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## McFATTER TECHNICAL COLLEGE & HIGH SCHOOL CATALOG | 2014-2015



[www.mcfattertechnicalcollege.edu](http://www.mcfattertechnicalcollege.edu)



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6500 Nova Drive | Davie, FL 33317 | TEL 754.321.5700 | FAX 754.321.5980



# WILLIAM T. McFATTER TECHNICAL COLLEGE & HIGH SCHOOL



## LEGEND

McFatter Technical College  
& High School  
6500 Nova Drive • Davie, FL 33317  
Tel 754.321.5700

### 1 ADMINISTRATION BUILDING Rooms 100-149

☐ Administrators' Offices

#### BUSINESS EDUCATION

- Accounting Operations
- Administrative Office Specialist
- Legal Administrative Specialist
- Medical Administrative Specialist

#### COMMUNICATIONS

- Commercial Photography
- Digital Media/Multimedia Design
- Digital Printing Technology
- Printing & Graphic Communications
- Forklift Training

#### EDUCATION & TRAINING

- Early Childhood Education (*Bldg. 3*)
- Teacher Assisting

#### INFORMATION TECHNOLOGY

- Applied Cybersecurity
- Applied Information Technology
- Cloud Computing
- Digital Media/Multimedia Design
- Game/Simulation/Animation Programmer
- Java Development & Programming
- Network Support Services
- Web Development

#### ADULT OFFICE OF ADMISSIONS

- Counseling / Registration
- Financial Aid / Bookstore
- Testing

### 2 MEDICAL BUILDING Rooms 200-237

- Dental Lab Technology
- Medical Assisting
- Media Center
- Nursing Assistant
- Optometric Assisting

#### • Vision Clinic

- Patient Care Assisting
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy
- Practical Nursing
- Security

### 3 MAGNET HIGH SCHOOL Rooms 300-370

- 4 INDUSTRIAL BUILDING  
Rooms 400-423
- ☐ Administrators' Offices
- Applied Welding Technology
- Automotive Collision Repair & Refinishing
- Automotive Service Technology
- Drafting
- Marine Service Technology

### 5 RECEIVING / FACILITIES Rooms 500-508

- 6 CULINARY ARTS BUILDING  
Rooms 600-618
- High School Guidance
- Baking and Pastry

- Bistro
- Cafe / Cafeteria
- Chef's Table
- Commercial Foods and Culinary Arts

### 85 INTERNATIONAL VILLAGE Rooms 850-863

- ESOL - English for Speakers of Other Languages
- GED® - General Educational Development

### 8 T. V. PRODUCTION / BECON

- 9 BROWARD FIRE ACADEMY  
(Located West of Campus)
- EMT - Emergency Medical Technician
- Firefighter

### 10 ACADEMIC RESOURCE CENTER (ARC)

- AAEE - Advanced Academics for Adult Education
- ABE - Adult Basic Education
- Career Placement
- School Resource Officer





**Jeanette L. Johnson**  
Director

**Ellen J. Albano**  
Assistant Director  
**Cara A. Daniel**  
Assistant Director  
**Larry Rothman**  
Assistant Director

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*Prices published in this catalog are for Florida residents. Fees are subject to change.*

## About McFatter Technical College

Opened in 1985 with the addition of the Hospitality Building in 1996 and the Technical High School in 1998, McFatter Technical College operates on a \$26 million complex on 24 acres at the corner of Davie Road and Nova Drive, in the Town of Davie, Florida.

On June 24, 2014 the School Board of Broward County, Florida voted and approved to change the name of the school to: McFatter Technical College and High School.

McFatter Technical College was established as an area postsecondary technical College of the School Board of Broward County, Florida to offer technical education to both adults and secondary students in over forty program areas.

McFatter Technical College is accredited by the

Accrediting Commission of the  
COUNCIL ON OCCUPATIONAL  
EDUCATION (COE)  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
770-396-3898  
[www.council.org](http://www.council.org)

SOUTHERN ASSOCIATION OF  
COLLEGES AND SCHOOLS  
(SACS) COMMISSIONS ON  
ELEMENTARY, MIDDLE AND  
SECONDARY SCHOOLS  
COUNCIL ON ACCREDITATION  
AND SCHOOL IMPROVEMENT  
(CASI) AdvancED  
1866 Southern Lane  
Decatur, GA 30033  
404-679-4500  
[www.advanc-ed.org](http://www.advanc-ed.org)

In addition, McFatter holds membership, partnership or affiliation with over fifteen local, state and national organizations.

Industry-validated curriculum, complemented by state-of-the-art laboratories and equipment were designed to meet current and future employment needs of South Florida business and industry. The curriculum and specialized practical laboratory experiences have enabled students to acquire, refine and upgrade occupational skills on a full-time or part-time basis in day and evening classes, hybrid or face-to-face delivery.

The William T. McFatter Technical College and Technical High School has a **vision** to be a world-class institution that changes people's lives through innovative education.

In working to achieve this **vision** it is the **mission** of the William T. McFatter Technical College and Technical High School to continuously seek and provide excellent academic, technical, and career development that is responsive to our community and students' needs.



## Accreditation

■ Accredited by the Commission of the Council on Occupational Education (COE)

770.396.3898 | 800.917.2081

FAX: 770.396.3790



McFatter Technical College is accredited by the accrediting commission of the

Council on Occupational Education  
7840 Roswell Road,  
Building 300, Suite 325  
Atlanta, GA 30350  
770.396.3898 • [www.council.org](http://www.council.org)

■ Southern Association of Colleges and Schools Commission on Secondary and Middle Schools (SACS)

1866 Southern Lane  
Decatur, GA 30033  
404.679.4500 | 800.248.7701

■ Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
P.404.975.5000  
F.404.975.5020  
[www.acennursing.org](http://www.acennursing.org)

■ Automotive Service Technology NATEF and Automotive Service Excellence (ASE)

■ Commission of Allied Health Education Programs

■ Commercial Foods and Culinary Arts

American Culinary Federation Education Foundation (ACFEF) Accrediting Commission  
180 Center Place Way  
St. Augustine, FL 32095  
800.624.9458

■ Dental Lab Technology

American Dental Association Commission on Dental Accreditation

■ Department of Veterans' Affairs Bureau of State Approving for Veterans' Benefits (VA)

■ Emergency Medical Technician Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)

■ Florida Department of Education

■ Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)

■ Printing & Graphic Communications

Graphic Arts Education and Research Foundation, PrintEd

■ Medical Assisting

Commission on Accreditation of Allied Health Programs on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants

■ Optometric Assisting

American Optometric Association, Paraoptometric Division

■ Patient Care Technician

Florida Board of Nursing

■ Pharmacy Technician

American Society of Health Systems Pharmacists

■ Practical Nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
P.404.975.5000  
F.404.975.5020  
[www.acenursing.org](http://www.acenursing.org)



## Certified Counselors

For Additional Information on a Specific Program Contact the Counselor listed below:

**Marsha.Williams@browardschools.com** (754) 321-5709

*Director, Office of Admissions*

- Dental Laboratory Technology
- Postsecondary
- High School

**Jason.Friedman@browardschools.com** (754) 321-1306

*Program Advisor, Broward Fire Academy*

Located at: 2600 S.W. 71st Terrace | Davie, FL 33314

- Firefighter
- Emergency Medical Technician (EMT)

**Lillie.Henry@browardschools.com** (754) 321-5746

*Magnet Coordinator*

- Be Right Back (OCLC)
- Dual Enrollment
- Transform Your Future

**Meghan.Emerson@browardschools.com** (754) 321-5891

*Certified School Counselor*

- Dental Laboratory Technology
- Electrocardiograph (EKG) Technician
- GED® Testing Program: State of Florida General Educational Development
- Medical Assisting
- Optometric Assisting
- Patient Care Assisting
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

**James.Morina@browardschools.com**

(754) 321-5840

*Certified School Counselor*

- Accounting Operations
- Administrative Office Specialist
- Automotive Service Technology
- Digital Media/Multimedia Design
- Digital Printing Technology
- Legal Administrative Specialist
- Marine Service Technology
- Medical Administrative Specialist
- Network Support Services
- Nursing Assistant
- Printing and Graphic Communications
- Television Production
- Veterans' Assistance

**Rachel.Victor@browardschools.com**

(754) 321-5753

*Certified School Counselor*

- Early Childhood Education
- Forklift Certification
- Practical Nursing/NCLEX
- Teacher Assisting

**Franzie.Williams@browardschools.com**

(754) 321-5732

*Certified School Counselor*

- Applied Cybersecurity
- Applied Information Technology
- Applied Welding Technology
- Automotive Collision Repair and Refinishing
- Baking and Pastry Arts
- Basic Cake Baking & Decorating
- Bread Baking
- Cloud Computing
- Commercial Foods and Culinary Arts
- Commercial Photography Technology
- Drafting/A+CAD/ArchiCAD 3D/Solidworks
- Game/Simulation/Animation Programmer
- Java Development and Programming
- Web Development

Mcfatter

TECHNICAL COLLEGE

## Department Information

For additional information on a specific department call the number listed below:

### Automotive Technology

754.321.5840 or 754.321.5732

### Broward Fire Academy

754.321.1300

### Communication Arts

754.321.5840

### Culinary Arts

754.321.5732

### Drafting & Welding

754.321.5732

### Education & Training

754.321.5840

### Emergency Medical Technician

754.321.1300

### Information Technology

754.321.5732 or 754.321.5840

### Marine Technology

754.321.5840

### Medical Technology

754.321.5891

### Practical Nursing

754.321.5753



## Testing

The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, mathematics and English. The State of Florida Department of Education Curriculum Frameworks have established the minimum standards for each program. Basic skills testing is administered following the orientation program. Students who do not meet the minimum skills level must remediate and be re-tested before being eligible to receive a postsecondary adult certificate of program completion or an Applied Technology Diploma. There is a \$10.00 fee for testing.



## Testing FAQs

### How do I get started?

Make an appointment to meet with a counselor or attend a program orientation.

### Who must take the Test of Adult Basic Education (TABE)?

All students who wish to attend McFatter Technical College or the Broward Fire Academy are required to take the TABE test unless they meet the TESTING EXEMPTIONS.

### Can I transfer my TABE test scores from another institution?

Yes, you may transfer your TABE test scores from another institution if they meet the following criteria:

- Must be from a regionally accredited institution
- No more than 2 years old
- On the appropriate level required for your program

*(Required level information will be provided during orientation).*

### How long is the Testing session?

Testing is approximately 2 1/2 hours.

### May I bring a calculator to the test center?

No, please do not bring a calculator to the test center. One will be provided for you.

### How do I obtain my test results?

Prospective students must schedule an appointment with their program counselor to obtain their test results. Test results will not be provided to you over the phone by the test examiner.

### How long are my TABE test scores valid?

TABE test scores are valid for up to 2 years. In order to retake any section of the test, you must first attend remediation.

### What if I need special accommodations due to a disability?

If you are an adult with a documented disability who needs special testing modifications, please contact the ESE office at 754.321.5822 prior to Orientation and Testing.

### What if I do not pass the TABE test?

If you have the ability to benefit from attending a non-licensure program while attending remediation you will be admitted to the program and to remediation.

***Orientation and Testing begin promptly at their scheduled times. Doors will close at the beginning of each testing session to ensure an uninterrupted testing environment.***

***Please bring a jacket or sweater.***



## Getting Started

*Note: Applicants must provide documentation showing 12 consecutive months of Florida residency to be eligible for in-state tuition rates.*

1. **Attend Orientation (online or in person)** Applicants for technical programs must attend online or on campus. Students taking on campus orientation must make an appointment in advance.
2. **Take a Basic Skills Test** and achieve required scores in reading, math and English for entry into applicants chosen program. Applicants must make an appointment in advance and in person for the test. The applicant must have a legal picture identification and \$10 cash to make an appointment. The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, math and English to receive their certificate at the completion of their program. Students not meeting the basic skills requirements will have the opportunity to receive appropriate instruction in order to achieve the required levels prior to completion of their programs.

### Testing Exemptions

The State of Florida allows exemption from meeting the minimum basic skills levels if a student has a degree from a United States college or university, or has a regular high school diploma from a State of Florida Public High School in which the student entered 9th grade during the 2003-2004 school year or after, or is an active duty member of any branch of the United States Armed Services or has earned an accepted industry certification.

*Note: Disabled prospective students who require accommodations for testing should contact the disability services counselor PRIOR to taking the basic skills test. As an Equal Access/Equal Opportunity institution, students with disabilities will have equal access to all programs, activities, and services, as described in Section 504 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act of 2008 (ADA).*

3. **Wait one (1) to two (2) business days** and make an appointment to come in to see a program counselor/advisor for the program in which you are interested. The program counselor/advisor will discuss your results with you and what you should do next. The counselor/advisor will discuss program placement, special needs, and financial aid and registration procedures. **Test scores cannot be given over the phone.**

*the right to ask any applicant to re-test to validate test scores.*

4. **Referrals to remediation in Adult General Education** are made if minimum basic levels have not been achieved.
5. **Registration for postsecondary students** is held three throughout the year. Please check with the counselor/advisor for space available and registration dates.

### Eligibility

Applications are accepted on a non-discriminatory basis from anyone having the interest, ability and desire to benefit from an occupational training program.

**McFatter Technical College admits those students who:**

- have completed their secondary school education, or
- are past the minimum compulsory education age, or
- are high school students (through their high school guidance department).

*Pursuant to Florida Statute 295.125.(2), veterans are given preference within the enrollment process.*

**McFatter Technical College reserves**



## Orientation and Testing

## Office of Admissions

Those wishing to attend McFatter Technical College are required to come in and make an appointment to attend a program orientation and take the basic skills assessment or provide exemption documentation.

### **MORNINGS:**

**TUESDAYS & THURSDAYS 8:00 am**

### **AFTERNOONS:**

**TUESDAYS 5:00 pm**

Prospective students need to arrive 45 minutes before the scheduled start time. Registration is located in the Office of Admissions.

**There is a \$10.00 cash fee for the initial assessment.**

***Prospective students must present one of the following picture ID's:***

- valid **Florida Driver's License**
- valid **Green Card**
- valid **Passport**
- valid **State of Florida ID**
- **One pen and one #2 pencil** are needed at the time of testing.
- Basic skills testing is scheduled immediately following orientation.
- Each session is limited to 25 participants.

### **Exceptional Student Services**

Appropriate program placement, modifications, accommodations and academic assistance are provided by the ESE specialists. Facilities have been designed to enable the physically impaired student to function independently while attending school. All services, special accommodations or modifications will be provided with appropriate documentation of disability.

### **Students with a Disability**

To receive accommodations for testing, students with a disability must self report and provide documentation prior to testing. Please contact the ESE office at 754.321.5822 prior to Orientation and Testing.

### **Financial Assistance**

Financial aid programs are designed to provide assistance to eligible individuals who have the ability to benefit from training and who, without assistance, would be unable to afford to attend.

#### ***Financial Assistance includes:***

- Federal Pell and SEOG Grants
- Vocational Rehabilitation
- Scholarships
- FAFTF (Financial Aid Fee Trust Fund)
- Fee Waivers
- CareerSource
- Workforce Investment Act (WIA)
- Veterans' Educational Benefits

### **Media Center**

The mission of the Media Center is to encourage and support lifelong learning, literacy and independent thinking. The media specialist and the media staff work with students, teachers and staff to ensure the effective use of ideas, information and technology.

**The Media Center is open  
Monday through Thursday  
7:30 a.m. until 6:00 p.m.  
Friday 7:30 a.m. until 4:00 p.m.**

# Instructional Policies and Procedures

## Attendance Policy

Broward Technical Colleges have the responsibility of preparing our students with the skills to enter the workforce. Effective work habits are paramount to students' success. The following is the minimum level of participation that is expected of all students enrolled in certificate programs. Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student will need to complete as they relate to program courses.

### ABE, GED, AAAE & ESOL

The following attendance policy has been established by the Department of Education and is in effect for the 2014- 2015 Workforce Education year:

- A student must be withdrawn after being absent for six (6) consecutive days.
- There are no excused absences.
- Students will be withdrawn on the seventh (7th) day, which will be the withdrawal date.
- Withdrawn students may re-register in the same class, if space is available.
- Students will be limited to one (1) re-entry per enrollment period.

## Certificate and ATD Programs

A student must be withdrawn after being absent six (6) consecutive days. The students will be withdrawn on the seventh (7th) day which will be the withdrawal date. Two (2) additional absences may be exempt for court appearance, death in the family, illness or hospitalization; the duration of jury duty will be exempt when official documentation is provided. If the student is unable to present documentation before the absence occurs then they must present appropriate documentation to the instructor and program administrator before re-entering the class.

## E-Learning Programs

Each e-learning certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates and the comparable number of hours the student would have completed.

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing or having phone or in-person conversations with instructors, turning in completed assignments

when due and attending any scheduled classroom sessions, if included as part of the program description.

Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor.

Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

## Cancelled/Closed Classes

All classes are subject to minimum and maximum enrollment requirements. A class may be cancelled for the term if minimum enrollment requirements are not met by the scheduled start date for the class. In such cases, every effort will be made to contact registered students prior to the first class meeting to inform them of the cancellation. All fees will be refunded if a class is cancelled.

Closed classes are those which have met the maximum enrollment requirements. Maximum enrollment requirements are established based on equipment needs, space availability, and safety considerations. Prospective students may not be added to a closed class without administrative approval.

## Certificates

Unless otherwise specified, a postsecondary adult technical certificate will be issued to adults

who successfully complete the requirements of their workforce development program and who meet applicable state basic skills requirements.

Upon completion of program requirements, secondary students may receive a high school diploma and/or a technical certificate.

Two (2) programs have been approved to award an applied technology diploma.

- Emergency Medical Technician
- Pharmacy Technician

## Conduct and Discipline Code for Adult Students

"Adults" are defined as individuals beyond compulsory school age who have legally left the elementary or secondary school.

1. All provisions of state, county and municipal criminal codes as well as School Board of Broward County, Florida Policies apply to adult students while they are under the jurisdiction of the School Board of Broward County, Florida.
2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administration to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.



3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobiles while on campus.
4. Adult students may not be in possession of or under the influence of alcohol, marijuana or other mood-altering substances while under the jurisdiction of The School Board of Broward County, Florida.
5. Violation of Rules three (3) or four (4) shall result in the student being involuntarily withdrawn from the school for one (1) school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts or markings which are suggestive, revealing or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence or support discrimination on the basis of color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background or sexual orientation.
7. Behavior which is not illegal but does not meet the Conduct and Discipline Code for adults shall be

managed in the following manner:

- a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues.
  - b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action.
  - c. If the student does not modify his/her behavior after intervention by the administrator, the administrator may suspend the student from the program for up to ten days or involuntarily withdraw the student from the school for a period of time not to exceed one (1) school year from the date of the infraction.
8. A K-12 student who has been expelled from the K-12 program may not be accepted for enrollment as an adult student until after the duration of the expulsion.
  9. Adult students disciplined under any of the above rules may appeal the decision following the student grievance procedure.

### **Denial of Re-Registration**

If it is determined by the instructor and counselor that a student has not

made adequate progress within a term due to poor attendance or any other reasons, the student may be denied the privilege to re-register for the next term. Administrative approval is required to deny or rescind re-registration privileges.

### **Experiential Credit**

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate course work from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards.

### **Fees**

Fees charged for enrollment in programs/courses are established by the Florida Legislature and are in accordance with a schedule adopted by The School Board of Broward County, Florida. Registration bulletins contain fee information. Published fees are for Florida residents; nonresident fees are higher.

### **Grievance Procedures**

Grievance procedures are published in the School Board of Broward County, Florida Student Conduct and Discipline Code (Adult) given to students for signature at the beginning of a class. Students who feel that they have been treated unfairly may follow the grievance procedure steps outlined in the code. These steps begin with speaking with the instructor, counselor and then a written notice of the grievance to the director, and the designated chain of command. Students may also contact the Commission on Occupational Education, 41 Perimeter Center East Atlanta, GA 30346 • 770.396.3898 or 800.917.2081.

Secondary students receive the Secondary Conduct and Discipline Code that must be signed by both the parents and student.

### **Guarantee for Success**

McFatter Technical College is committed to teaching the skills needed for the student's chosen career. We are proud to stand behind our graduates and the education they receive. To demonstrate our support, we offer the following:

#### **Guarantee for Success Plan**

If a graduate of McFatter Technical College does not pass the identified entry-level industry certification test in his or her field of study, the student is invited to return for additional training and/or test preparation at no additional cost.

## Instructional Policies and Procedures *(Continued)*

### Interventions

Students who reach an intervention point within an enrollment period shall be counseled either by the instructor, program counselor/advisor or department head. An Attendance Contract may be completed by the instructor, program counselor/advisor or department head.

### Methods of Payment

Credit cards, cash, money orders or cashier's checks are accepted for payment of the registration fee and tuition. McFatter Technical College is not permitted to cash personal checks. Bookstore supplies must be purchased with cash or credit/debit cards.

We also accept Florida PrePaid College Plans and Bright Futures Scholarships.

Enrollment and payment of tuition at McFatter Technical College could affect your income tax return, and in some cases, INCREASE your tax refund. For this to occur, McFatter Technical College must have your social security number at the time of registration to enter you into the secure database.

### Probation

Students who have been withdrawn for attendance reasons may not re-register for their program without meeting with their program administrator. The administrator

may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within twelve months will not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught at the time they are eligible to re-enter. Students who are withdrawn for attendance reasons and enrolled in lock-step programs may have to wait until it is academically appropriate to re-enter the program.

### Grading System/Progress Reports

Each student is to be evaluated on his/her performance in the classroom every nine (9) weeks. The district prescribed guidelines are used to evaluate as follows:

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 - 69%
- F 0 - 59%
- I Incomplete

### Refund Policy

School Board Policy 6607 governs the refund of program fees.

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.
2. Students who appear at the school in person and voluntarily withdraw five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100. Refunds will be made within forty-five days of the date on which the student voluntarily withdraws.
3. Students voluntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.
4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to policy #6606) shall be entitled to a refund of fees only if required evidence is presented to the school/college principal or his/her designee within fifteen school days of the beginning of a term.
5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal or his/her designee may honor a request for full or partial refund of fees providing that:
  - a. the request is made in writing prior to the day that the course would have normally ended.
  - b. supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.
6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the students' grievance procedure as presented in the Adult Student Conduct and Discipline Code.
7. Refunds, when due, will be made without requiring a request from a student.
8. Refunds, when due, will be made within forty-five days: (1) of the last day of attendance if written notification of withdrawal has been provided to the school/center by the student, or (2) from the date the school/college withdraws the student or determines withdrawal by the student.





9. A student is entitled to a full refund of fees if a course is cancelled by the school/college principal or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.
10. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

### **Tardiness**

Repeated tardiness to class may be addressed on an individual basis by the instructor and counselor. Tardies are not to be recorded but student's attendance should reflect the actual amount of time spent in class.

### **Transfer Policy**

If a McFatter Technical College student wishes to transfer from one program to another program, he/she must first withdraw from their current program by notifying their instructor, and meeting with the appropriate program counselor to discuss the admissions process for their newly selected program.

Students with previous technical training from McFatter Technical College and other institutions may receive credit for that training.

A transcript from a Florida public institution documenting Course Completion and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program.

A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course designation and numbering system will be accepted in transfer at the receiving institution for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head and the individual program instructor to determine if advanced placement in a given program is applicable.

### **Tuition and Fees**

Tuition is set by the State of Florida and subject to increase. Applicants must provide documentation showing twelve months of Florida residency to be eligible for in-state tuition rates. Tuition for out-of-state students is calculated at a higher rate. Registration, activity, supply and insurance fees are included in the calculation of program costs.

### **Unsatisfactory Progress**

Involuntary Withdrawal: A student who exhibits excessive absences and who has not responded to intervention may be involuntarily withdrawn if it is determined

by the instructor, counselor and administrator that the educational focus of the student no longer exists.

### **Veterans Educational Benefits Information**

McFatter Technical College gives veterans preference in the admissions process.

For complete information on eligibility, students should contact the Department of Veterans Affairs (VA) by calling 1-888-442-4551 or go to the VA website: [www.gibill.va.gov/](http://www.gibill.va.gov/). For information pertaining to the school's programs that are approved for veterans' training by the State Approving Agency, and for additional information regarding the admissions process, contact the School Certifying Official in the Office of Admissions at 754-321-5840.

Most programs are approved for veterans' training. Please note that blended/online courses are NOT APPROVED for veterans' training. If you are receiving Veterans' Educational Benefits, be sure to see the Veterans' School Certifying Official before registering for any Certificate or ADT program with an eLearning component.

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a cumulative grade point average (CGPA) of C by the end of each course completion.

A VA student whose CGPA falls below a C at the end of any course will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below a C at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of C.

### **Attendance Policy for VA Students**

Excused absences will be granted for extenuating circumstances only, and must be substantiated by entries in the students' files. Students exceeding six (6) unexcused absences in a nine (9)-week term, or 12 unexcused absences in an 18-week semester, will be terminated from their VA educational benefits due to unsatisfactory attendance. The VA student terminated from their VA benefits for unsatisfactory attendance may petition the school to be recertified after attending 20 consecutive schools days without unexcused absences.



## William T. McFatter Technical High School

### Model School

William T. McFatter Technical High School is recognized as a National Model School and member of the Successful Practices Network. The Council of Chief State School Officers and the International Center for Leadership in Education have joined forces to identify and showcase the nation's most successful high schools. Having consistently met Adequate Yearly Progress (AYP), McFatter Technical College is committed to providing an education for ALL students, one that allows them the opportunity to achieve three (3) primary goals:

- Acceptance to a Four-Year University
- Post-Secondary education articulation
- Certification in a high wage, high demand Technical Area. It is the mission of the William T. McFatter Technical High School to ensure that the high school experience for all students possesses the three R's, Rigor, Relevance, and Relationships", as articulated by Dr. Willard Daggett and the International Center for Leadership in Education.

### Special Highlights

- Coalition of Essential Schools
- Gates Millennium Scholar 2008 & 2009
- New Millennium High School
- Designated Florida's Model High School by the International Center for Leadership in Education
- Model Physical Ed. Program-State
- American Culinary Federation (ACF) Certified
- 3 National Board Certified Teachers
- US News & World Report-Silver Medal 2006-2009, 2013
- US News & World Report Gold Medal winner in the "Best High Schools in America"
- US News & World Report-#36 Florida's Best High School
- Blue Ribbon School of Excellence
- Designated by Newsweek as one of "America's Best High Schools"
- CISCO Academy Designation
- State and National Certifications in more than 25 Technical Programs
- Rated an "A" School by The State of Florida 2001-2013
- Highest FCAT Scores in Broward County-2012
- Magnet Schools of America Magnet School of Distinction
- Washington Post's rankings of "America's Most Challenging High Schools" ranks McFatter at #145 Nationally

### Magnet High School

William T. McFatter Technical High School is open to qualified students. Acceptance into the Magnet Program is based on academic performance. Exceptional education students with disabilities must meet magnet school entrance requirements that will ensure the students' success in the magnet program. All students must have a Level 3 or greater FCAT scores in reading and math or the equivalent scores on a nationally standardized test and a 2.0 grade point average (GPA).

The application window opens each December. Applications are available online at [www.browardschoolsmagnetprograms.com](http://www.browardschoolsmagnetprograms.com).





Our “whole school” magnet program, and its unique design allows students to become immersed in a challenging learning environment conducive to capturing student interest in a variety of career-focused majors while at the same time, fostering an atmosphere that leads to college readiness.

### Technology Driven Instruction

William T. McFatter Technical High School offers an integrated curriculum, state-of-the-art technology, project-based learning, alternative assessment, digitized portfolios, technical exhibition, college-type block scheduling, industry involvement and distance learning. Technology is integrated into every aspect of the educational program, fostering an innovative learning environment. Teachers encourage critical thinking and employ diverse teaching methodologies. Small class size allows for personalization among students, teachers and parents. McFatter offers a wide array of technical programs from which students select their junior and senior majors. The program selection process is thorough and precise, enabling all students to make informed choices.

Our high school magnet program promotes academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce. The school is committed to “small learning communities” to support students in reaching their academic and career goals. To that end, students are enrolled in one of ten academies.

#### Technical Academies:

- The School of Automotive Technology
- The School of Communication Arts
- The School of Culinary Arts
- The School of Architecture and Construction/Manufacturing
- The School of Education & Training
- The School of Information Technology
- The School of Marine Technology
- The School of Medical Technology
- The School of Practical Nursing
- The School of Business Education

### Extracurricular Clubs and Activities

McFatter’s high school students participate in competitions at the district, state and national levels and have earned numerous awards.

Students also have opportunities to participate in a variety of club offerings, including: Anime, Spanish Club, Teen Trendsetters, Music Club, Environmental, Key Club, Human Relations Council, Student Government, Plywood Regatta, Yearbook, Women of Tomorrow, National Honor Society and Florida Future Educators of America (FFEA).

### High School Admission (as defined by Magnet Policy)

- Minimum 2.0 GPA in core academic courses
- Level 3 or higher in both Reading and Mathematics on eighth (8th) grade FCAT
- Magnet students are expected to maintain a 2.5 GPA



## Adult Basic Education

Monday-Friday	8:30 am - 11:30 am	\$30 each semester
Monday-Friday	12:00 noon - 3:00 pm	\$30 each semester
Monday-Thursday	6:00 pm - 9:00 pm	\$30 each semester
Saturday	8:00 am - 12:00 noon	\$30 each semester
(ONLINE) <i>varies</i>		\$30 each semester

**\$10.00 Initial Testing Fee    \$10.00 Activity Fee**

A program, specifically for adults performing below 8.9th grade level, that assists in the development of basic skills in the areas of reading, language and mathematics.

### COURSE DESCRIPTIONS

*The program encompasses a combination of the following instructional components:*

- A. Career Assessment
- B. Basic Skills Related Instruction
  - 1) Reading
  - 2) Language
  - 3) Mathematics
  - 4) Study and Reference Skills

- C. Complementary Skills
- D. Basic Computer Literacy

### PREREQUISITES

Orientation  
Test of Adult Basic Education (TABE)  
Counselor Interview



### COUNCIL on OCCUPATIONAL EDUCATION (COE) APPROVED DELIVERY METHODS:

*Traditional: 100% classroom-based*

*Hybrid: Less than 50% of required instructional hours available via distance education*

*Distance Education: 50% or more of required instructional hours available via distance education*

## Applied Academics for Adult Education

Monday-Friday	8:30 am - 11:30 am	\$30 each semester
Monday-Friday	12:00 noon - 3:00 pm	\$30 each semester
Monday-Thursday	6:00 pm - 9:00 pm	\$30 each semester
Saturday	8:00 am - 12:00 noon	\$30 each semester
(ONLINE) <i>varies</i>		\$30 each semester

**\$10.00 Initial Testing Fee    \$10.00 Activity Fee**

The Applied Academics for Adult Education (AAAE) program is designed to remediate basic skills in reading, math, and language for students preparing to enter a technical training program at MTC. The program is designed for adult students performing above 8.9th grade level. Once the minimum basic skills standards are achieved, the students may enroll in their technical program.

### COURSE DESCRIPTIONS

- A. Career Assessment
- B. Basic Skills Related Instruction
  - 1) Reading
  - 2) Language
  - 3) Mathematics
  - 4) Study and Reference Skills

- C. Other related Instruction
  - 1) Science
  - 2) Applied Mathematics

- D. Complementary Skills
- E. Basic Computer Literacy

### PREREQUISITES

Orientation  
Test of Adult Basic Education (TABE)  
Counselor Interview

## ESOL/ELCATE

*HABLAMOS ESPAÑOL / PARLONS FRANÇAIS*

Monday-Friday	8:00 am - 11:00 am	\$30 each semester
Monday-Friday	11:30am - 2:30 pm	\$30 each semester
Monday-Thursday	5:00 pm - 9:00 pm	\$30 each semester
Saturday	8:00 am - 12:00 noon	\$30 each semester
(ONLINE) <i>varies</i>		\$30 each semester

**\$10.00 Initial Testing Fee    \$10.00 Activity Fee**

The English for Speakers of Other Languages and English Literacy for Career and Technical Education programs prepare students to communicate in English, to improve job skills, and to further their technical and academic studies. Classes focus on the life skills, reading, test taking skills, listening, speaking and writing. Students advance through the different levels at their own rate of learning. All ESOL/ELCATE levels are open entry/open exit. Students may register for multiple classes, up to 35 hours of instruction per week. Photo ID is required at the time of testing/registration.



# Accounting Operations

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	2:30 pm - 9:00 pm	900 Hours	\$2655
PROGRAM FREQUENCY: 2 times a year			

Accounting Operations content includes, but is not limited to, double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation and the application of accounting principles to various entities.

## INDUSTRY CERTIFICATION

Microsoft Office Specialist (MOS)  
Quickbooks

## ARTICULATION

Students who complete the Accounting Operations program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Accounting Operations program will be qualified to obtain employment in Business Management or Office Administration.

## COURSE LIST

- OTA0040 INFORMATION TECHNOLOGY ASSISTANT\*
- ACO0040 ACCOUNTING CLERK
- ACO0041 ACCOUNTING ASSOCIATE
- ACO0042 ACCOUNTING ASSISTANT

\*Note: OTA0040 is a core program.



# Administrative Office Specialist

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	2:30 pm - 9:00 pm	1050 Hours	\$3898
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PROGRAM FREQUENCY: 2 times a year

Students learn skills to become a Front Desk Specialist, Assistant Digital Production Designer, and an Administrative Assistant. The Administrative Office Specialist program includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

## INDUSTRY CERTIFICATION

Microsoft Office Specialist (MODS)

## ARTICULATION

Students who complete the Administrative Office Specialist program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Administrative Office Specialist program will acquire the skills necessary to obtain entry level employment in Business Management or Administration.

COURSE LIST	■ OTA0040	INFORMATION TECHNOLOGY ASSISTANT*
	■ OTA0041	FRONT DESK SPECIALIST
	■ OTA0030	ASSISTANT DIGITAL PRODUCTION DESIGNER
	■ OTA0043	ADMINISTRATIVE ASSISTANT

\* Note: OTA0040 is a core program.





# Applied Cybersecurity

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	3:30 pm - 10:00 pm	750 Hours	\$2280
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PROGRAM FREQUENCY: 1 time a year



Applied Cybersecurity is a hands-on program that will give students real world security scenarios. Students will learn to protect computers from hackers, secure wireless networks, protect computers from malware and identify security threats. Students will also learn how to secure residential and business computers, and fill the demand at public and private companies to address Internet security concerns in today's world. Students will prepare for Security+ and CISSP nationally recognized security industry certifications.

## INDUSTRY CERTIFICATION

Security+  
CISS

## ARTICULATION

Students who complete the Applied Cybersecurity program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Applied Cybersecurity program will be qualified to obtain employment in public and private companies working with internet security.

<b>COURSE LIST</b>	■ CTS0018	CYBERSECURITY ASSOCIATE
	■ CTS0019	INFORMATION SECURITY MANAGER or
	■ CTS0021	DATA SECURITY SPECIALIST or
	■ CTS0060	SOFTWARE SECURITY SPECIALIST or
	■ CTS0085	WEB SECURITY SPECIALIST or
	■ CTS0089	INFORMATION SECURITY ADMINISTRATOR



# Applied Information Technology

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	8:00 am - 3:15 pm	600 Hours	\$1680
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PROGRAM FREQUENCY: 3 times a year

This program offers relevant and technical knowledge and skills needed to prepare for entry-level positions in the IT industry. The content includes, but is not limited to, computer application skills including computer hardware, software applications, web applications, systems support and maintenance, network concepts and cybersecurity. The program will provide exploration of information technology careers. Students prepare for the CompTIA Strata exam.

## INDUSTRY CERTIFICATION

CompTIA Strata

## ARTICULATION

Students who complete the Applied Information Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Applied Information Technology program will acquire the skills necessary to obtain entry level employment in the IT field.

<b>COURSE LIST</b>	■ OTA0040 INFORMATION TECHNOLOGY ASSISTANT
	■ CTS0072 IT & WEB SYSTEMS
	■ CTS0063 DATABASE ESSENTIALS
	■ CTS0030 PROGRAMMING FUNDAMENTALS
	■ CTS0073 WEB DEVELOPMENT FUNDAMENTALS
	■ CTS0075 MULTIMEDIA SYSTEMS
	■ CTS0025 COMPUTER NETWORKING
	■ CTS0068 CYBERSECURITY ESSENTIALS





# Applied Welding Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1170 Hours	\$4157
Monday-Thursday	6:00 pm - 10:00 pm	1170 Hours	\$4157

**PROGRAM FREQUENCY: 5 times a year**



The Applied Welding Technology program offers a sequence of courses which are designed to train students with a broad foundation of knowledge and skills to prepare for employment in applied welding positions. The students learn to use gas and electric welding equipment as well as other machinery. They learn to work with steel, aluminum and stainless steel. Along with hands-on training, the students learn blueprint reading and applied math.

## ACCREDITATION

American Welding Society

## INDUSTRY CERTIFICATION

American Society Certified Welder

## ARTICULATION

Students who complete the Applied Welding Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Applied Welding Technology program will be qualified to obtain employment as a pipe or combination welder, a fabricator, a welding inspector or welding engineer.



<b>COURSE LIST</b>	■ PMT0011	WELDER, HELPER
	■ PMT0012	WELDER, SHIELDED METAL ARC
	■ PMT0013	WELDER, GAS-METAL ARC
	■ PMT0014	WELDER, FLUX CORED ARC
	■ PMT0015	WELDER, GAS-TUNGSTEN ARC
	■ PMT0016	WELDER, PIPE

# Automotive Collision Repair and Refinishing

*Traditional: 100% classroom-based*

Monday-Friday	7:00 am - 1:45 pm	1400 Hours	\$4760
Monday-Friday	7:00 am - 10:00 am	1400 Hours	\$4760
Monday-Friday	10:45 am - 1:45 pm	1400 Hours	\$4760

**PROGRAM FREQUENCY:** 5 times a year

The Automotive Collision Repair and Refinishing program prepares students for employment in the basic trade skills of auto body collision and repair. It includes refinishing skills, sheet metal repair, frame and unibody squaring and aligning, use of filters, paint systems and undercoats, related welding skills, mechanical skills, trim hardware maintenance and glass servicing.

## ACCREDITATION

National Automotive Technician Education Foundation (NATEF)

## INDUSTRY CERTIFICATION

Automotive Service Excellence (ASE)

## ARTICULATION

Students who complete the Automotive Collision Repair and Refinishing program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Automotive Collision Repair and Refinishing program will acquire the skills necessary to obtain entry level employment in the paint and body repair industry.



## COURSE LIST

- ARR0210 PAINT and BODY HELPER
- ARR0213 PAINT and BODY ASSISTANT
- ARR0020 AUTO COLLISION ESTIMATOR
- ARR0313 FRAME and BODY REPAIRMAN
- ARR0127 AUTOMOTIVE REFINISHING
- ARR0240 AUTOMOTIVE BODY REPAIRER





# Automotive Service Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1800 Hours	\$5830
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PROGRAM FREQUENCY: 5 times a year



Master the knowledge and skills necessary for entry level employment as an Automotive Technician. In this NATEF accredited program, students will train in all eight (8) ASE areas and will learn all aspects of automobile mechanical repair. Students must exhibit strong reading, math and computer skills necessary to complete the on-line portions of the program. They must also possess strong mechanical aptitude to prove hands-on mechanical competency.

## INDUSTRY CERTIFICATION

Automotive Service Excellence (ASE)  
National Automotive Technicians  
Education Foundation (NATEF)

## ARTICULATION

Students who complete the Automotive Service Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Automotive Service Technology program will be qualified to obtain employment in the automotive service field.



## COURSE LIST

■ AER0014	AUTOMOBILE SERVICES ASSISTOR
■ AER0110	ENGINE REPAIR TECHNICIAN
■ AER0257	AUTOMATIC TRANSMISSION and TRANSAXLE TECHNICIAN
■ AER0274	MANUAL DRIVETRAIN and AXLE TECHNICIAN
■ AER0453	AUTOMOBILE SUSPENSION and STEERING TECHNICIAN
■ AER0418	AUTOMOTIVE BRAKE SYSTEM TECHNICIAN
■ AER0360	AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEM TECHNICIAN
■ AER0172	AUTOMOTIVE HEATING and AIR CONDITIONING TECHNICIAN
■ AER0503	AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN

## Baking and Pastry Arts

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	7:30 am - 2:45 pm	600 Hours	\$1790
Monday-Friday	7:30 am - 11:00 am	600 Hours	\$1790

**B**aking and Pastry focuses on preparation for employment as a pastry chef in the food service industry. This program offers a sequence of courses training the student in preparation, presentation and serving a wide variety of baked, pastry and dessert goods. Leadership, communication and employability skills as well as safe/efficient work practices are also covered.

### POTENTIAL EMPLOYMENT

A student who completes the Baking and Pastry Arts program will be qualified to obtain employment in bakeries, restaurants and grocery stores.



**COURSE LIST** ■ FSS0090 PASTRY COOK/BAKER

■ FSS0091 PASTRY CHEF/HEAD BAKER





## Basic Cake Decorating

*Traditional: 100% classroom-based*

Wednesdays

6:00 pm - 9:00 pm

21 Hours

\$90



The Basic Cake Decorating program offers an introduction to the basic art of frosting and decorating a cake. Topics include familiarization with cake decorating tools, bags, tips and an exploration into different styles of cakes. We will demonstrate how to properly torte, fill and frost a cake. Students will practice basic border techniques, decorative piping, drop flowers and leaves. The course also touches upon the basic art of covering a cake in fondant and using fondant to create decorative elements on a cake.



# Bread Baking

*Traditional: 100% classroom-based*

Wednesdays	6:00 am - 9:00 pm	21 Hours	\$90
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This course introduces you to bread-making techniques that go beyond the recipes and raise your baking skills to a whole other level. Explore the stages of bread making and learn trade secrets for measuring, mixing, proofing and baking different types of bread, including supple French bread and rich marble rye. Learn to balance time, temperature and ingredients to create delicious, fresh breads in your own kitchen.

## POTENTIAL EMPLOYMENT

A student who completes the Bread Baking program will be qualified to obtain employment in bakeries, restaurants and grocery stores.





# Cloud Computing and Virtualization

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	1:00 pm - 7:30 pm	900 Hours	\$2815
Monday-Thursday	4:30 pm - 10:00 pm	900 Hours	\$2320

**PROGRAM FREQUENCY: 3 times a year**

Cloud Computing and Virtualization prepares students to work with the emerging industry of cloud computing. Master emerging cloud technologies, architecture design, infrastructure and network fundamentals. You will learn how to adopt, operate, and govern the various technologies and business models related to virtualization and cloud computing. You will prepare to successfully complete the Cloud Essentials certification exam.

## INDUSTRY CERTIFICATION

Cloud + CloudEssentials  
VSphere

## ARTICULATION

Students who complete the Cloud Computing and Virtualization Program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Cloud Computing and Virtualization program may be employed as a Cloud Specialist, Information Technology Infrastructure Assistant or a Network Administrator.

<b>COURSE LIST</b>	■ OTA0040	INFORMATION TECHNOLOGY ASSISTANT
	■ EEV0504	COMPUTER SUPPORT ASSISTANT
	■ CTS0026	NETWORK SUPPORT TECHNICIAN
	■ CTS0054	CLOUD ANALYST
	■ CTS0056	CLOUD VISUALIZATION SPECIALIST



# Commercial Foods and Culinary Arts

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	7:30 am - 2:45 pm	1200 Hours	\$3690
Monday-Friday	7:30 am - 11:00 am	1200 Hours	\$3690
Monday-Thursday	4:30 pm - 10:00 pm	1200 Hours	\$3690

The Commercial Foods and Culinary Arts program offers students the opportunity to prepare for employment as pastry, restaurant, hotel and resort cooks as well as basic management positions in the food service industry. This program is a blend of on-line curriculum, classroom academics and culinary arts procedures, where students learn and demonstrate competencies in: Introduction to the Hospitality and Food Service Industry, Garde-manger, Food Production and Baking and Pastry..

## ACCREDITATION

American Culinary Federation  
Education Foundation (ACFEF)

## INDUSTRY CERTIFICATION

Certified Culinarian (CC)  
Certified Pastry Culinarian (CPC)  
Certified Junior Culinarian (CJC)  
Serve SAFE

## ARTICULATION

Students who complete the Commercial Foods and Culinary Arts program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Commercial Foods and Culinary Arts may be employed in bakeries, restaurants, hotels or as resort cooks, in addition to basic management positions in the food service industry.



## COURSE LIST

HMV0100	FOOD PREPARATION
HMV0170	COOK - RESTAURANT
HMV0171	CHEF/HEAD COOK
HMV0126	FOOD SERVICE MANAGEMENT





# Commercial Photography Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1650 Hours	\$5276
Monday-Friday	8:00 am - 11:00 am	1650 Hours	\$5276



The Commercial Photography Technology program prepares students for careers in commercial photography using hands on approach to learning. Students develop skills through use of books, videos and demonstrations. Students develop a proficiency in the use of cameras of all formats, exposure controls, and compositional elements of design, lighting techniques and media presentations. Students produce portraits and commercial and industrial photographs.

## INDUSTRY CERTIFICATION

Adobe Certified Associate  
for Adobe Photoshop  
SkillConnect Assessment - Photography

## ARTICULATION

Students who complete the Commercial Photography Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Commercial Photography Technology program will be qualified to obtain employment with a photography studio, newspaper and advertising/marketing business or become self-employed.

<b>COURSE LIST</b>	■ PGY0180	PHOTOGRAPHIC PROCESS WORKERS 1
	■ PGY0181	PHOTOGRAPHIC PROCESS WORKERS 2
	■ PGY0182	PHOTOGRAPHY SPECIALIST/ LAB TECHNICIAN
	■ PGY0183	PORTRAIT PHOTOGRAPHER 1
	■ PGY0184	PORTRAIT PHOTOGRAPHER 2
	■ PGY0185	COMMERCIAL PHOTOGRAPHER



# Commercial Photography Technology 1

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	8:00 am - 2:30 pm	700 Hours	\$2275
Monday-Friday	8:00 am - 11:00 am	700 Hours	\$2275

Learn the fundamentals of camera operation, controlling exposure, taking basic photographs and applying lighting techniques. This course includes an introduction to **Adobe Photoshop and Lightroom** software.

## INDUSTRY CERTIFICATION

Adobe Certified Associate  
for Adobe Photoshop  
SkillConnect Assessment - Photography

## ARTICULATION

Students who complete the Commercial Photography Technology 1 program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Commercial Photography Technology 1 program will be qualified to obtain employment with a photography studio, newspaper, and advertising/marketing business or become self-employed.



## COURSE LIST

PGY0180	PHOTOGRAPHIC IMAGING SPECIALIST 1
PGY0181	PHOTOGRAPHIC IMAGING SPECIALIST 2
PGY0182	PHOTOGRAPHY SPECIALIST/ LAB TECHNICIAN





## Commercial Photography Technology 2

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	8:00 am - 2:30 pm	950 Hours	\$2683
Monday-Friday	8:00 am - 11:00 am	950 Hours	\$2683

**L**earn to create portraits on location as well as in the studio. Use digital imaging software to retouch and enhance images. Create product shots like the types shown in print ads.

### INDUSTRY CERTIFICATION

Adobe Certified Associate  
for Adobe Photoshop  
SkillConnect Assessment - Photography

### ARTICULATION

Students who complete the Commercial Photography Technology 2 program may be eligible to articulate to a State of Florida university, college or community college.

### POTENTIAL EMPLOYMENT

A student who completes the Commercial Photography Technology 2 program will be qualified to obtain employment with a photography studio, newspaper, and advertising/marketing business or become self-employed.



### COURSE LIST

- PGY0183 PORTRAIT PHOTOGRAPHER 1
- PGY0184 PORTRAIT PHOTOGRAPHER 2
- PGY0185 COMMERCIAL PHOTOGRAPHER



# Dental Laboratory Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday 8:00 am - 2:30 pm 2040 Hours \$6526

Dental Lab Technology is the art and science of manufacturing corrective devices and replacements for natural teeth. It is a unique science because each restoration must simulate the function of the patient's natural teeth. The technician's challenge is to capture and recreate both the perfection and the imperfection of the patient's own teeth, so his or her smile will look completely natural.

Students will learn to use a variety of high-tech materials, such as ceramics, waxes, silicone rubber, plastics and metal alloys for fixed restorations (crowns and bridges). A dental laboratory technician must possess excellent eye-hand coordination, good color perception, dexterity with small instruments, an interest in material sciences, and the patience to attend to minute details.

This program also includes a clinical component, which allows the student an opportunity to rotate through a facility where he or she can apply the skills learned in the classroom.

## ACCREDITATION

American Dental Association,  
Commission on Dental Accreditation

National Association of Dental  
Laboratories (NADL)

Florida Dental Laboratory  
Association (FDLA)

## INDUSTRY CERTIFICATION

National Board  
for Certification (NBC)

Required Graduate Exam

## ARTICULATION

Students who complete the  
Dental Laboratory Technology  
program may be eligible to articulate  
to a State of Florida university,  
college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the  
Dental Laboratory Technology  
program may be employed in  
commercial dental laboratories,  
private dental offices, hospitals,  
military installations and companies  
that manufacture dental supplies.

## COURSE LIST

- HSC0003 BASIC HEALTHCARE WORKER
- DEA0705 DENTURE TECHNICIAN 1
- DEA0713 DENTURE TECHNICIAN 2
- DEA0706 ADVANCED DENTURE TECHNICIAN
- DEA0709 CROWN and BRIDGE TECHNICIAN
- DEA0710 CERAMIC TECHNICIAN
- DEA0005 DENTAL LABORATORY TECHNICIAN





# Digital Media/Multimedia Design

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday 8:00 am - 2:30 pm 1050 Hours \$3240

PROGRAM FREQUENCY: 5 times a year

The Digital Media/Multimedia Design program focuses on broad transferable skills and stresses understanding and demonstration of the following rudiments of the digital media/multimedia industry: presentation, planning, elements of presentation design, story boarding, integration of video, graphics, animation and audio elements into new media projects/presentations and collaboration and teamwork. Software to be mastered include *Dreamweaver*, *Photoshop*, *Premiere*, *After Effects*, *Illustrator*, *Acrobat* and *InDesign*.

## INDUSTRY CERTIFICATION

Photoshop, InDesign, Premiere

## ARTICULATION

Students who complete the Digital Media/Multimedia Design program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment as a layout artist, web designer, video editor and 3d animator.



COURSE LIST		
DIG0081	THEORY AND FOUNDATIONS OF DESIGN	
DIG0082	MULTIMEDIA DIGITAL/PRINT DESIGNER	
DIG0083	MULTIMEDIA WEB INTERACTIVE DESIGNER	
DIG0084	MULTIMEDIA INTEGRATED PRODUCER DESIGNER	



# Digital Media Technology

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	750 Hours	\$6424
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PROGRAM FREQUENCY: 1 time a year

This program offers relevant technical knowledge and skills needed to prepare for careers in technical digital media positions. The content includes, but is not limited to, the creation, packaging and delivery of digital media using *Photoshop, Illustrator, InDesign, Acrobat, HTML, Dreamweaver, Premiere, and After Effects*.

## INDUSTRY CERTIFICATION

Adobe Photoshop, InDesign

## ARTICULATION

Students who complete the Digital Media Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Digital Media Technology program may be employed in the media industry as a designer or a technician.

## COURSE LIST

- OTA0040 INFORMATION TECHNOLOGY ASSISTANT\*
- DIG0080 DIGITAL MEDIA TECHNICIAN

\*Note: OTA0040 is a core program





# Digital Printing Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	990 Hours	\$3159
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PROGRAM FREQUENCY: 5 times a year



Learn the graphic design aspect of the printing and graphic arts industry. Become proficient in **Adobe InDesign, Illustrator, Photoshop** and **Acrobat**. Receive instruction in typography, design & layout and color principles. Be trained in electronic prepress operations and the components of digital printing systems. Become **Adobe Photoshop** certified.

## COURSE LIST

■ GRA0020	DIGITAL PUBLISHING ASSISTANT 1
■ GRA0021	DIGITAL PUBLISHING ASSISTANT 2
■ GRA0022	DIGITAL PUBLISHING SPECIALIST 1
■ GRA0023	DIGITAL PUBLISHING SPECIALIST 2

## ACCREDITATION

Graphic Arts Education and  
Research Foundation

PrintED

## INDUSTRY CERTIFICATION

Adobe InDesign  
Adobe Illustrator  
Adobe Photoshop

## ARTICULATION

Students who complete the Digital  
Printing Technology Program may  
be eligible to articulate to a State of  
Florida university, college or  
community college.



# Drafting

Hybrid: Less than 50% of required instructional hours available via distance education

Full-time Monday-Friday	8:00 am - 2:30 pm	1500 Hours	\$4565
Part-time Monday-Friday	8:00 am - 11:00 am	1500 Hours	\$4565

PROGRAM FREQUENCY: 5 times a year, August, January and June

The Drafting program offers the student skills in the architecture, manufacturing and construction careers. The program is a blend of classroom instruction and computer assignments using the latest computer aided drafting (CAD) software. The course content includes designing and drawing detailed work plans, blueprints for the architectural, landscaping, construction industry and in the manufacturing industry.

## INDUSTRY CERTIFICATION

American Design Drafting Association (ADDA)  
Autodesk

## ARTICULATION

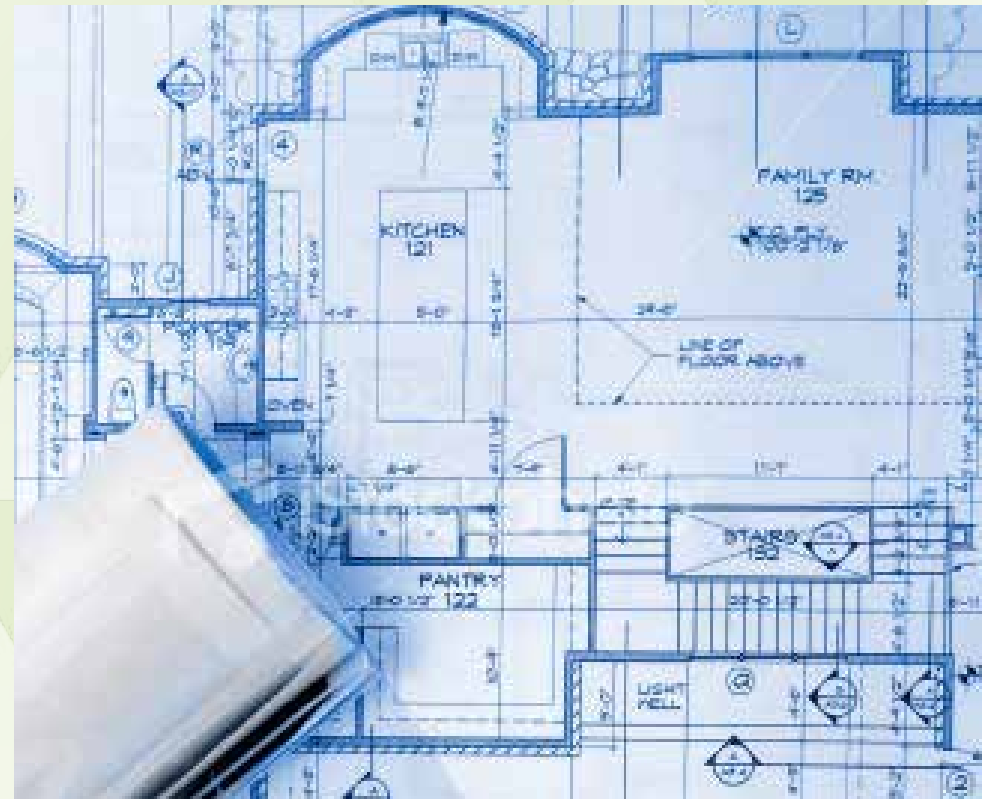
Students who complete the Drafting program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

Drafters may seek employment with architects, machining companies, or construction companies.

## COURSE LIST

- TDR0070 BLUEPRINT READER
- TDR0370 DRAFTING ASSISTANT
- TDR0775 DRAFTING DETAILER 1
- TDR0776 DRAFTING DETAILER 2
- TDR0570 ARCHITECTURAL DRAFTER
- TDR0874 CIVIL DRAFTER
- TDR0777 MECHANICAL DRAFTER
- TDR0875 STRUCTURAL DRAFTER





## Early Childhood Education

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	9:15 am - 12:45 pm	600 Hours	\$1760
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**PROGRAM FREQUENCY: 1 time a year**



The Early Childhood Education/Early Childhood Professional Certification Program (ECPC) prepares students for employment as early childhood educators, lead preschool teachers, child development specialists, directors/owners and family day care home operators. Included are the following major areas of training: child growth and development, health, safety, nutrition, behavior, guidance techniques, child abuse and neglect, rules and regulations governing child care, community and environmental issues, lesson and program planning, implementation of developmentally appropriate practices for children birth through age eight (8), inclusion of children with special needs, interpersonal relations, communication, balancing family, school and work and employability skills.

Early Childhood Education is a Florida Department of Education Early Childhood Professional Certificate (ECPC) program. The ECPC is accepted for the Department of Children and Families Staff Credential. Students who complete the ECE/ECPC program are prepared to pursue the national CDA credential and may be eligible for nine (9) college credits at any state public university.

### ACCREDITATIONS

Florida Department of Education,  
Council for Professional Recognition

Florida Department of Children  
and Families

### INDUSTRY CERTIFICATION

Department of Children & Families  
**(7 Required Assessments and the  
Staff Credential)**

ECPC-Early Childhood Professional  
Certificate

### ARTICULATION

Students who complete the  
Early Childhood Education program  
may be eligible to articulate to a  
State of Florida university, college  
or community college.

### POTENTIAL EMPLOYMENT

A student who completes the  
Early Childhood Education program  
can be a preschool child care worker  
or a lead preschool teacher.

### COURSE LIST

- HEV0870 CHILD CARE WORKER 1
- HEV0871 CHILD CARE WORKER 2
- HEV0872 TEACHER AIDE (*Preschool*)
- HEV0873 PRESCHOOL TEACHER



# Electrocardiograph Technology (EKG)

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Thursday	4:00 pm - 10:30 pm	465 Hours	\$1407
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PROGRAM FREQUENCY: 2 evening classes per year

Electrocardiograph (EKG or ECG) Technicians operate equipment that records and measures heart activity. These measurements are used to assist cardiologists and other physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) problems.

An EKG Technician first obtains a patient's medical history and medication use. They then prepare the patient for the EKG by attaching electrodes to the chest, arms and legs. These electrodes will measure and trace electrical impulses transmitted by the heart, which will then be printed out for the physician. This test is often done as part of a routine examination before surgery, especially on older patients or those that have a history of cardiovascular issues.

The EKG Technician's responsibilities may also include monitoring equipment function, recording test results, monitoring quality of recorded data and assisting the physician during procedures. With additional on-the-job training and experience, EKG Technicians may specialize in areas such as cardiac catheterization, Holter monitoring, phonocardiography, stress testing and vectorcardiography. EKG Technicians must be able to recognize emergencies and assist the physician in responding to them. Program content includes human anatomy and physiology with emphasis on cardiac and vascular systems, medical terminology and transcription, patient care techniques, medical instrumentation, cardiovascular drugs, interpretation of monitoring and testing results, medical ethics, cardiac wellness and rehabilitation, safe and efficient work practices, CPR and Basic Life Support. This program is a blend of classroom and simulation labs.

**COURSE LIST** ■ HSC0003 BASIC HEALTHCARE WORKER

■ MEA0540 EKG AIDE

■ MEA0541 EKG TECHNICIAN

## INDUSTRY CERTIFICATION

Certified EKG Technician (CET)

## ARTICULATION

Students who complete the Electrocardiograph Technician program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

Hospitals  
Clinics  
Physicians' Offices  
Medical Laboratories  
Insurance Industry



# Emergency Medical Technician (EMT)

*Traditional: 100% classroom-based*

Monday-Thursday	10:00 am - 3:30 pm	250 Hours	\$1137
Monday-Thursday	5:00 pm - 10:30 pm	250 Hours	\$1137

**E**mergency Medical Technician prepares students to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. Students are introduced to emergency care; medical, legal, and ethical issues, communication and documentation, pharmacology, anatomy and physiology, patient assessment and vital signs, multiple/trauma emergencies, CPR and BLS techniques, ambulance operations and response to terrorism and weapons of mass destruction. Students are required to do three (3) clinical labs at a designated hospital and three (3) rides with a Fire-Rescue Department. These days are scheduled for on a Friday, Saturday or Sunday.

## ACCREDITATION

Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS)

## INDUSTRY CERTIFICATION

National Registry of Emergency Medical Technicians

## ARTICULATION

Students who complete the Emergency Medical Technician program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Emergency Medical Technician program may be employed as an emergency medical technician, emergency room EMT tech, private ambulance driver or EMT, private sector or personal EMT, fire/rescue department EMT or life guard.

## COURSE LIST

■ HSC00034	BASIC HEALTHCARE WORKER
■ EMS01590	EMERGENCY MEDICAL TECHNICIAN



# Fire Fighter I and II

Traditional: 100% classroom-based

Monday-Friday	7:00 am - 5:30 pm	398 Hours	\$2120
Monday-Thursday & Saturday	5:00 pm -10:00 pm 7:00 am - 5:30 pm	398 Hours	\$2120

PROGRAM FREQUENCY: 4 day classes per year, 2 evening classes per year

The Fire Fighter I and II program includes orientation to 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.

## ACCREDITATION

Florida Department of Health Bureau  
of Emergency Medical Services  
(FDHBEMS)

Bureau of Fire Training and Standards

## INDUSTRY CERTIFICATION

Fire Fighter

## ARTICULATION

Students who complete the  
Fire Fighter I and II program may be  
eligible to articulate to a State of  
Florida university, college  
or community college.

## POTENTIAL EMPLOYMENT

A student who completes the program  
will be qualified to obtain employment  
as a fire fighter or fighter EMT.



<b>COURSE LIST</b>	■ FFP00100	FIRE FIGHTER I
	■ FFP00200	FIRE FIGHTER II





# Forklift Certification

*Traditional: 100% classroom-based*

Monday or Friday	8:00 am- 3:00 pm	6 Hours	\$44
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The Fork Lift course offers the student operational skills in the safe operation of a fork lift. The course uses the National Safety Council/FLI Learning Systems, Inc. Training includes classroom and hands-on training. Certification includes operation training definitions from OSHA and NIOSH. Fine tune your operational skills and refresh your understanding of safe fork lift operating procedures.

## INDUSTRY CERTIFICATION

National Safety Council/  
FLI Learning Systems  
(Certificate valid for 3 years)

## PREREQUISITE

Some fork lift knowledge and  
experience as a driver.

## POTENTIAL EMPLOYMENT

Fork lift course completers may seek  
employment with large companies  
using fork lifts, the municipal ports and  
companies using port facilities.



## Game/Simulation/Animation Programming

*Distance Education: 50% or more of required instructional hours available via distance education*

Monday-Friday	8:00 am- 2:30 pm	600 Hours	\$1880
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*PROGRAM FREQUENCY: 2 times a year*

The Game/Simulation/Animation Programming program prepares students in game/simulation conceptualization, design, storyboarding, development methodologies, essential programming techniques and working with implementation issues.

### INDUSTRY CERTIFICATION

Adobe Certified Photoshop  
Adobe Certified Flash

### ARTICULATION

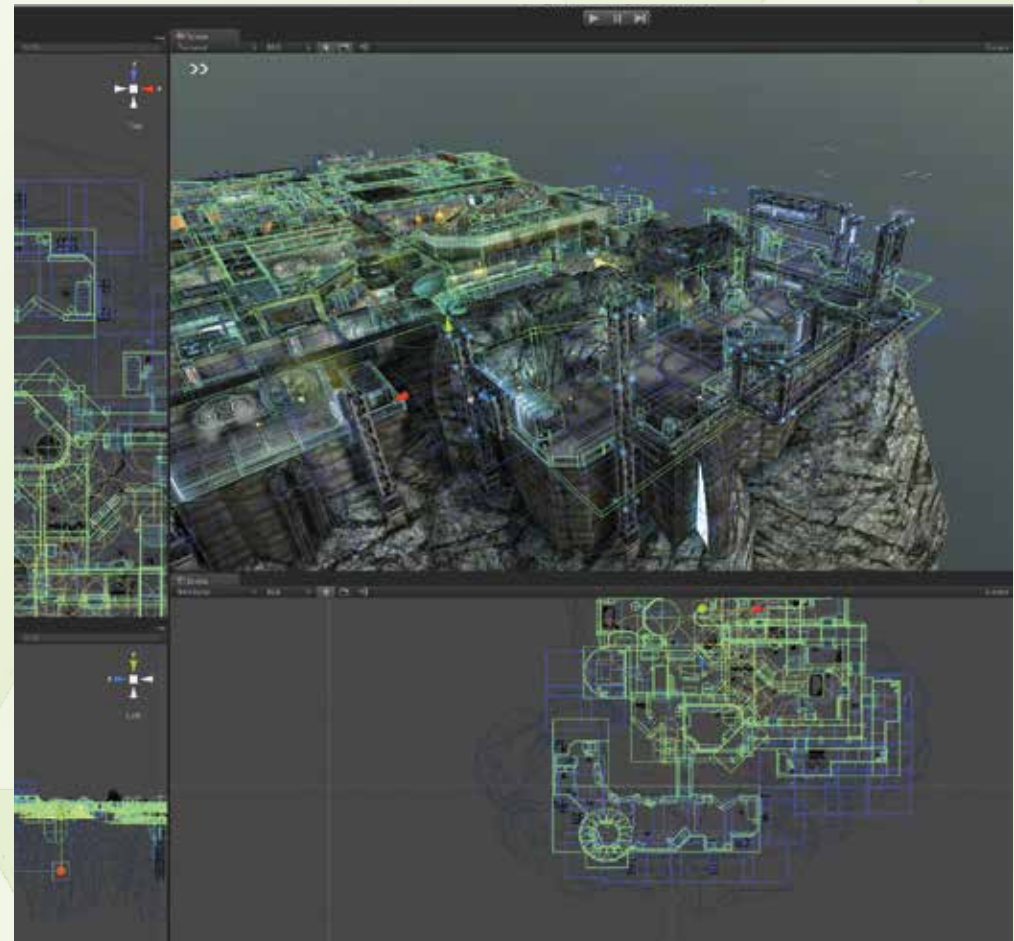
Students who complete the Game/Simulation/Animation Programming program may be eligible to articulate to a State of Florida university, college or community college.

### POTENTIAL EMPLOYMENT

A student who completes the Game/Simulation/Animation Programming program may be employed as a designer, programmer or a software developer.



<b>COURSE LIST</b>	<b>DIG0070</b>	<b>GAME/SIMULATION DESIGNER</b>
	<b>DIG0075</b>	<b>GAME/SIMULATION PROGRAMMER</b>
	<b>DIG0076</b>	<b>GAME/SIMULATION</b>





## GED® Testing Program: State of Florida General Educational Development

*Traditional: 100% classroom-based*

*Distance Education: 50% or more of required instructional hours available via distance education*

Monday-Friday	8:30 am - 11:30 am	3 Hours	\$30
Monday-Friday	12:00 pm - 3:00 pm	3 Hours	\$30
Monday-Thursday	6:00 pm - 9:00 pm	3 Hours	\$30
Saturday	8:00 am - 12:00 pm	3 Hours	\$30

Classes are also available on line \$10.00 Activity Fee



The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the official GED® test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to take the GED® test, but also to utilize the acquired skills in the workforce and to achieve career training and job placement success. The GED® testing program is open-entry/open-exit and self paced. Instruction will be provided in Writing, Social Studies, Science, Reading and Mathematics using a variety of instructional materials.

### REGISTRATION REQUIREMENTS FOR ADULTS (18 and older)

Registration for the GED® Test is open to anyone 18 and older. It is strongly recommended that any adult interested in registering for the GED® Test take the TABE prior to registering for the GED® Test. The TABE is a placement test that will assess your skills in reading, math, and language and will provide you with information to determine if GED® preparation classes are necessary.

### REGISTRATION REQUIREMENTS FOR MINORS (16-17)

In Broward County, minors who want to register for the GED® Tests are **required to take the TABE and enroll in GED® Test Preparation Classes**. In addition, the following is required for minor test candidates at the time of registration for the GED® Test:

- A valid government photo ID, passport or driver license

- Proof of Social Security Number
- Fee for the GED® testing program: payment methods include cash, money order, debit or credit card
- Proof of withdrawal from High School
- Permission from parent(s) or legal guardian
- Instructors's recommendation, which must include documentation of achieving scores of 450 or above on each subtest of the GED™ Ready practice tests taken at McFatter Technical College

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# Java Development and Programming

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1200 Hours	\$3570
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PROGRAM FREQUENCY: 3 times a year

Students in the Java Development and Programming program learn the fundamentals of programming and software development, procedural and object-oriented programming, creating regular and specialized applications using Java programming language, including listing, monitoring, debugging, documenting and maintaining Java computer applications.

## INDUSTRY CERTIFICATION

Java Certified Associate

## ARTICULATION

Students who complete the Java Development and Programming program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Java Development and Programming program will be qualified to obtain employment as a computer programmer and a Java developer.

```
allDone = true;
} catch (FileNotFoundException anEx) {
    log.warn("File + " + sd.getFilename() + " not found.");
    displayErrorDialog(Messages.getString("PasswordSafe.Face.Open
    UserPreferences.getInstance().removeMRUFile(sd.getFilename());
    allDone = false;
} catch (Exception anEx) {
    log.error("Exception on opening file + " + sd.getFilename());
    UserPreferences.getInstance().setMostRecentFilename(sd.getFilename());
    displayErrorDialog(Messages.getString("PasswordSafe.Face.Open
```

## COURSE LIST

- OTA0040 INFORMATION TECHNOLOGY ASSISTANT
- CTS0041 COMPUTER PROGRAMMER ASSISTANT
- CTS0044 COMPUTER PROGRAMMER
- CTS0031 JAVA DEVELOPER





# Legal Administrative Specialist

Distance Education: 50% or more of required instructional hours available via distance education

Tuesday-Friday      2:30 pm - 9:00 pm      1050 Hours      \$3083

PROGRAM FREQUENCY: 2 times a year

Students who complete the program may work as an Information Technology Assistant, Front Desk Specialist, Administrative Support or Legal Administrative Specialist. The Legal Administrative Specialist program includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; legal terminology; the performance of office procedures specific to the legal environment; transcription of legal documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

## INDUSTRY CERTIFICATION

Microsoft Office Specialist (MOS)

## POTENTIAL EMPLOYMENT

A student who completes the Legal Administrative Specialist program may be qualified to work in law offices and businesses.

## ARTICULATION

Students who complete the Legal Administrative Specialist Program may be eligible to articulate to a State of Florida university, college or community college



COURSE LIST		
■	OTA0040	INFORMATION TECHNOLOGY ASSISTANT *
■	OTA0041	FRONT DESK SPECIALIST
■	OTA0042	ADMINISTRATIVE SUPPORT
■	OTA0050	LEGAL ADMINISTRATIVE SPECIALIST

\* Note: OTA0040 is a core program



# Marine Service Technology

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1350 Hours	\$4835
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PROGRAM FREQUENCY: 1 time a year

The Marine Service Technology program prepares students for employment in the marine service industry. The course content includes service and repair of four-stroke and two-stroke cycle engines and outboard motors, service and repair of boating accessories, electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems, boat rigging and trailers.

## INDUSTRY CERTIFICATION

Mercury Marine  
Bombardier  
Yamaha  
OSHA 10 hour Safety

## ARTICULATION

Students who complete the Marine Service Technology program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment as a marine electrician, service manager, service writer, or mechanic in the marine business.

## COURSE LIST

- MTE0003 MARINE RIGGER
- MTE0050 OUTBOARD ENGINE TECHNICIAN 1
- MTE0070 OUTBOARD ENGINE TECHNICIAN 2
- MTE0183 STERN DRIVE TECHNICIAN
- MTE0054 INBOARD GAS TECHNICIAN
- MTE0056 INBOARD DIESEL TECHNICIAN





# Medical Administrative Specialist

Distance Education: 50% or more of required instructional hours available via distance education

Monday-Friday      2:30 pm - 9:30 pm      1050 Hours      \$3083

*PROGRAM FREQUENCY: 2 times a year*

Students who complete the program may work as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist or a Medical Administrative Specialist. The content includes, but is not limited to, the use of technology to develop communication skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications research of job opportunities and the production of high quality employment portfolios and job-seeking documents.

<b>COURSE LIST</b>	■	OTA0040	INFORMATION TECHNOLOGY ASSISTANT*
	■	OTA0041	FRONT DESK SPECIALIST
	■	OTA0631	MEDICAL OFFICE TECHNOLOGIST
	■	OTA0651	MEDICAL ADMINISTRATIVE SPECIALIST

\* Note: OTA0040 is a core program

## INDUSTRY CERTIFICATION

Microsoft Office Specialist (MOS)

## ARTICULATION

Students who complete the Medical Administrative Specialist program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the Medical Administrative Specialist program may be qualified to work in doctor's offices, hospital clinics, outpatient surgery centers, insurance billing and in laboratory assisting.



## Medical Assisting

*Hybrid: Less than 50% of required instructional hours available via distance education*

Tuesday-Thursday	8:00 am - 3:30 pm	1300 Hours	\$3963
Tuesday, Wednesday, Thursday	In Classroom		
Monday, Friday	On-Line		

**PROGRAM FREQUENCY:** 1 time a year



The Medical Assisting program prepares students for employment as a medical assistant. The program includes communication skills, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology and employability skills.

### ACCREDITATION

The Medical Assisting Program is fully accredited by the Commission on Accreditation of Allied Health Programs on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants.

### INDUSTRY CERTIFICATION

Certified Medical Assisting Exam (AAMA)

### POTENTIAL EMPLOYMENT

A student who completes the Medical Assisting program may be qualified to work in doctor's offices, hospital clinics, outpatient surgery centers, insurance billing and in laboratory assisting.

<b>COURSE LIST</b>	<b>HSC0003</b>	<b>BASIC HEALTHCARE WORKER</b>	<b>90hrs</b>
	<b>MEA0500</b>	<b>MEDICAL OFFICE RECEPTIONIST</b>	<b>100hrs</b>
	<b>MEA0521</b>	<b>PHLEBOTOMY</b>	<b>75hrs</b>
	<b>MEA0543</b>	<b>EKG AIDE</b>	<b>75hrs</b>
	<b>MEA0550</b>	<b>MEDICAL ASSISTANT 1</b>	<b>320hrs</b>
	<b>MEA0551</b>	<b>MEDICAL ASSISTANT 2</b>	<b>320hrs</b>
	<b>MEA0552</b>	<b>MEDICAL ASSISTANT 3</b>	<b>320hrs</b>





# Network Support Services

Traditional: 100% classroom-based

Monday-Friday 8:00 am - 2:30 pm 1050 Hours \$3293

PROGRAM FREQUENCY: 5 times a year

The Network Support Services program students study traditional networking theory as well as practical application with the use of simulations and physical equipment. The program focuses not only on the Internet as a whole, but also on configuring and administering the networks that compose it. Students will be able to configure, verify, administer, and troubleshoot corporate, home, and small office routers and switches using Cisco IOS, a command-line operating system, with the use of programs such as HyperTerminal and Cisco Packet Tracer.

## INDUSTRY CERTIFICATION

CompTIA A+  
Cisco Certified Network Associate

## ARTICULATION

Students who complete the Network Support Services program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment as an information technology assistant, computer support assistant, network support help desk assistant, network support administrator, senior network administrator, wireless network administrator, or data communications analyst.



COURSE LIST		
OTA0040	INFORMATION TECHNOLOGY ASSISTANT	
EEV0504	COMPUTER SUPPORT ASSISTANT	
CTS0022	NETWORK SUPPORT HELP DESK ASSISTANT	
CTS0023	NETWORK SUPPORT ADMINISTRATOR	
CTS0024	SENIOR NETWORK ADMINISTRATOR	
CTS0029	WIRELESS NETWORK ADMINISTRATOR	
EEV0317	DATA COMMUNICATIONS ANALYST	



## Nursing Assistant (Acute and Long Term Care)

Hybrid: Less than 50% of required instructional hours available via distance education

Monday and Friday	8:00 am - 2:30 pm	120 Hours	\$402
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PROGRAM FREQUENCY: 10 times a year



The Nursing Assistant Certificate Program is a combination of face-to-face and online instruction, which allows students to actively participate and learn the skills required for this challenging and growing career in a short time frame.

The program combines Theory and Clinical instruction to include:

- Assisting with or setting up meals
- Oral care, nail care and basic hygiene
- Bathing and dressing of patients (Bathing may occur in the bed, shower or tub.)
- Toileting of patients
- Catheter care
- Ambulation assistance (Some patients need help getting in and out of bed, wheelchair, bathtub, etc.)
- Vital signs: blood pressure, pulse and temperature monitoring
- Answering call lights
- Turning of bed-ridden patients to prevent bedsores
- Changing bed linens and collecting soiled laundry
- Light cleaning and organizing of a patient's room or area
- Relaying and charting requested information (This may include moods, vital signs, food consumption, liquid intake and daily BM and urine amounts.)
- Relaying information to the next Nursing Assistant on shift or to the nurses in charge
- Recreational activities, such as assisting with a walk outdoors or delivering reading materials to patients
- Performing emergency care (i.e. CPR)
- Communication skills
- Post mortem care

Upon completion of the program, the student may take the State Certified Nursing Assistant Exam

### INDUSTRY CERTIFICATION

Certified Nursing Assistant (C.N.A.)

### ACCREDITATION

Florida Board of Nursing

### POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment in hospitals, assisted living facilities, nursing homes, home health care agencies, mental health facilities and clinics.

**COURSE LIST** ■ PRN0090 NURSE AID and ORDERLY  
(Acute and Long Term Care)





## Optometric Assisting

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1080 Hours	\$3234
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PROGRAM FREQUENCY: 1 time a year

An Optometric Assistant is a specialized kind of medical assistant that works in the office of an optometrist or ophthalmologist. This program teaches these specialized assistants how to facilitate the administrative and clinical aspects of an optometric practice.

Duties of an Optometric Assistant may include:

- Conducting diagnostic tests
- Recording and measuring vision
- Testing eye functions
- Instructing patients in inserting and caring for contact lenses
- Preparing examination rooms
- Cleaning and arranging equipment
- Answering phones
- Making appointments
- Handling bookkeeping
- Handling insurance

This program also includes a clinical component which provides the student an opportunity to rotate through a facility and apply the skills learned in the classroom.

### ACCREDITATION

American Optometric Association,  
Para-Optometric Division

### POTENTIAL EMPLOYMENT

Optometric Assistants may seek employment in an optometrist or ophthalmologist office, eye clinic or vision care clinic.



### COURSE LIST

- HSC0003 BASIC HEALTHCARE WORKER
- OPT0005 OPTOMETRIC ASSISTANT 1
- OPT0006 OPTOMETRIC ASSISTANT 2
- OPT0007 OPTOMETRIC ASSISTANT 3



## Patient Care Assistant

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	7:30 am - 3:00 pm	290 Hours	\$898
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*PROGRAM FREQUENCY: 3 times a year, August and January*

Patient Care Assistants (PCAs) receive additional training that expands the traditional role of the nursing assistant. This training includes an increase in laboratory hours, a component related to home health and a component related to caring for patients in hospitals. Under the direct supervision of a nurse, the PCA will come in direct contact with the patient in the performance of their assigned duties for clients in their home, a hospital or a nursing home. Upon completion of the program, the student may take the State Nursing Assistant Certification Examination. Completion of this program also qualifies the student to be given advanced standing in McFatter Tech Center's Practical Nursing and Patient Care Technician programs. This program is a blend of classroom, laboratory and clinical instruction.

### ACCREDITATIONS

Florida Board of Nursing

### INDUSTRY CERTIFICATION

Certified Nursing Assistant

*(Through the Florida Board of Nursing)*

### POTENTIAL EMPLOYMENT

Patient Care Assistant may seek employment in nursing homes, hospitals, home health care agencies and clinics.

### COURSE LIST

■ HSC0003	BASIC HEALTHCARE WORKER
■ HCP0121	NURSE AIDE and ORDERLY (Articulated)
■ HCP0332	ADVANCED HOME HEALTH AIDE
■ HCP0020	PATIENT CARE ASSISTANT





# Patient Care Technician

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	7:30 am - 3:00 pm	600 Hours	\$1832
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PROGRAM FREQUENCY: 2 times a year, August and January

The Patient Care Technician program offers the student skills as a multi-skilled health care worker in a growing health care field. The program is a blend of classroom, laboratory and clinical instruction. The course content includes patient care skills, principles of infection control, Home Health care services, physical and safety functions, Phlebotomy procedures, EKG modalities, restoration therapy and CPR.

Areas covered in training include:

- Communication skills
- Legal and ethical behaviors
- Anatomy and physiology of the human body
- Personal patient care skills
- Selected nursing procedures
- Principles of infection control
- Home health care services
- Employability skills
- Emergency care
- Physical and safety functions
- Phlebotomy procedures and protocol
- EKG modalities
- Restoration therapy
- HIV/AIDS
- Domestic violence
- CPR
- Basic life support healthcare provider

This program also includes a clinical component which provides the student the opportunity to rotate through a facility and apply the skills learned in the classroom.

## ACCREDITATION

Florida Board of Nursing

## INDUSTRY CERTIFICATION

Certified Nursing Assistant

(Through the Florida Board of Nursing)

## POTENTIAL EMPLOYMENT

Patient Care Technicians may seek employment in nursing homes and hospitals.



## COURSE LIST

HSC0003	BASIC HEALTHCARE WORKER
HCP0121	NURSE AID ORDERLY (Articulated)
HCP0332	ADVANCED HOME HEALTH AIDE
HCP0020	PATIENT CARE ASSISTANT
HSC0016	ALLIED HEALTH ASSISTANT
MEA0580	ADVANCED ALLIED HEALTH ASSISTANT
PRN0094	PATIENT CARE TECHNICIAN



# Pharmacy Technician (ATD)

Hybrid: Less than 50% of required instructional hours available via distance education

Monday - Friday 8:00 am - 2:30 pm 1050 Hours \$3305

PROGRAM FREQUENCY: 1 time per year

In community pharmacy, students learn to assist the pharmacist filling and labeling medications using the computer-based program QS-1, managing purchase and inventory, maintaining accurate medical records and patient profiles. In hospital pharmacy, students will learn medication distribution systems, unit dosing medications, aseptic technique and sterile IV's under USP-797 guidelines. Throughout the program students will learn pharmacology, pharmacy kinetics, pharmaceutical calculations and pharmacy law (Pharmacy Federal Law and Florida Pharmacy Law). The pharmacy technician program provides clinical experience to the student in both community and hospital pharmacies. Graduates are eligible to take the Pharmacy Technician Certification Exam (PTCE) and become registered and licensed by the Florida Board of Pharmacy. This program is a blend of classroom, laboratory and clinical instruction.

## ACCREDITATION

American Society of Health System Pharmacists

## INDUSTRY CERTIFICATION

Pharmacy Technician Certification

## POTENTIAL EMPLOYMENT

Graduates of the Pharmacy Technician program may gain employment in community/retail pharmacies, hospital pharmacies, home infusion pharmacies, home health care agencies, insurance companies, drug companies, military installations, Indian affairs and mail order pharmacies.

## COURSE LIST

■ HSC0003	BASIC HEALTHCARE WORKER
■ PTN0084	COMM PHARM TECH
■ PTN0085	PHARMACY TECHNICIAN 1 of 2
■ PTN0086	PHARMACY TECHNICIAN 2 of 2





# Phlebotomy

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Thursday	4:30 pm - 10:30 pm	165 Hours	\$521
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PROGRAM FREQUENCY: 2 times a year, August and January

If you like a challenge and responsibility, work well under pressure and communicate effectively, this course is for you. As a phlebotomist, you must be able to deal well with patients, and be able to calm them. Safety is key, and all safety precautions must be taken to prevent the transmission of infectious diseases. The student will learn content that includes, but is not limited to, communication and leadership skills, human relations, employability skills, performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture while maintaining the integrity of the specimen in relation to the test to be performed, preparing blood smears, labeling specimens accurately, observing safety policies and procedures, emergency procedures including CPR, medical terminology, delivering a variety of clinical specimens to the lab, sorting and recording specimens, centrifuging specimens and preparing collection trays for specimen procurement. The phlebotomist works in blood banks, hospitals, clinics and other medical facilities, drawing blood from patients in preparation for medical testing.

## POTENTIAL EMPLOYMENT

Phlebotomists may seek employment in nursing homes, hospitals, home health care agencies, physicians' offices and clinics.



COURSE LIST	HSC0003	BASIC HEALTHCARE WORKER
	MEA0520	PHLEBOTOMIST



## Practical Nursing

*Hybrid: Less than 50% of required instructional hours available via distance education*

Monday-Friday	7:30 am - 2:00 pm	1350 Hours	\$4209
Monday-Thursday	2:00 pm - 10:00 pm	1350 Hours	\$4209

The Practical Nursing program offers theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing; theoretical instruction and clinical experience in acute care and long term care in community settings. Theoretical instruction and clinical application of vocational role and function include 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; administration of medications and legal aspects of practice. Students learn to perform nursing procedures, administer medications, provide care for medical/surgical/long-term care patients.

### ACCREDITATION

Accrediting Commission for Education  
in Nursing (ACEN)  
3343 Peachtree Road NE Suite 850  
Atlanta, Georgia 30326  
<http://www.acenursing.org>

### INDUSTRY CERTIFICATION

Certified Nursing Assistant (C.N.A.)  
Licensed Practical Nurse

### ARTICULATION

Students who complete the Practical Nursing program may be eligible to articulate to a State of Florida university, college or community college.

### POTENTIAL EMPLOYMENT

Students who complete the Practical Nursing program and pass the State Board of Nursing NCLEX exam for licensure are employed in acute care, long term care, residential settings, physicians' offices and outpatient facilities



### COURSE LIST

HSC0003	BASIC HEALTHCARE WORKER
HCP0121	NURSE AIDE and ORDERLY
PRN0091	LPN 1 of 3
PRN0092	LPN 2 of 3
PRN0096	LPN 3 of 3





# Printing and Graphic Communication

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	9:00 am - 3:30 pm	1800 Hours	\$5740
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PROGRAM FREQUENCY: 1 time a year



The Printing and Graphic Communications program covers the basic principles of computer graphics, design, layout and typography. Adobe software applications InDesign, Illustrator and Photoshop are used to teach page layout, illustration and photo manipulation. Create and print portfolio projects such as logos, business forms, posters, package designs, business cards and t-shirts. Learn computer-to-plate technology, proper PDF file formatting, principles of proofing, platemaking and small press operation. Become proficient in identification of various paper grades, mixing press inks and bindery and finishing operations.

## ACCREDITATIONS

Graphic Arts Education and  
Research Foundation  
PrintED

## INDUSTRY CERTIFICATION

Adobe Photoshop Associate  
PrintED  
Adobe InDesign  
Adobe Illustrator

## POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment in administrative support operations, graphic artist, desktop publisher, pre-press/imaging operations, press operations and finishing operations.

## ARTICULATION

Students who complete the Printing and Graphic Communications program may be eligible to articulate to a State of Florida university, college or community college.

## COURSE LIST

■ GRA0012	COPY CENTER TECHNICIAN
■ GRA0013	PROCESS CAMERA OPERATOR
■ GRA0014	LAYOUT DESIGNER/PLANNER
■ GRA0015	DUPLICATOR OPERATOR
■ GRA0016	GENERAL BINDERY WORKER



## Teacher Assisting

*Hybrid: Less than 50% of required instructional hours available via distance education*

Part-Time	36 weeks	Monday-Friday	9:15 am -12:45 pm	600 Hours	\$1760
Full-Time	18 weeks	Monday-Friday	9:15 am - 4:15 pm	600 Hours	\$1760

*PROGRAM FREQUENCY: 1 time a year*



*The purpose of this program is to prepare students for employment as teacher assistants within the Broward County Public School System*

The Teacher Assisting program prepares students for employment within the Broward County Public School System. The course content includes responsibilities and tasks of a Teacher Assistant; lesson planning and implementation; classroom management techniques; rules, regulations and standard procedures within the Broward County School System; and a review for the Broward County mandated ParaPro assessment.

### COURSE LIST

- EDG0312 SUBSTITUTE TEACHER
- EDG0317 TEACHER ASSISTANT

### TESTING

ParaPro Assessment Test

### POTENTIAL EMPLOYMENT

ParaProfessional (Teacher Assistant)  
in the Broward County Public School  
System.





# Television Production

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	7:45 am - 2:15 pm	1650 Hours	\$5275
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PROGRAM FREQUENCY: 5 times a year



The Television Production program prepares students for initial entry-level employment as television production operators, television broadcast technicians, camera operator, as well as video recording engineers and audio recording engineers and other professional/paraprofessional technicians.

## INDUSTRY CERTIFICATION

Adobe Certified Associate  
Premiere Pro

## ARTICULATION

Students who complete the Television Production program may be eligible to articulate to a State of Florida university, college or community college.

## POTENTIAL EMPLOYMENT

Students who complete the Television Production program may obtain employment as utility technicians, floor managers, teleprompters, studio camera operators, ENG/EFP camera operators, lighting technicians, audio operators, technical directors or videotape operators.

COURSE LIST	RTT0514	STUDIO ASSISTANT
	RTT0516	STUDIO TECHNICIAN
	RTT0518	STUDIO TECHNICIAN/EDIT ASSISTANT
	RTT0052	TELEVISION PRODUCTION/ EDIT TECHNICIAN



# Web Development

Hybrid: Less than 50% of required instructional hours available via distance education

Monday-Friday	8:00 am - 2:30 pm	1050 Hours	\$3134
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PROGRAM FREQUENCY: 3 times a year

The Web Development program includes designing, coding and publishing websites that can work in mobile, tablet and desktop formats. Students will use cutting edge tools: XHTML, CSS, JAVA Script, PHP, WordPress, CMS and SEO. Students will create websites that are engaging and acquire skills to gain entry-level employment.

## INDUSTRY CERTIFICATION

Adobe Certified Associate Dreamweaver  
CIW Web Design Specialist

## ARTICULATION

Students who complete the Web Development program may be eligible to articulate to a State of Florida university, college or community college.

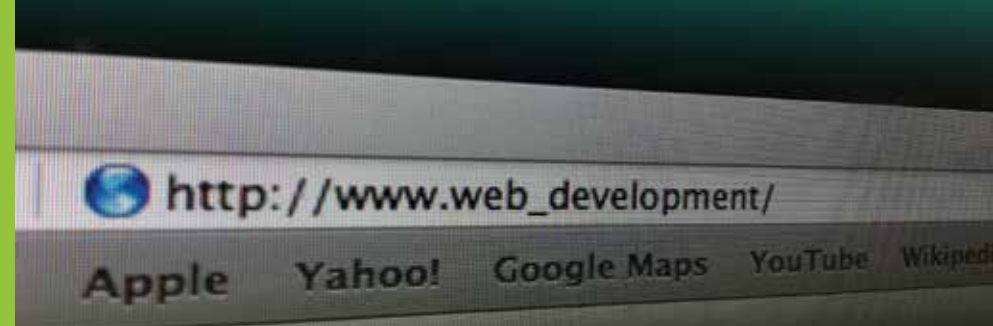
## POTENTIAL EMPLOYMENT

A student who completes the program will be qualified to obtain employment as a web designer, developer or programmer.



## COURSE LIST

■	OTA0040	INFORMATION TECHNOLOGY ASSISTANT
■	CTS0070	WEB DESIGN FOUNDATIONS
■	CTS0071	WEB INTERFACE DESIGN
■	CTS0049	WEB SCRIPTING
■	CTS0015	WEB MEDIA INTEGRATION
■	CTS0016	WEB E-COMMERCE
■	CTS0017	WEB INTERACTIVITY





## Instructional Staff

**ADAMS, PASHA**

Nova Southeastern University  
Bachelor's Degree

**BARONE, MARY**

Nova Southeastern University  
Master's Degree

**BENDER, KATHLEEN**

Florida International University  
Master's Degree

**BENOIT, BILLINI**

University of Phoenix  
Bachelor's Degree

**BLOCH, MICHAEL**

Broward College  
Associate Degree

**BORRELLI, LORI**

University of South Florida  
Bachelor's Degree

**BOULTON, FRANK**

University of Florida  
Bachelor's Degree

**BOWERS, STUART**

SUNY at Binghamton  
Master's Degree

**BOYNE, SANDRA**

Barry University  
Master's Degree

**BURROWS, ROBERT**

The Culinary Institute of America  
Associate Degree

**CHEN, INGRID**

Florida International University  
Bachelor's Degree

**CITRULLO, V. PAUL**

Penn State University  
Bachelor's Degree

**COBURN, CARYN**

Florida International University  
Master's Degree

**COLLINS, THOMAS**

Florida International University  
Bachelor's Degree

**COTE, STACEY**

Florida Atlantic University  
Master's Degree

**CURTIS, DEBRA**

Florida Atlantic University  
Master's Degree

**CZAJKA, LORELEI**

University of Texas - Austin  
Bachelor's Degree

**DACRES, SAMANTHA**

University of Florida  
Bachelor's Degree

**DEVALK, JEANNE**

Florida State University  
Bachelor's Degree

**DOUGLAS, MARILIN**

University of Phoenix - Phoenix Campus  
Master's Degree

**DRENNEN, BRENDAN LANE**

University of South Florida  
Bachelor's Degree

**DOXEY, JOHN**

University of Kentucky  
Bachelor's Degree

**DWYER, SHANNON**

University of Texas at Arlington  
Bachelor's Degree

**ELDERMAN, JOANNE**

Florida International University  
Bachelor's Degree

**EMERSON, MEGHAN**

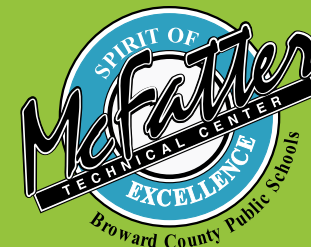
University of Florida  
Educational Specialist Degree

**FARRELL, BARBARA**

Bridgewater State College  
Bachelor's Degree

**FITCHETT, ANTHONY**

Florida International University  
Associate Degree



#### **FITZGERALD, MARY MARGARET**

College of Saint Rose  
Bachelor's Degree

#### **FOX, HOPE**

Nova Southeastern University  
Master's Degree

#### **FRASER, MELANIE**

Florida State University  
Bachelor's Degree

#### **GOLDMAN, BARRETT**

Nova Southeastern University  
Master's Degree

#### **GRETH, AIRONG**

College outside the U.S.  
Master's Degree

#### **HARDY, CONSTANCE**

Virginia State University  
Master's Degree

#### **HARRIS, DARRYL**

Florida International University  
Master's Degree

#### **HENLEY, MELISSA**

Morris Brown College  
Bachelor's Degree

#### **HENRY, LILLIE**

Nova Southeastern University  
Master's Degree

#### **HIPPELHEUSER, MARIJEAN**

Florida International University  
Associate Degree

#### **HOLSTE, JILL**

Florida Atlantic University  
Master's Degree

#### **HOPWOOD, BEVERLEY**

College outside the U.S.  
Master's Degree

#### **ISAAC, FRED**

Florida International University  
Associate Degree

#### **JAUCH, ANDREW**

University of Florida  
Master's Degree

#### **JONES, MARTIN**

Broward College  
Associate Degree

#### **KINGHORN, SCOTT**

Florida Agricultural & Mechanical University  
Bachelor's Degree

#### **KUSTURIS-ZULUETA, SOPHIA**

University of Pittsburgh  
Master's Degree

#### **LANG, PATTI**

Johnson & Wales University  
Associate Degree

#### **LAVERDE, JOSE**

Florida Atlantic University  
Bachelor's Degree

#### **LEVENBERG, DANA**

University of South Florida  
Bachelor's Degree

#### **LUNA, KEITH**

Palm Beach Atlantic University  
Bachelor's Degree

#### **MALDONADO, ESME**

Argosy University - Sarasota  
Educational Specialist Degree

#### **MARTINEZ, RICHARD**

Miami-Dade Community College  
Associate of Science Degree

#### **MARVIN, SARA**

Florida Atlantic University  
Ph.D./Ed.D. Degree

#### **McCOLGIN, DANIELLE**

Broward College  
Associate of Science Degree

#### **McKEEVER, TIMOTHY**

Widener University - Delaware  
Bachelor's Degree

#### **MIKUS, GEORGE**

University of Florida  
Bachelor's Degree

#### **MILLER, SUSAN**

Florida International University  
Associate Degree

#### **MIMBS, CHRISTOPHER**

Florida Atlantic University  
Master's Degree

#### **MINICHELLO, MARIA**

Florida State University  
Bachelor's Degree

#### **MORINA, JAMES**

Manhattan College  
Master's Degree

#### **MOSLEY, STEVEN**

Johnson & Wales University  
Associate Degree

#### **OVERFIELD, SAMANTHA**

Nova Southeastern University  
Bachelor's Degree

#### **PAWLAK, DARIUSZ**

Florida International University  
Associate Degree

#### **PAZ, NOHEMY**

Capella University  
Other Doctorate Degree

#### **PEREZ, LINDA**

Florida International University  
Master's Degree



## Instructional Staff *continued*

### **RANZY, ALVIN**

Florida International University  
Master's Degree

### **RIOS, SYLVIA**

Florida International University  
Bachelor's Degree

### **RODRIGUEZ, ENRIQUE**

University of Florida  
Bachelor's Degree

### **ROSENTHAL, NEIL**

Nova Southeastern University  
Master's Degree

### **RYAN-FORES, KATHRYN**

Kent State University  
Master's Degree

### **SALMAN, GREGG**

Florida International University  
Associate Degree

### **SALOMON, LISA**

University of West Florida  
Bachelor's Degree

### **SANTIAGO, JOEL**

Florida International University  
Associate Degree

### **SCHEPPA, VIRGINIA**

Adelphi University  
Master's Degree

### **SCHIANO, DIANE**

University of Florida  
Bachelor's Degree

### **SCOTT, JAMES**

Florida International University  
Associate Degree

### **SELVANIK, PRESTON**

Florida State University  
Bachelor's Degree

### **SHAHEEN, WILLIAM**

Nova Southeastern University  
Doctorate Degree

### **SHURAK, ELIZABETH**

Florida Atlantic University  
Master's Degree

### **SIFAKAKIS, FOTINI**

Florida International University  
Bachelor's Degree

### **SMITH, KAREN**

Florida International University  
Bachelor's Degree

### **SMITH, MARY**

Florida Atlantic University  
Master's Degree

### **STACKHOUSE, DANIEL**

Nova Southeastern University  
Master's Degree

### **STAPLETON, MELISSA**

University of Texas  
Bachelor's Degree

### **TAMMA, KRYSTA**

Art Institute of Fort Lauderdale  
Bachelor's Degree

### **THIRER, MEG**

CUNY - York College  
Bachelor's Degree

### **THOMAS, WENDEL**

Florida International University  
Advanced Vocational Certificate

### **TINAJERO, IVAN**

Nova Southeastern University  
Master's Degree

### **TRINGALI, VINCENT**

Florida International University  
Associate Degree

### **VALANT, JOAN**

Florida State University  
Bachelor's Degree

### **VICTOR, RACHEL**

St. Thomas University  
Master's Degree

### **VIVENZO, ELISE**

Syracuse University  
Master's Degree

### **WEINGER, ASHLEY**

Nova Southeastern University  
Master's Degree

### **WEINRAUB, HOWARD**

Florida Atlantic University  
Master's Degree

### **WILLIAMS, FRANZIE**

Florida Atlantic University  
Master's Degree

### **WILLIAMS, MARSHA**

Nova Southeastern University  
Educational Specialist Degree

### **WOLF, CHRISTINE**

Florida Atlantic University  
Master's Degree

### **WOODS, ASHLEY**

University of South Florida  
Bachelor's Degree

### **ZAPATA, ERIK**

Florida International University  
Associate Degree

### **ZUAZO, MIGUEL**

Nova Southeastern University  
Master's Degree



## 2014-2015 School Calendar THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### First Quarter

Monday, August 12, 2013	Employee Planning (1)
Tuesday, August 13, 2013	Employee Planning (2)
Wednesday, August 14, 2013	Employee Planning (3)
Thursday, August 15, 2013	Employee Planning (4)
Friday, August 16, 2013	Employee Planning (5)
Monday, August 19, 2013	Start 1st Quarter (47 Days)
Monday, September 02, 2013	Holiday (1)
Thursday, September 5, 2013	Day Off
Friday, September 20, 2013	Interim Reports Issued
Thursday, September 26, 2013	Early Release (1)
Thursday, October 24, 2013	Early Release (2) and End 1st 9 weeks
Friday, October 25, 2013	Employee Planning (6)

### Second Quarter

Monday, October 28, 2013	Start 2nd Quarter (35 Days)
Monday, November 11, 2013	Holiday (2)
Wednesday, November 13, 2013	Report Cards Issued for First Quarter
Thursday, November 28, 2013	Holiday (3)
Friday, November 29, 2013	Day Off
Thursday, December 19, 2013	End 2nd 9 Weeks and Early Release (3)
Friday, December 20, 2013	Employee Planning (6)
Monday, December 23, 2013	Winter Break
Tuesday, December 24, 2013	Day Off
Wednesday, December 25, 2013	Day Off
Thursday, December 26, 2013	Day Off
Friday, December 27, 2013	Day Off
Monday, December 30, 2013	Day Off
Tuesday, December 31, 2013	Day Off
Wednesday, January 01, 2014	Holiday (4)
Thursday, January 02, 2014	Day Off
Friday, January 03, 2014	Day Off

### Third Quarter

Monday, January 06, 2014	Start 3rd Quarter (52 Days)
Monday, January 20, 2014	Day Off
Wednesday, January 22, 2014	Report Cards Issued for Second Quarter
Thursday, February 6, 2014	Early Release (4)
Tuesday, February 11, 2014	Interim Reports Issued
Monday, February 17, 2014	Holiday (5)
Thursday, March 20, 2014	End 3rd 9 Weeks and Early Release (5)
Friday, March 21, 2014	Employee Planning (8)
Monday, March 24, 2014	Spring Break
Tuesday, March 25, 2014	Day Off
Wednesday, March 26, 2014	Day Off
Thursday, March 27, 2014	Day Off
Friday, March 28, 2014	Day Off

### Fourth Quarter

Monday, March 31, 2014	Start 4th Quarter (46 Days)
Tuesday, April 15, 2014	Report Cards Issued for Third Quarter
Friday, April 18, 2014	Day Off
Thursday, May 1, 2014	Interim Reports Issued
Friday, May 23, 2014	Employee Planning (9)
Monday, May 26, 2014	Holiday (6)
Thursday, June 05, 2014	Last Day of School and Early Release (6)
Friday, June 06, 2014	Employee Planning (10)
Thursday, June 26, 2014	Report Cards Issued for Fourth Quarter

Board Approved 12-6-2011



Expand your mind and your future!



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Ellen J. Albano, *Assistant Director*  
Cara A. Daniel, *Assistant Director*  
Larry Rothman, *Assistant Director*

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