAC Excellence Certification, an EPA Certification and other industry-specific certifications. \$5,188

Heating, Ventilation, Air-Conditioning/Refrigeration 1 (Eve. Only) - 750 hrs: aprpx. 10 mos

Prepare for employment in the industry. You will learn the refrigeration cycle and electrical controls, obtain your HVAC Excellence Certification and an EPA certification. \$2,917

Plumbing (Evening Only)▲ - 1080 hours: approx. 11 mos (2 years part-time)

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. Prepare for NCCER Core and/or Plumbing Technology certifications. \$4,990

Arts, A/V Technology, Communication

Digital Design▲ - 1200 hours: approx 12 mos

Build visual designs using Adobe Creative Suite. Includes digital graphic design and photography, image editing and retouching, and camera and lighting. Graduate with an interview-ready full portfolio case and international Adobe certification. \$5,666

Digital Photography Technology - 1050 hours: approx. 10 mos

Learn digital camera techniques, commercial and industrial applications, composition, color dynamics, printing, work-flow software and use/care/maintenance of photographic equipment. Graduate with an interview-ready full portfolio case. Prepare for international Adobe certification. \$5,076

Digital Video Technology▲ - 900 hours: approx. 8 mos

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. Prepare for Adobe Premiere Pro certification. \$4,098

Business Management and Administration

Accounting Operations▲ - 900 hours: approx. 8 mos

Learn about double-entry principles, methods of recording business transactions, payroll, control systems, transaction analysis, inventory methods. Prepare for Microsoft Office Specialist (MOS) or Master Certification and QuickBooks Pro Certified User. \$4,024

Administrative Office Specialist▲ - 1050 hours: approx. 11 mos

Learn high-tech skills in Microsoft Office, keyboarding, business communications, letter writing, etc. Prepare for Microsoft Office certifications, QuickBooks Pro Certified User. \$4,991

Customer Assistance Technology - 450 hours: approx. 6 months

Prepare for a career as a Customer Care Specialist. Coursework includes, but is not limited to, verbal and nonverbal communication skills, leadership, decision making, problem solving, professionalism, technical applications, telephone skills, and employability. \$1,957

Legal Administrative Specialist - 1050 hours: approx. 11 mos

Learn Microsoft Office (Word, Excel, PowerPoint, Outlook), legal software applications, legal transcription, legal terminology, basics of the legal system, accounting basics, keyboarding, business communications. Prepare for MOS certification. \$4,497

Medical Administrative Specialist▲ - 1050 hours: approx. 11 mos (at the East Campus)

Learn skills needed in high-tech medical offices: Microsoft Office, MediSoft, medical billing and insurance, terminology, EHR, accounting basics and medical administrative assisting. Prepare for MOS certification and CMAA exam. \$4,886

Hospitality and Tourism

Baking and Pastry Arts - 600 hours: approx. 6 months

Learn about making breads, bakery goods, creams/mousses, chocolate and sugar applications, formal dining desserts, displays and more. Earn Certified Food Protection Manager (ServSafe). \$3,875

Fundamental Foodservice Skills - 600 hours: approx. 6 months

Prepares students for entry-level positions in the food service/hospitality, including steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook & line cook. Students learn food preparation, presentation, and serving, and safe work practices. \$3,957

Professional Culinary Arts & Hospitality - 1200 hours: approx. 11 months

Prepares students for positions as chefs, head cooks and food service managers. Includes leadership and communication skills, as well as all aspects of food preparation, presentation and serving. \$7,191

Hospitality and Tourism (Part-Time) - 600 hours: approx. 6 months

Prepares students for the travel/tourism industry as reservation and transportation agents, destination specialists, tour operators, cruise ship consultants and more. Program components include planning, management, finance, technical and production skills. \$2,038

Education and Training

Childcare Center Operations - 45 hours

Provides the advanced credentials necessary to meet DCF licensing standards. Must be a full-time employee at a licensed, participating child care facility, 18 years or older and have a high school diploma or GED®. Application is processed through employer. \$212

Early Childhood Education Apprenticeship▲ - 288 hours + 4000 On-Site Training

Provides the advanced credentials necessary to meet DCF licensing standards. Must be a full-time employee at a licensed, participating child care facility, 18 years or older and have a high school diploma or GED®. Application is processed through employer.

Health Science (East Campus)

Dental Assisting Technology & Management ATD▲ - 1230 hours: approx. 11 mos

Learn general chair-side, dental lab and business office administration. Earn a state certificate in dental radiography and dental assisting expanded functions. Prepare to take the DANB exam to become a Certified Dental Assistant. Must be 18 years of age with a HS diploma or equivalent. Limit 20/class. \$6,207

Emergency Medical Technician (EMT) ATD▲ * - 300 hours: 4 mos (5+ mos part-time)

Equips students with the knowledge, skills and attitude necessary to be a member of an emergency medical services team. Qualifies students to sit for the State of Florida EMT Licensure Examination. \$1,961

Massage Therapy* - 750 hours: approx. 10 mos (at the Main Campus)

Includes theory, practice, anatomy, physiology, kinesiology, ethics, law, leadership, business, hydrotherapy, modalities, medical errors, health, safety and CPR. Includes 60 hours in a clinic. Prepare to be eligible to apply for FL licensure. \$3,508

Medical Assisting - 1300 hours: approx. 11 mos

Obtain clerical and managerial skills, competence in ECG, phlebotomy, laboratory skills, patient care and education. Become eligible for national certification by exam for the CMA, Certified EKG Technician & Certified Phlebotomy Technician. \$6,736

Medical Coder/Biller ATD▲ * - 1110 hours: approx. 11 mos

Learn ICD-10-CM, medical terminology, anatomy, physiology, coding, fundamentals of disease including pharmacology, health care delivery systems, medical records, ethical and legal responsibilities, safety/security procedures. Prepare for CPC exam. \$5,214

Nursing Assistant (Articulated) - 165 hours: approx. 5 weeks

Learn to provide basic patient care under the direct supervision of a nurse in a variety of settings. Successful completion of this 5-week program prepares you to take and pass the CNA exam. Limit 15 students. \$1,218

Optometric Assisting▲ - 1080 hours: approx. 10 mos

Study ocular anatomy & physiology, diseases, refractive errors, vision & special testing, eyeglasses, contact lenses & business management. Completers eligible to sit for the AOA Certified Paraoptometric Assistant Exam. \$4,840

Paramedic▲ - 1100 hours: approx. 12 mos

Acquire the knowledge and skills necessary to become a licensed Florida Paramedic. Program certified by the Committee on Accreditation of Educational Programs for EMS Professionals. Must be a state certified EMT with 250 hours of patient contact. 24 student limit. Qualifies you to sit for the State of Florida Paramedic Licensure Exam. \$5,211

Patient Care Technician - 600 hours: approx. 6 mos

Study health science core curriculum, medical terminology, emergency care, patient care procedures, nutrition, aging process and gerontology, infection control, phlebotomy, EKG, CPR and more. \$2,638

Pharmacy Technician ATD▲ - 1050 hours: approx. 10 months

Learn terminology, pharmacology, medication processing, law & ethics, IV/chemotherapy preparation, inventory, automation/computer applications and customer service. Become eligible to sit for the Certified Pharmacy Technician (CPhT) exam. \$4,832

Practical Nursing▲ - 1350 hours: approx. 11 mos

Learn basic theory and clinical skills to become a Licensed Practical Nurse(LPN). One half of program scheduled in clinical settings. After successful completion of program, eligible to take NCLEX to become an LPN. Available full or part-time. \$6,530

Surgical Technology - 1330 hours: approx. 11 mos

Learn legal/ethical responsibilities, terms, anatomy, physiology, pathophysiology, microbiology and pharmacology. Practice sterilization/disinfection, surgery room and patient prep. Includes clinicals. Successful completers may sit for the CST. \$6,146

Human Services

Advanced Esthetics* - 600 hours: approx 5 mos

Participate in theory classes, practical/laboratory activities and hands-on classes. 60 hours internship is required at doctor's offices. Learn how to use modern equipment in treatments. Learn in-depth skin care and working with plastic surgeons and dermatologists. \$2,767

Barbering* - 1200 hours: approx. 10 mos (16 mos part-time)

Prepare for employment as a Florida Licensed Barber. Includes theory and practical experiences with guest artists and an active clinic. \$5,818

Cosmetology* - 1200 hours: approx. 10 mos (16 mos part-time)

Learn all aspects of cosmetology: hair, skin, nails, diseases and disorders, with emphasis on beautification. Instruction includes theory and hands-on. Clinicals include working as a stylist, receptionist and in the dispensary. Prepare for FL Licensed Cosmetologist exam. \$5,867

Facials Specialty* - 260 hours: approx. 3.5 mos

Participate in theory and hands-on activities. Clinical consists of machine, chemical and manual applications for facial cleansing. Skin toning, hair removal, lash and brow tint are also taught. Prepare for FL Registered Facials Specialist exam. \$1,490

Nails Specialty (Evening Only) - 240 hours: approx. 3 mos part-time

Encompasses hand, arm, foot and leg care. Theory and hands-on excellence through live clinical situations. Related beauty training includes artificial nail applications, chemistry of products and other techniques. \$1,606

Information Technology

Computer Systems & Information Technology▲ * - 900 hours: approx. 9 mos

Learn computer hardware and software support. Prepare for the CompTIA A+ and Network+ industry certifications. The starting point for I.T. careers. \$3,680

Network Support Services▲ - 1050 hours: approx. 9 mos

Learn advanced technologies, configuring and troubleshooting switches, routers and how to build/maintain network systems. Learn about wireless, security, LANs, WANs, ACLs and routing protocols. Prepare for Cisco CCENT & CCNA certifications. \$4,114

Technology Support Services - 600 hours: approx. 6 months

Students will learn basic computer literacy and customer service skills with an emphasis on management information systems in Hospitality/Tourism, Sports/Recreational, Business and Health Industries. \$2,392

Web Development▲ - 1050 hours: approx. 10 months

Includes intro to IT and computer systems, HTML5, CSS3, web design principles and technology, JavaScript, multimedia, responsive web design, e-commerce, CMS, SEO. Prepare for CIW Site Development Associate certification. \$3,428

Law, Public Safety & Security (East Campus)

Fire Fighter I/II ▲ * - 398 hours: approx. 4 mos (6 mos part-time)

Participate in the state required program to become a Certified Fire Fighter. Approved by the Florida Bureau of Fire Standards and Training. Must pass a background check, pass a physical and attend a mandatory orientation. \$4280

Fire Fighter/EMT Combined▲ * - 698 hours: approx. 7.5 mos (13.5 part-time)

Combination of Emergency Medical Technician and Fire Fighter I/II. \$5,720

Florida Law Enforcement Academy - 770 hours: approx. 5 mos

Train in all High Liabilities FDLE required curriculum. Must be 18, US citizen, HS diploma/GED®, good character, no felony or misdemeanor convictions, must be in good physical shape, and completed F-BAT. \$4,752

Continuing Education

Want to upgrade your current skills for job retention or promotion? Most classes take just a few months. Please visit our website ManateeTech.edu and click on Continuing Education.

Manufacturing

Advanced Manufacturing and Production Technology - 600 hours: approx. 6 mos

Study the application of automation in manufacturing, engineering and robotics. Includes study of enterprise systems, assembly, safety, quality and leadership skills. Stresses tools, materials and processes. Prepare for MSSC certification. \$2,425

CNC Production Specialist - 600 hours: approx. 6 months

Program prepares students for careers in manufacturing, specifically all aspects of computer numeric control as it relates to the machining industry, including planning, management, finance, technical and production skills. \$2,984

Electrical and Instrumentation Technology 1 - 1000 hours: approx. 10 mos

Learn basic electricity theory, motor controls, relay logic, programmable logic controllers (PLC and flow, pressure, temperature process control.) Prepare for employment in the Industrial Commercial Controls field. \$4,016

Industrial Technology - 1600 hours: approx. 18 mos

Learn CAD, Lean Manufacturing, Automated Manufacturing Technology (computer-aided manufacturing and numerical control), Rapid Prototyping and Robotics. Earn national certifications in AutoCAD and Solidworks. \$5,456

Machining Technologies* - 1500 hours: approx. 14 mos (2.5 years part-time)

Prepare for employment or advanced training in the machining technology industry. Learn the use of lathes, CNC machines, mills, grinders and milling machines. Prepare for NIMS certification. \$6,257

Major Appliance & Refrigeration Technician - 1200 hours: approx. 11 mos

Learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, microwave ovens and window air conditioners. Prepare for the PSA Certified Appliance Repair Graduate Technician exams. \$4,379

Welding Technology*- 1050 hours: approx. 10 mos (13 mos part-time)

Covers all four major welding processes including SMAW, GTAW, GMAW and FCAW. Torch Cutting, Plasma Cutting, and Carbon Arc Gouging are also covered. Prepare for American Welding Society certifications and National Welder Registry. \$5,850

Welding Technology - Advanced - 750 hours: approx. 9 mos

Learn pipe welding using Gas Tungsten Arc Welding (GTAW) and Shielded Metal Arc Welding. Welding processes in the 1G to 6GR positions. Learn pipe fitting techniques and be able to identify pipe fitting and their uses and welding symbols for pipe and mechanical drawing as related to pipe. \$4,256

Transportation, Distribution and Logistics

Automotive Collision Technology Technician - 1400 hours: approx. 14 months

Learn refinishing, sheet metal repairs, frame and unibody squaring and aligning, fillers, paint systems and undercoats, trim-hardware maintenance, glass servicing, steering and suspension. Prepare for ASE certifications as well as I-CAR ProLevel 1 credentials. \$6,300

Automotive Service Technology▲ - 1800 hours: approx. 18 months

Learn applied theory, the use of tools, equipment, materials, diagnostics, processes, engine repair, transmission, axle, brake system, heating/a/c, electrical, drivetrain and engine performance. Prepare for Automotive Service Excellence (ASE) certifications. \$7,143

Automotive Service Technology 1 (Evening Only) - 1050 hours: approx. 18 months

Learn applied theory, use of tools, equipment, materials, diagnosis process, the brake system, steering, suspension, electrical system, applied theory and engine repair. \$4,444

Marine Service Technologies - 1350 hours: approx. 11 months

Focus on outboard engines, 2-stroke and 4-stroke theory. Troubleshoot and repair boats and engines, rig boats with proper wiring, and install engines and accessories. Prepare for Mercury Marine, Bombardier and Yamaha certifications. \$6,218

Learn English – Aprenda inglés – Aprann Anglè Adult English for Speakers of Other Languages (ESOL) (at Main & West Campus)

Improve English and math skills to prepare for employment. Must be 16 or older and not in high school. Registration ongoing. Also available online.

English Literacy for Career and Technical Education (ELCATE) (at Main & East Campus)
Instruction in adult basic skills and English proficiency as well as occupational training.

GED®

GED® Preparation* (at Main & West Campus and at CareerSource Suncoast)
For adults, 16 years old or older, not enrolled in high school who wish to pass the GED® test. Online classes, computer-lab or teacher-taught classes available. Ongoing registration.

GED® Integrated Preparation Program (GED-I) (at Main & East Campus)
Work towards obtaining a GED® diploma and enroll in a career program simultaneously.

Estimated costs are based on FL residency, in-state tuition and full-time attendance and include tuition, fees and books. The costs are estimates and are subject to change. Additional supplies/tools/uniforms may or may not need to be purchased.

** = evening class also available
▲ = may count towards an AAS/AA degree at Florida public colleges*

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