

McFatter Technical Center Catalog

Expand your mind and your future! | Register for your **NEW** career today.

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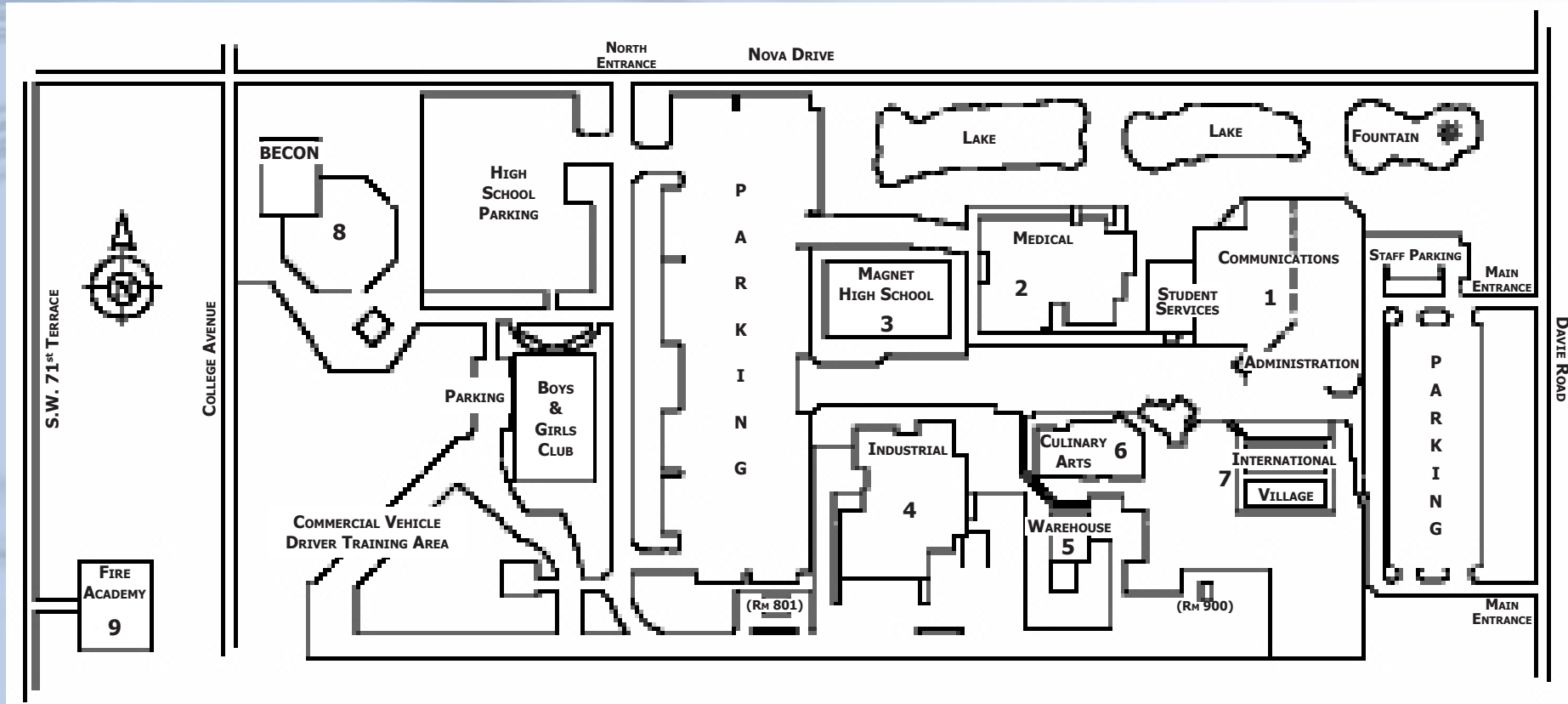


2011 *McFatter* 2012



6500 Nova Drive | Davie, FL 33317 | Tel 754.321.5700 | Fax 754.321.5980 | www.mcfattertech.com

WILLIAM T. MCFATTER TECHNICAL CENTER



Legend

1. ADMINISTRATION BUILDING (Rm 100 - 149)

STUDENT SERVICES

- COUNSELING/REGISTRATION
- FINANCIAL AID/BOOKSTORE

COMMUNICATIONS

- COMMERCIAL PHOTOGRAPHY
- GRAPHIC DESIGN & PRINTING
- MULTIMEDIA DESIGN

INFORMATION TECHNOLOGY

- BUSINESS COMPUTER PROGRAMMING
- NETWORK SUPPORT SERVICES
- PC SUPPORT SERVICES

EDUCATION AND TRAINING

- TEACHER ASSISTING

2. MEDICAL BUILDING (Rm 200 - 237)

- DENTAL LAB TECHNOLOGY
- MEDICAL ASSISTING
- NURSING ASSISTANT
- OPTOMETRIC ASSISTING
 - VISION CLINIC
- PATIENT CARE TECHNICIAN
- PHARMACY TECHNICIAN
- PRACTICAL NURSING

MEDIA CENTER

3. MAGNET HIGH SCHOOL (Rm 300 - 370)

4. INDUSTRIAL BUILDING (Rm 400 - 423)

- APPLIED WELDING TECHNOLOGY
- AUTOMOBILE SERVICE TECHNOLOGY
- AUTOMOTIVE COLLISION REPAIR AND REFINISHING

- DRAFTING
- MARINE SERVICE TECHNOLOGY

5. RECEIVING/FACILITIES (Rm 500 - 508)

6. CULINARY ARTS BUILDING (Rm 600 - 618)

- ABE/AAAE
- CAFÉ/CAFETERIA
- COMMERCIAL VEHICLE DRIVING

7. INTERNATIONAL VILLAGE/ESOL/GED NEXT TO ESOL (Rm 850 - 863)

8. T.V. PRODUCTION/BECON

9. BROWARD FIRE ACADEMY/EMT

9.14.11



THE SYMBOL -*- throughout the catalog denotes programs that are APPROVED FOR VETERANS TRAINING.

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McFatter Technical Center Administration

Jeanette L. Johnson, Interim Director

Cara A. Daniel, Assistant Director

Ellen J. Albano, Assistant Director

Larry Rothman, Assistant Director



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About McFatter Technical Center

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

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

The Center is accredited/approved by the Accrediting Commission of the Council on Occupational Education (COE), Commission on Secondary and Middle Schools, Southern Association of Colleges and Schools (SACS), American Culinary Federation, American Optometric Association, American Dental Association, Commission of Allied Health Education Programs, Florida Department of Education, Florida Department of Health Bureau of Emergency Medical Services (FDHBEMS), Graphic Arts Education and Research Foundation, Print Ed, National Automotive Technicians Education Foundation, Inc. (NATEF), National Institute for Automotive Service Excellence (ASE), National League of Nursing, State Board of Nursing, the State of Florida Department of Veterans' Affairs Bureau of State Approving for Veterans' Benefits (VA), Professional Truck Driving Institute of America and American Society of Health System Pharmacists. 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.



McFatter Technical Center's Institutional Mission

Our mission is to provide a safe and secure environment which fosters individualized focus, technical preparation and successful transition into postsecondary work or study. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing complex society.

Accreditation

- **Accrediting Commission of the Council on Occupational Education (COE)**
42 Perimeter Center East, N.E. Suite 640D
Atlanta, GA 30346
770.396.3898 • 800.917.2081 • FAX: 770.396.3790

- **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
- **National League for Nursing Accrediting Commission, Inc. (NLNAC)**
61 Broadway, 33rd Floor • New York, NY 10006
800.669.1659, ext. 153 • www.nlnac.org
- **Automotive Service Technology**
NATEF and Automotive Service Excellence (ASE)
- **Commercial Foods and Culinary Arts**
American Culinary Federation Education Foundation (ACFEF) Accrediting Commission
180 Center Place Way • St. Augustine, FL 52095
800.624.9458
- **Dental Lab Technology**
American Dental Association Commission on Dental Accreditation
- **Emergency Medical Technician**
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
- **Optometric Assisting**
American Optometric Association, Paraoptometric Division
- **Patient Care Technician**
Florida Board of Nursing
- **Pharmacy Technician**
American Society of Health Systems Pharmacists

- **Practical Nursing and Nursing Assistant**
National League for Nursing Accrediting Commission, Inc. (NLNAC)
- **School of Education and Training**
Teacher Assisting

Guidance Counselors

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

Marsha Williams • (754) 321-5709
Director, Office of Admissions

- Post-Secondary
- High School
- Marine Service Technology
- GED – State of Florida High School Diploma
- Teacher Assisting
- Forklift Certification

James Morina • (754) 321-5840
Guidance Counselor

- Applied Welding Technology
- Architectural Drafting
- Business Computer Programming
- Commercial Photography Technology
- Culinary Arts
- Mechanical Drafting
- Multimedia Design
- Network Support Services
- PC Support Services
- Printing & Graphic Communications
- Television Production
- Veterans' Assistance

Rachel Victor • (754) 321-5753
Guidance Counselor

- Auto Collision Repair/Refinishing
- Automotive Service Technology
- Commercial Vehicle Driving
- Dental Laboratory Technology
- Medical Assisting
- Optometric Assisting
- Pharmacy Technician

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Franzie.Williams • (754) 321-5732

Guidance Counselor

- Nursing Assistant
- Patient Care Technician
- Practical Nursing

Art.Bousquet • (754) 321-1305

Program Advisor

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

- Emergency Medical Technician (EMT)
- Broward Fire Academy

Barrett.Goldman • (754) 321-5732

Program Advisor

- Sharetime Students
- Dual Enrollment Students
- Be Right Back
- Transform Your Future



Registration / Orientation / Testing Department Information

For Additional Information on a specific department call the number listed below:

Architecture & Engineering	.754.321.5840
Automotive Technology	.754.321.5753
Broward Fire Academy	.754.321.1300
Commercial Vehicle Driving	.754.321.5753
Communication Arts	.754.321.5840
Culinary Arts	.754.321.5840
Emergency Medical Technician	.754.321.1300
Information Technology	.754.321.5700
Education & Training	.754.321.5700
Marine Technology	.754.321.5709
Medical Technology	.754.321.5741
Practical Nursing	.754.321.5751

Orientation & Testing Schedule

Mornings – Tuesdays & Thursdays 8:30 am

Afternoons – Tuesdays 5:00 pm

Students need to arrive 45 minutes before the scheduled start time. Registration is located in the Student Services Department. 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 Florida ID
- You will need one pen and one #2 pencil at the time of testing.
 - Basic skills testing is scheduled immediately following orientation.
 - Each session is limited to 30 participants.

Testing FAQs:

How do I get started?

Come in and make an appointment to attend an orientation and take the basic skills assessment.

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

All Students who wish to attend McFatter Technical Center or the Broward Fire Academy are required to take the TABE test.

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 Orientation & Testing session?**

Orientation & Testing is approximately 2 1/2 hours.

Can 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?

All students must schedule an appointment with their Program Counselor to obtain their test results. Test results will not be provided to you by the Test Examiner or over the phone.

How long are my TABE test scores valid?

TABE test scores are valid for 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 & 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 & 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.****

Admission Requirements/ Counseling/ Student Services**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 & Testing.

Testing

The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 400 clock hours or more must meet a minimum basic skill level in reading, mathematics and English. The State Curriculum Frameworks have established the minimum standards for each program. Basic skills testing is administered following the orientation programs. 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.

Counseling

McFatter Technical Center considers career guidance counseling to be integral parts of the overall educational process. Counselors/advisors are concerned with helping students become more aware of their abilities, interests and opportunities and how they relate to their career goal.

**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.

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Financial Assistance

McFatter Technical Center's 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
- Workforce One
- 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 – Friday from 7:30 a.m. – 6:00 p.m.

Veterans' Educational Benefits

The Center gives veterans preference in the admission process. For complete information on eligibility, students should contact their local Veterans' Administration office or call the VA hotline 888.442.4551. For information pertaining to the school's VA approved courses, standard or progress, attendance, transcript requirements and the processing of paperwork, contact the Guidance VA Liaison, James Morina.

Fees and Tuition/Instructional Policies & Procedures

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.

Method of Payment

Credit cards, cash or checks drawn on local banks are accepted for payment of the registration fee and tuition. A local address and telephone number must be printed on all checks. If fees paid by check are refunded, the applicant must wait at least ten (10) school days for processing the refund. McFatter Technical Center is not permitted to cash personal checks. Bookstore supplies must be purchased with cash or credit/debit card. An ATM machine is available on campus.

Refund Policy

School Board Policy 6607 governs the refund of program fees. Fees are fully refunded if a class is canceled. Partial refunds are given for withdrawal within five (5) days from the beginning of the term.

Students receiving assistance from Title IV programs will be awarded aid depending upon the amount of aid earned.

Post-withdrawal disbursements/refunds of Title IV funds will be applied to any outstanding institutional charges. Any funds not applied to outstanding institutional charges will be disbursed to the student.

According to School Board Policy:

1. There is no refund of the registration fee after the first week of the term.
2. Supply, insurance and tuition fees are refundable only during the first week of classes.

3. If a class is canceled, a full refund of all fees will be issued.
4. All refunds must be requested in person.
5. Checks used to pay fees must clear the bank before a refund will be made.

Receipts must be presented to receive a refund for unused textbooks and supplies. Refunds will not be given for used or damaged textbooks or supplies.

Attendance Policy

It is the intent of the Broward Technical Centers to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will assume the responsibility of attendance habits consistent with the expectations of the workplace. Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student.

ABE, GED, AAAE & ESOL

The following attendance policy has been established by the Department of Education and is in effect for the 2011-2012 Workforce Education year:

- A student must be withdrawn after being absent for 6 consecutive days.
- There are no excused absences.
- Students will be withdrawn on the 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 re-entry per enrollment period.

Certificate & ATD Programs

Broward Technical Centers have the responsibility of preparing our students with the skills to enter the workforce. It is recognized by industry that the single most important trait for career success is good attendance. The attendance rules are the minimum acceptable standard to be successful at

the Broward Technical Centers. The following is the minimum for all Certificate and ATD programs. All post-secondary students will assume responsibility for making up assignments in a timely manner in order to stay current with the student's program progression.

Total Absences

A student must be withdrawn after being absent (6) consecutive days. The student 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 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 class.

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.

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 times within twelve months will not be allowed to re-enter that program for a period of two 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.

Withdrawals

Only the student who voluntarily withdraws after the drop/add period should be withdrawn from a class.

Attendance

The continuous recording of attendance remains the responsibility of the instructor.

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 and counselor that the educational focus of the student no longer exists.

Tardiness

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

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.

Canceled /Closed Classes

All classes are subject to minimum and maximum enrollment requirements. A class may be canceled 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 canceled.

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 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 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 3 or 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 (10) days or involuntarily withdraw the student from the school for a period of time not to exceed one 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.

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.

Grading System

Progress Report

Each student is to be evaluated on his/her performance in the classroom every nine 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



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 Center is committed to teaching the skills you need for the career you want. 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 Center 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.

program information

Applied Academics for Adult Education

Adult Basic Education and Applied Academics for Adult Education

900 - 1500 Hours | —*—

Instruction in literacy skills including Reading, Mathematics and Language.

- Comprehension Skills
- Critical Reading
- Basic Computer Activities
- Problem Solving and Computational Skills
- Measures, Estimations, Charts and Graphs
- Applications
- Standard Written English
- Grammar, Capitalization and Punctuation
- Vocabulary and Spelling

General Educational Development (GED)

900 Hours | —*—

Preparation for obtaining the necessary skills required to pass the Official GED Test and be awarded a State of Florida High School Diploma

- Reading
- Writing
- Mathematics
- Science
- Social Studies



Architecture & Engineering

Have you ever heard the expression “Back to the drawing Board”? It’s an expression that comes from planning, designing and making something. It all starts with a “blueprint”. Learn how to create or “draft” a working drawing of something that will be used as a guide for building it.

Accreditation:

Students are trained in AutoCAD software, which will assist in AutoCAD Certification from independent certification centers.

PREREQUISITES:

Applicants must pass the Test of Adult Basic Education and meet with the program counselor/advisor.



Architectural Drafting

1900 Hours | —*—

Drafting concepts, including Computer Aided Drafting, enable the student to produce a wide range of drawings typically used in Architecture and the building and construction industries.

- Basic Drafting Fundamentals and Concepts
- Basic use of the Computer
 - Word and Internet applications
- Basic AutoCAD 2-D/Advanced AutoCAD 3-D
- Fundamentals of Architecture
- Standard Architectural Drawings and Blueprints
- Architectural Detail and Specialty Drawings
- Presentation Drawings & Portfolio
- Personal skills including reading, writing, math, science and resume writing



Mechanical Drafting

1900 Hours | — * —

Drafting concepts, including Computer Aided Drafting, enable the student to produce a wide range of drawings typically used in the manufacturing industries.

- Basic Drafting Fundamentals and Concepts
- Basic use of the Computer
 - Word and Internet applications
- Basic AutoCAD 2-D/Advanced AutoCAD 3-D
- Fundamentals of Machining Process
- Standard Mechanical Drawings and Blueprints
- Mechanical Detail and Specialty Drawings
- Presentation Drawings & Portfolio
- Personal skills including reading, writing, math, science and resume writing



Automotive Collision Repair and Refinishing

1400 Hours/14 months | — * —

Prepare for employment in the collision repair industry. Areas of instruction include collision repair technology, paint repair technology, body shop office personnel, material supplier, sales, glass technician and related positions within insurance companies. Skills learned during the program include basic skills, sheet metal repair procedures, estimating, related mechanical and electrical repairs, human relations, employability skills, safe work practices and entrepreneurship. All instruction is delivered by experienced ASE certified instructors that are county and/or state certified.

Automotive Technology

Automotive Service Technology

1800 Hours | — * —

Accreditation:

The program is recognized by the National Institute for Automotive Service Excellence (ASE) as being a National Automotive Technicians Education Foundation (NATEF) Master Certificate Program. Automotive Service Technology is a technical certificate program that offers students the training necessary for careers in the automotive repair field. Successful graduates can find work as apprentice technicians, tire and quick service technicians, general line technicians, service writers and many other automotive service-related positions.

Students develop the technical background necessary to diagnose, overhaul and repair automobile systems and their components. Through mechanical theory, class lectures, demonstrations and hands-on activities, students become proficient and are well prepared for the workforce.

Certification:

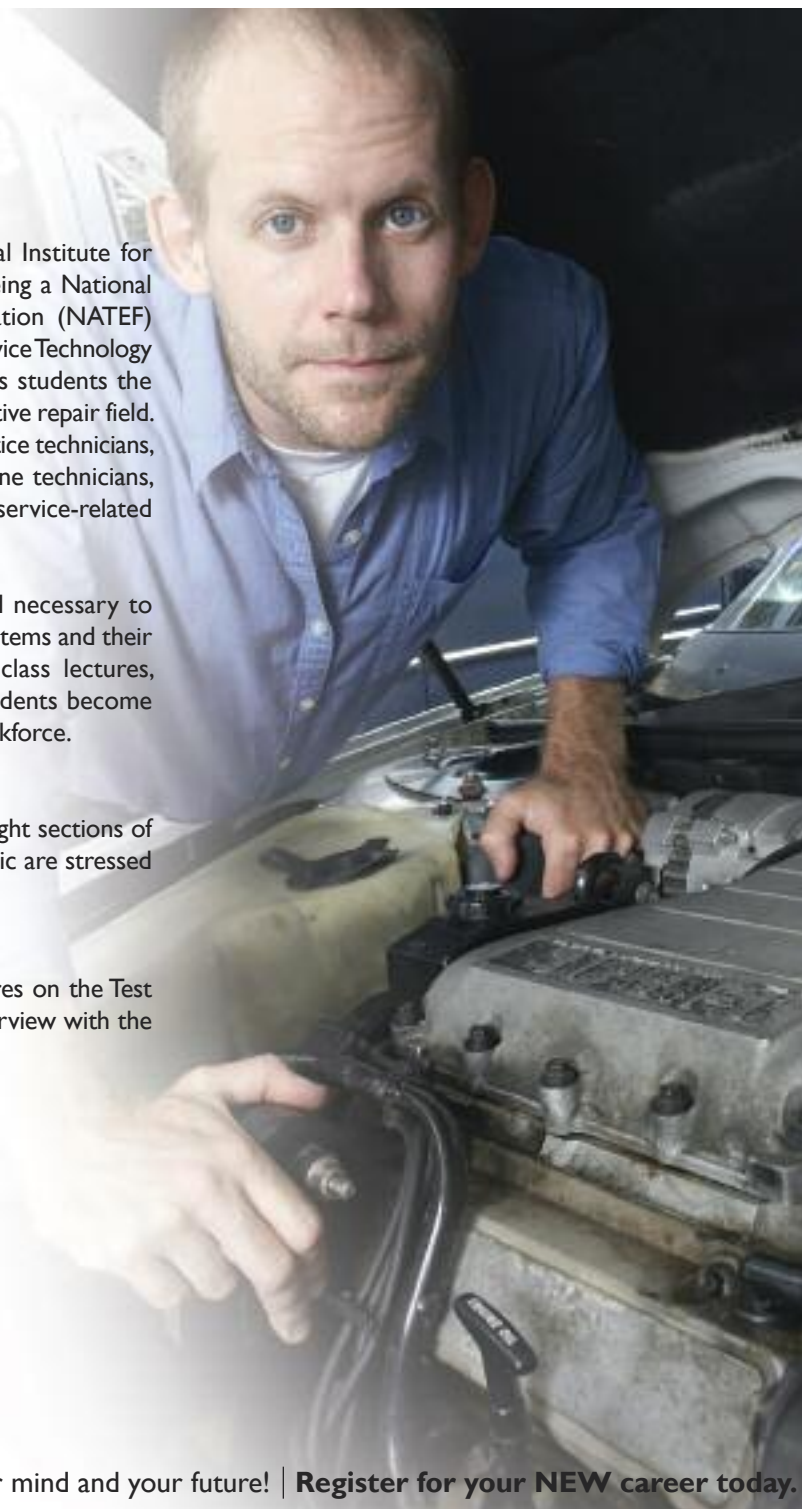
This program prepares the student for all eight sections of the ASE exams. Safety and proper work ethic are stressed throughout the program.

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education (TABE) and an interview with the program counselor.

Careers:

- Automobile Technician
- Master Automobile Technician
- Auto Service Consultant
- Advanced Engine Performance
- Specialist Technician
- Independent Auto Shops
- Auto Manufacturer Dealers
- Franchised Auto Shops
- Fleet Auto Shops



Expand your mind and your future! | **Register for your NEW career today.**

Commercial Vehicle Driving

Commercial Vehicle Driving

322 Hours | — * —

Learn to drive the big rigs and get a Class “A” Commercial Driver’s License (CDL) in just 9 weeks. Upon completion, you will be able to operate, load and maneuver large tractor-trailer vehicles in this short but exceptional program.

The Commercial Vehicle Driving

program will prepare students for entry-level employment as a professional local or over-the-road (OTR) truck driver.

Upon successful completion of the program, which includes 1,000 miles of local and highway driving, Commercial Vehicle Driving students will receive a Technical Certificate, and will be able to test at our facility for their Class “A” Commercial Drivers License (CDL).

Commercial Vehicle Driving is a job preparatory program that instructs students in:

- The proper loading and securing of cargo
- Coupling and Uncoupling
- Operating
- Shifting & Maneuvering
- Backing up of large tractor trailers, truck controls and systems
- Double-clutching and shifting techniques of 9-, 10- and 13- speed vehicles

Commercial Vehicle Driving students will be instructed daily as they maneuver around our multi-directional driving range for approximately the first half of the program. They will practice concepts previously covered in the classroom and the basic procedures needed to safely operate large tractor trailers prior to being taken on the road.

The remaining portion of the Commercial Vehicle Driving program will be spent on driving on all different types of highways. Although the main emphasis will be on driving, time will be spent each week in the classroom learning trip planning,

defensive driving, log books, special rigs and extreme weather driving techniques.

The Commercial Vehicle Driving program is nine weeks with full-time enrollment. Applicants must be at least 21 years of age, have a safe motor vehicle driving record, have a valid Florida Drivers License, pass the Florida written CDL tests and obtain a Class “A” Learners’ Permit. Applicants must also pass a drug and alcohol screening which will be provided by the school, and must have passing scores on the Test of Adult Basic Education.

PREREQUISITES:

All Applicants must:

1. Take the Test of Adult Basic Education.
2. Set up an interview with their counselor.
3. Present a valid Florida Drivers License and a class “A” license or temporary permit at the time of their interview.
4. Present a complete original copy of their entire Motor Vehicle Driving Record which is available at the Broward County Courthouse, Room 130. Photocopies, altered originals or originals more than thirty (30) days old will not be accepted.
5. Applicants must have a safe driving record. Factors which may affect employment after training include: a DUI or DWI within ten (10) years of training, a suspension or revocation in the past three (3) years of training or an excess of six (6) points for moving violations within the past three (3) years. A DUI/DWI conviction within the past three (3) years will prevent applicants from enrolling in the program.
6. At the time of registration, applicants will be given a Department of Transportation medical form which must be completed by their physician and submitted to the instructor on the first day of class. DOT physical examination records more than six (6) months old will not be accepted.
7. In order to fulfill the requirements of federal legislation, students must successfully pass the Drug Abuse Screening done on our campus. Students who fail the Drug Abuse Screening are subject to immediate withdrawal from the program and will forfeit their fees.
8. The Department of Transportation recommends that applicants be twenty-one (21) years of age upon entry





into the program and be able to read and speak the English language.

9. Although it is not a requirement, it is helpful for applicants to know how to operate a vehicle with manual transmission.

Third Party Testing

McFatter Technical Center is an authorized Third Party Test Site for CDL Testing. The Florida Department of Motor Vehicles authorizes McFatter Technical Center to administer the Skills Test for Class "A", Class "B", Class "C" and "Passenger Endorsement" licenses. Prior to taking the CDL Skills Test you must take the written test at a local DMV office and obtain a valid CDL Learner's Permit. Once you possess the Learner's Permit call 754.321.5715 to schedule your Skills Test.

- The test takes roughly 4 hours.
- Licensed by the State of Florida Department of Transportation.

There are 3 parts to the Skills Test:

- Pre-Trip Inspection
- Basic Skills
- Road Test

Fork Lift Certification

6 Hours | *Register today!*

Train to operate a fork lift through the National Safety Council/FLI Learning Systems, Inc. Fork Lift Certification includes six (6) hours of classroom and hands-on training to fine tune your operational skills and refresh your understanding of safe fork lift operating procedures. Certification includes operation training definitions from OSHA and NIOSH.



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multimedia design and more

- Portraits
- Commercial photographs
- Industrial photographs

Additional activities in the Commercial

Photography program include:

- Digital imaging
- Scanning film and prints
- Image manipulation using Adobe PhotoShop software
- Writing files to CD-ROM

This full-time program is conducted Monday through Friday from 8:00 am to 2:30 pm. The average student takes from 12 to 16 months to satisfy all of the competency-based requirements.

Careers:

- Commercial Photography Studio
- School Photography
- Wedding Photography
- Freelance Photography
- Digital Retouching and Restoration

Printing & Graphic Communications

1800 Hours | —*—

Printing & Graphic Communications is an 1800-hour workforce development program designed to prepare students for entry-level employment in the printing and graphic arts industry. The main objective of this skill-based method of instruction is student proficiency in graphic design, pre-press and offset lithography operations, with some students able to complete program competencies in fewer than 1800 hours.

The program provides hands-on experience and instructional opportunities in:

- Computer Graphics
- Typography
- Design Layout
- Computer-to-Plate Technology
- Platemaking
- Press Operations
- Bindery

Communication Arts

Commercial Photography Technology

1650 Hours | —*—

Train for entry-level commercial photography employment. Become proficient in camera use, exposure control and lighting techniques. Master other techniques including Adobe PhotoShop, film scanning and much more.

Commercial Photography is a challenging, technical program that prepares students for careers in commercial photography using a “hands on” approach to learning. Commercial Photography assignments begin with simple photo skills and build toward the completion of a portfolio and preparation for a job in the field.

Through the use of books, videos and demonstrations about commercial photography, students develop proficiency in the use of:

- Cameras of all formats
- Exposure controls
- Compositional elements of design
- Lighting techniques
- Media presentations

PREREQUISITES:

Applicants must complete orientation, have satisfactory scores on the Test of Adult Basic Education and meet with the program counselor/advisor. Commercial Photography students also learn to produce:



Modern printing methods are taught using lab procedures, with the photo offset processes emphasized and other printing methods reviewed.

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education and an interview with the program counselor.

The following stages of the printing and graphic arts process will be accomplished through hands-on training:

- Computer graphics fundamentals and troubleshooting
- Basic principles of typography, layout and design
- Adobe software applications covering:
 - Page Layout
 - Illustration
 - Electronic Scanning
 - Photo Retouching
- Printing and portfolio projects:
 - Logos
 - Business Forms
 - Posters
 - Package Designs
 - Newsletters
 - Brochures
 - Business Cards
 - Computer-to-plate technology
 - Principles of stripping, platemaking and proofing
 - Large, small and multi-color press operations
 - Identification of various grades of paper
 - Mixing press inks
 - Bindery and finishing operations

Software:

- Adobe InDesign CS5
- Adobe Illustrator CS5
- Adobe Photoshop CS5
- Adobe Acrobat Pro 9.0
- Harlequin Rip Software

Careers:

- Graphic Artist
- Pre-press Operator
- Press Operator
- Bindery Operator

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Television Production

1650 Hours | – * –

The Television Production program offers students the opportunity to develop the skills necessary for initial employment in the television industry. Participants successfully completing the competencies involved in this 1650-hour program emerge as broadcast technicians with a wide range of skills enabling them to move into entry-level positions at TV stations, production companies, cable systems, corporate video houses or to pursue self-employment opportunities.

The Television Production program provides competency-based instruction and specialized practical (hands on) laboratory experiences enabling students to become proficient in the use of:

- The Camera and Camera Operations
- Video Control
- Lighting Techniques
- Picture Analysis through Waveform/ Vectorscope
- Editing (non-linear using Final Cut Pro and Adobe Premier Pro)
- Graphics
- Control Room/Station Operations

Program activities involve the use of broadcast cameras and emphasize:

- Basic and Advanced Set-staging Design
- Audio and Video Methods
- Script Formatting
- Taping
- Directing/Producing

Students will use studio and remote television cameras, and electronic news gathering (ENG) and electronic field production (EFP) equipment.

Areas of Focus:

- Preventative Maintenance
- Scenery and Prop Building and Maintenance
- Employability Skills
- Math and Science
(as they relate to Television Production)
- Reading and Writing Skills

Students must complete a portfolio showing a resumé (both paper and video), samples of scripts and essays written and other pertinent items. Macintosh computers are standard.

Upon completion of the program competencies and hours, Broward Education Communications Network (BECN) Internship and basic skills requirements, a Postsecondary Technical Certificate of Completion will be issued.

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education, an interview with the program counselor and instructor and knowledge of basic computer skills.

Careers:

- Studio Technician
- Lighting Technician
- Camera Operator
- Editor
- Audio Operator
- Videotape Operator



Culinary Arts

Commercial Foods & Culinary Arts

1200 Hours I - *-

ACFEF Accrediting Commission Accreditation

The Commercial Foods and Culinary Arts program offers students the opportunity to prepare for employment as pastry, restaurant, hotel and resort cooks, in addition to basic management positions in the food service industry.

This program is a blend of classroom academics and culinary arts procedures, where students learn and demonstrate competencies in:

- Introduction to the Hospitality and Food Service Industry
- Garde-Manger (pronounced gar mawn zhay)
- Food Production
- Baking and Pastries

Instruction in these areas of Culinary Arts is effected through lectures, videos, demonstrations and labs.

Training in other aspects of food service management, such as beverage service and controls, or purchasing and receiving, is acquired by hands-on computer procedures implementing specific software for that purpose. Central to the program are the highly interactive hands-on cooking demonstrations, where students are directed in a wide range of food preparations from stocks, soups and sauces to baked goods and desserts. General housekeeping and equipment operation skills necessary to any commercially run venture are also part of the curriculum.

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education and an interview with the program counselor.

Term 1 ~ Introduction to the

Hospitality and Food Service Industry Introduction to the Hospitality and Food Service Industry introduces students to:

- Beverage Service & Controls

- Dining Room Service
- Menu Planning & Purchasing
- Receiving
- Inventory & Storage
- Principles of Service

Term 2 ~ GARDE-MANGER

Garde-Manger offers instruction in cold food preparation, centerpieces and principles of service.

- Eggs & Dairy Products
- Charcuterie (sausages & patés)
- Salads & Salad Dressings
- Fruits
- Hors d'Oeuvres
- Appetizers
- Centerpieces
- Principles of Service
- Vegetables, Starches, Grains, Pastas

Term 3 ~ FOOD PRODUCTION

Food Production I and II introduce the students to a variety of topics, including:

- Knife Skills
- Principles of Cooking
- Stocks & Sauces
- Soups
- Principles of Meat Cookery
- Fabrication of Beef, Veal, Lamb, Pork, Poultry, Shellfish, Game
- Breakfast
- Brunch
- International Flavor Principles
- Presentation

Term 4 ~ BAKING & PASTRIES

Baking & Pastries spans the art of dessert creation, from novice-style gelatins and puddings to paté à brioche, puff pastry & chiffons.

- Principles of the Bake Shop
- Quick Breads
- Yeast Breads
- Pies, Pastries & Cookies
- Cakes & Frostings



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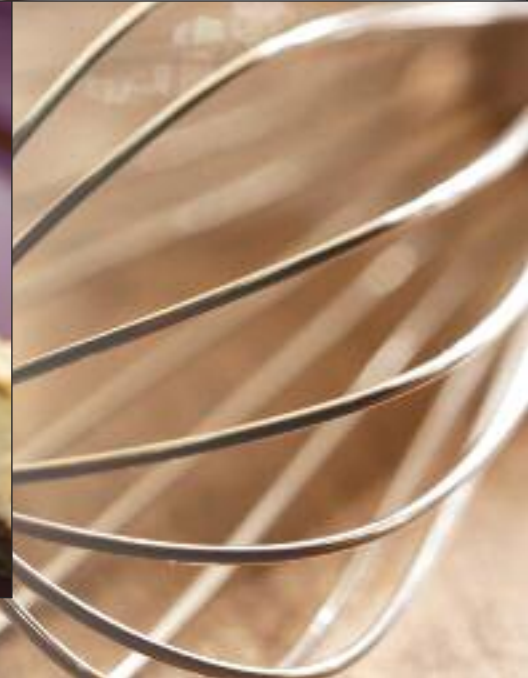
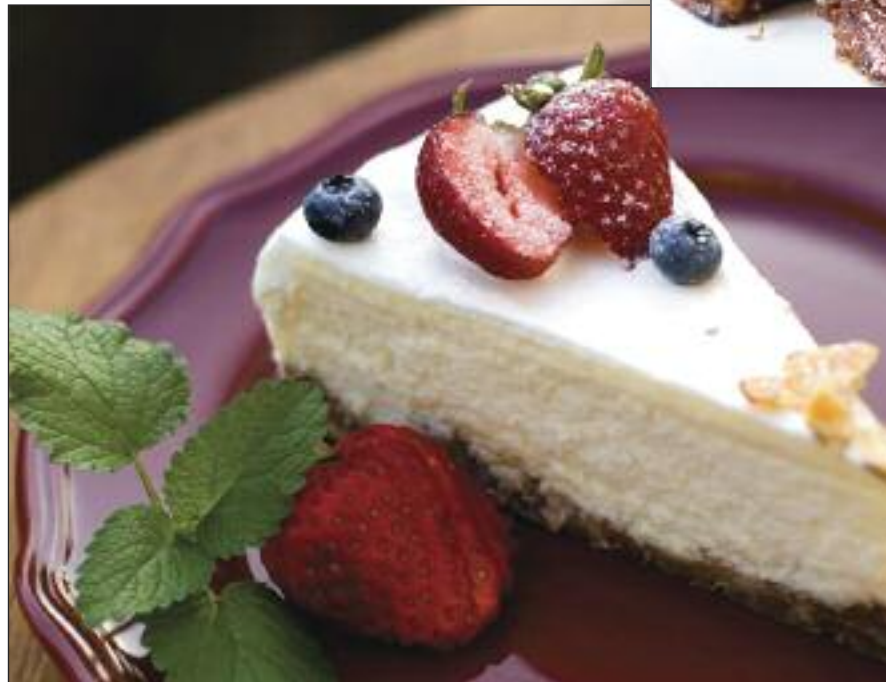
- Custards
- Creams
- Frozen Desserts
- Dessert Sauces

Each of the following three topics are 30-hour courses that are completed through 3-hour blocks satisfied on a weekly basis (49% online):

- Sanitation (ServSafe)
- Nutrition
- Food Service Management
- Controlling Food Service Costs

Continuing Education Through Articulation with:

- Johnson & Wales University
- Fort Lauderdale Art Institute
- Florida Culinary Institute
- Broward College



Emergency Medical Technician

Emergency Medical Technician

252 Hours | – * –

The Emergency Medical Technician program offers students the opportunity to become a certified Emergency Medical Technician-Basic following successful completion of program competencies. The 13-week program includes: emergency room rotations, fire rescue ride time, theory, handling of equipment, and designated tasks performed under hazardous and non-hazardous conditions.

The following outline includes the major instructional areas of the EMT - B Program:

- Introduction to Emergency Care
- Medical, Legal and Ethical Issues
- Communication and Documentation
- Pharmacology
- Anatomy and Physiology
- Patient Assessment and Vital Signs
- Multiple Medical/Trauma Emergencies (Adult and Pediatric)
- CPR and BLS Techniques
- Ambulance Operations
- Response to Terrorism and Weapons of Mass Destruction

Accreditations:

- Accrediting Commission of the Council on Occupational Education (COE)
- Florida Department of Health Bureau of Emergency Medical Services

PREREQUISITES:

Applicants for the program must:

- Be at least 18 years of age
- Have a high school diploma (or equivalency)
- Earn satisfactory scores on the Test of Adult Basic Education (TABE)
- Complete with satisfactory results - Level II background check, drug screening and medical examination
- Complete an interview with the program advisor/ counselor

Required Books & Supplies: (additional cost)

- AAOS Emergency Care and Transportation Full Package (3 BOOKS)
- Medical Dictionary
- Student Orientation Packet
- Clinical/Field Manual

Required Equipment: (additional cost)

- Uniforms
(3 polo shirts, Dickies or EMT BDU dark navy blue pants)
- Safety Shoes (Steel Toe) Black
- Stethoscope
- Black Belt
- Student ID Badge
- Personal or School Insurance
- A Watch with a Second Hand

Education and Training

Teacher Assisting

600 Hours | 12 months minimum

Prepare for employment as a Teacher Assistant within the Broward County Public School System. Prerequisite includes high school diploma that is acceptable to Broward County Schools. 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 review of the Broward County mandated Para Pro assessment.

PRE-REQUISITES:

Applicants must pass the Test of Adult Basic Education and meet with the program counselor/advisor.



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Fire Science

Broward Fire Academy

398 Hours | —*—

The Firefighting program offers students the opportunity to become certified firefighters in accordance with Florida Statute 633, following successful completion of program competencies. The 12-week program combines classroom work and field activities, and includes assignments involving the handling of equipment and completion of designated tasks performed under hazardous, as well as non-hazardous conditions.

Instruction includes:

- Ladder Usage
- Hose Layout
- Hazardous Materials
- Extrication
- Breathing Apparatus
- Performance Objectives.

A student must have satisfactorily completed a certified EMT program prior to enrolling in the Broward Fire Academy.

Certification:

This course includes the State Examiner's Test as part of the program.

PREREQUISITES:

- EMT CERTIFICATION
- Be at least 18 years old
- Have a high school diploma or its equivalent
- Earn satisfactory scores on the Test of Adult Basic Education
- Have no felony convictions or misdemeanors
- Show proof of good health on a medical examination
- Pass a physical ability and sit for an entrance interview with the program counselor

The major instructional areas of the firefighting program include:

- Orientation
- Fire Behavior
- Portable Extinguishers

- Protective Breathing Equipment
- Apparatus & Equipment
- Tools & Equipment
- Ladders
- Hoses
- Fire Streams
- Fundamentals of Extinguishment
- Private Fire Protection Systems
- Forcible Entry
- Physical Fitness
- Examinations
- Controlled Burning
- Hazardous Materials
- Course Review
- Performance Objectives
- Employability Skills

Required Books & Supplies: (additional cost)

- Essentials of Fire Fighting
- Student Orientation Packet

Required Equipment: (additional cost)

- Uniforms
(Includes 1 set dress uniform, 2 sets of physical training uniforms, name tag, belt)
- Shoes
- NFPA approved boots, hood, helmet and gloves
- Suspenders
- Twenty feet of 1/2" kernmantle rope
- MSA face piece (mask) and breathing tube
- School insurance
- Money Order
(Bureau of Fire Standard processing fee)



Information Technology

Business Computer Programming

1200 Hours | 12 months | Online or FACE-2-FACE

Master the skills and knowledge to create software for business and games. Learn database modeling and design as well as SQL programming using Oracle databases. Use cutting edge programs like Visual Studio, with C# & Java languages as the focal point. Become proficient in testing, monitoring, debugging, documenting and maintaining computer programs. Earn industry certification of Oracle Certified Associate. Use hands-on approach to learning by building real world applications and programs.

PREREQUISITES:

Applicants must pass the Test of Adult Basic Education (TABE) and meet with the program counselor/advisor.

Multimedia Design Technology

1350 Hours | — * —

The student will spend about a month on each of 8 of the most cutting edge software applications available today. When the student completes the class they will have been trained to use software that will enable them to be a Multimedia Designer with abilities encompassing the skills to be a Publications Designer, 2d or 3d Animator, Video Editor and Web Designer.

Program Software:

The software that the student will be working with includes:

- **Photoshop** – The leading photo editing software in the world today.
- **Illustrator** – Turn your drawings into electronic illustrations or create illustrations right in the computer.
- **InDesign** – If you have ever designed a flyer or brochure and not used InDesign, get ready to be blown away with what this incredible software will do.
- **Flash** – The software that Hollywood uses to create the 2 dimensional cartoons that you see on TV.
- **Dreamweaver** – Have you ever gone surfing on the internet? If you have, most of the web sites that you have surfed were created with this legendary software.
- **Premiere** – Ever wanted to create a music video? This

is the video editing software that will make it awesome.

- **After Effects** – If you have not worked with After Effects and you think you know what cool video effects are – you have not seen anything yet.
- **LightWave** – Do you watch TV or movies? Then you have seen LightWave at work. From 3d animations to award winning special effects in movies to video games, LightWave is the choice of professionals. This is such an incredible program that we usually spend about 2 months working with this software application.

Careers:

- Multimedia Designer
- Publications Designer
- 2d or 3d Animator
- Video Editor
- Web Designer



Network Support Services

1050 Hours | 12 months
(not including labs)

The World Wide Web, commonly known as the internet, consists of routers, switches, and servers communicating through the implementation of routing protocols in the LAN and WAN. The Network Support Services Program prepares you to meet the challenges of Cloud computing, LAN development and WAN integration. Earn your Cisco certification (CCNA) and develop hands-on skills that make you a leader in the field of technology. Topics include: subnetting, routing, (RIP, EIGRP, OSPF), wireless, logical

and topological design, VLAN, access control lists, and troubleshooting using a layered model.

PREREQUISITES:

Applicants must pass the Test of Adult Basic Education (TABE) and meet with the program counselor/advisor.

PC Support Services

900 Hours | 12 months (including lab time)

Computers rule the world; become a PC support technician and “master” the computer. There is a huge demand for workers with skills in building, maintaining, and fixing the computers within every modern business. Earn your industry certification (A+), and prepare to take a hands-on approach to securing your future. Topics include: virus and security, software installation (Windows, MacOSX and Linux), active directory, domain policies, cloud computing and LAN deployment and troubleshooting.

PREREQUISITES:

Applicants must pass the Test of Adult Basic Education (TABE) and meet with the program counselor/advisor.

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Marine Technology

Marine Service Technology

1350 Hours | —*—

Marine Service Technology is a job preparatory program that presents students with technical and manipulative skills that are necessary to diagnose, overhaul, and repair marine systems and their components. With the application of mechanical theory, class lectures, hands-on shop activities, demonstrations and visual aids students are taken through marine sub-systems and instructed in their theory of operation, diagnosis and repair. The curriculum also includes:

- DC Electrical Theory as it pertains to ABYC and NMEA standards
- Marine Electronic Installation
- Repairs
- Radar
- Sonar
- GPS
- Depth Finders
- Communication Systems

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education and an interview with the program counselor.

Careers:

- Electrician
- Electronics Installer
- Inboard Diesel Technicians
- Inboard/Stern Drive Gasoline Technicians
- Marine Riggers
- Outboard Engine Technicians
- Parts Personnel
- Riggers: new boat assembly
- Service Writers

Certification:

Students are eligible to take the certification exams for:

- ABYC Electrician
- Bombardier (Johnson & Evinrude) Certificate
- Mercury Certificate
- State of Florida Marine Service Technician



Applied Welding Technology

1170 Hours | — * —

Welding Technology is a technical certificate program that offers students the opportunity to become skilled welders and welder helpers in the marine, construction and various other industries. Instruction is provided in the basics of welding, with special emphasis on theory and hands-on training. By advancing through a series of competencies, a student will learn to use gas and/or electric cutting and joining metals. Blueprint reading and the preparation of layouts are an important part of this program.

Students are trained in:

- Oxy-Acetylene Welding and Cutting
- Plasma Cutting
- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW or MIG)
- Tungsten Arc Welding (GTAW or TIG-Heliarc).

Certification:

This program prepares students for the American Welding Society (AWS) examination for welding certification of 3G-6G in any process.

PREREQUISITES:

Completion of orientation, satisfactory scores on the Test of Adult Basic Education and an interview with the program counselor.

Careers:

- Air Conditioning Industry
- Construction
- Florida Department of Transportation
- Florida Power & Light
- Heavy Equipment Repair
- Marine Industry
- Metal Fabrication Shops
- Piping Industry
- Port Everglades
- Sanitation
- Water Treatment Plants
- Welding Union



Occupational Safety and Health Administration (OSHA)

Maritime Hazard Awareness

10 Hours |

General Training:

The 10-hour class emphasizes hazard identification, hazard avoidance and hazard control. Upon completion of the class, a 10-hour OSHA card verifying participation will be mailed to the participant. On-site training is available upon request and space is limited.

Maritime Hazard Awareness

30 Hours |

Management Training:

The 30-hour class (management only) will include all components of the 10-hour class as well as emphasizing government standards and overall hazard awareness. Classes are customized.

Medical Technology

Dental Laboratory Technology

2040 Hours | — * —

Dental Laboratory Technology is an excellent career choice for individuals who enjoy working with their hands and have the ability to distinguish between subtle shades of color, size and shape. Students are prepared as entry-level technicians who assist with the construction and repair of dental appliances. Small manipulative hand skills are necessary in order to succeed in this program.

Certification:

Completers sit for the Recognized Graduate (R.G.) Examination. After two years of employment, they are eligible to take the Certified Dental Technician's (CDT) Examination.

PREREQUISITES:

A high school diploma or equivalent from a regionally accredited institution, completion of orientation, satisfactory scores on Test of Adult Basic Education (TABE) and an interview with the program counselor are required. All accepted students must have a physical examination and immunization completed prior to the first day of class. A Dental Lab Kit is also required for the program.

The program consists of 3 semesters, a 9 week term, and a special master to complete the program based on the school board calendar. Laboratory activities are integrated with theory in a curriculum which provides an opportunity to acquire a thorough working knowledge of intraoral anatomy, tooth morphology and dental materials science as it relates to the modern commercial dental laboratory. This program will include the following specialty areas:

- Oral Anatomy/Tooth Morphology
- Complete Denture Prosthodontics
- Removable Partial Restorations

- Orthodontics/Pedodontics
- Fixed Restorations (crown and bridge)
- Ceramics

Upon completion the student will be able to:

- Demonstrate proper metal design for individual and multiple unit P.F.M. restorations and application of porcelain
- Design and fabricate restorations containing attachments/implants that are esthetically incorporated in the ceramic structure
- Fabrication of all ceramic restoration
 - Refractory technique
 - Press technique
- Fabricate fixed restorations using Micro Hybrid Composite

Articulation:

The Articulation Agreement between The School Board of Broward County, FL and Broward College allows McFatter Technical Center's Dental Laboratory graduates to transfer 20 credits to Broward College toward the Health Science Management Program.



Medical Assisting

1300 Hours | — * —

Medical Assistants have been described as health care's most versatile, multifaceted and multiskilled professionals who perform a wide range of roles in physicians' offices, clinics, hospitals and other health care settings. They are proficient in a multitude of administrative and clinical tasks and are widely viewed by doctors as vital members of the health care delivery team.

PREREQUISITES:

A high school diploma or equivalent from a regionally accredited institution, completion of orientation, satisfactory scores on the Test of Adult Basic Education (TABE) and an interview with the program counselor and may enter in August. All accepted students must have drug screening, physical examination, immunization and FDLE background check (fingerprinting) completed prior to the first day of class.

Certification:

Graduates are eligible to take the Registered Medical Assistant Examination.

The Medical Assisting Program covers the following areas:

- Medical Terminology
- Administrative Duties
- Anatomy and Physiology
- Microbiology
- Medical Law and Ethics
- Pharmacology and Medication Administration
- Clinical Assisting
- Electrocardiography
- Phlebotomy
- Laboratory Procedures
- Assisting with physical examinations and other courses
- Extensive, supervised externship is provided

Careers:

Medical Assistants can seek employment in any of the following medical environments:

- Doctor's Offices/Reception, insurance billing and waived laboratory procedures
- Hospital Clinics
- VA Clinics
- Outpatient Surgeries
- Insurance Companies (basic transcription)

Articulation:

The Articulation Agreement between The School Board of Broward County, FL and Broward College allows McFatter Technical Center's Medical Assisting graduates to transfer 20 credits to Broward College toward the Health Science Management Program.





Nursing Assistant

120 Hours | —*—

Accreditation:

National League for Nursing Accrediting Commission

The Nursing Assistant Long-Term Care program is designed to prepare students in a short period of time to work a long term career in the growing health care field. Under the direct supervision of a professional nurse, the Nursing Assistant will come in direct contact with the patient in the performance of their assigned duties.

This is an excellent course for students with no previous medical field experience, who wish to enter other Health Science Education Programs. This program articulates into the Practical Nursing Program and Patient Care Technician Program.

PREREQUISITES:

Applicants must attend a general orientation and interview with the counselor. All accepted students must have a physical exam, immunizations, drug screening and background check (fingerprinting) completed.

Certification:

Successful program completers may take the State Nursing Assistant Certification Examination.

The Nursing Assistant program is a blend of classroom, laboratory, on-line and clinical instruction. The course content includes, but not limited to:

- Personal Patient Care Skills
- Principles of Infection Control
- Medical Technology
- Legal and Ethical Responsibilities
- Safety Principles
- Nutrition
- Gerontology
- Emergency Care/CPR
- Employability Skills
- Restorative Care

Careers:

The Nursing Assistant can seek employment in the following areas:

- Nursing Homes
- Hospitals
- Home Health Agencies

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Optometric Assisting

1080 Hours | – * –

Accreditation:

The Optometric Technician program is recognized by the ParaOptometric Section of the American Optometric Association.

PREREQUISITES:

Applicants who have a high school diploma and/or its equivalent from a regionally accredited institution, meet the state-mandated minimum basic standards of the Test of Adult Basic Education (TABE), and interview with the program counselor and may enter the program in August. All accepted students must have a physical examination and immunization completed prior to the first day of class.

Students in the Optometric Technician Training program will develop a thorough understanding of the equipment, materials and procedures necessary to assist the eye care specialist in the diagnosis and treatment of vision deficiencies. Optometric Technician graduates will work with an optometrist, ophthalmologist or an optical establishment.

The Optometric Technician program offers students the opportunity to work in an uncrowded health care field following completion of program competencies.

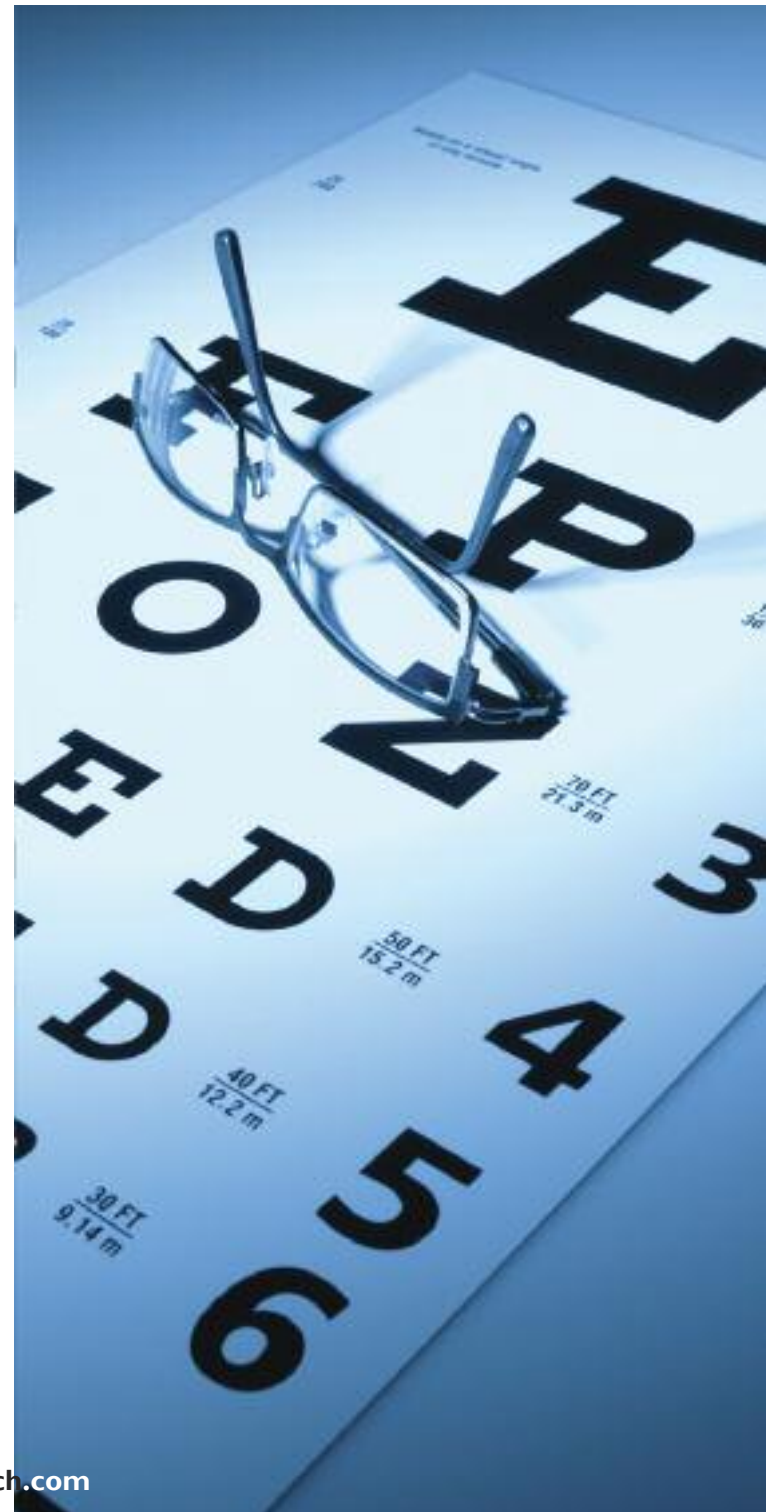
The Optometric Technician Training curriculum is a blend of classroom, laboratory and clinical instruction. Included in Optometric Technician training are:

- Theory and practical experiences in business management skills
- Testing skills to determine defects in vision
- Preparation and fitting of eyeglasses and contact lenses
- Ocular anatomy and physiology
- Employability skills

Applicants who have a high school diploma or its equivalent and meet the State-mandated minimum basic standards may enter the program each August.

Industry Credentials:

Upon completion students may sit for the Certified Paraoptometric Assistant Examination administered by the American Optometric Association.



Patient Care Technician

600 Hours | — * —

The Patient Care Technician program teaches students the skills to establish themselves as multiskilled health care workers in a growing health care field. Under the direct supervision of a professional nurse, the Patient Care Technician will come in direct contact with the patient in the performance of their assigned duties.

This is an excellent course for students with no previous medical field experience, who wish to enter other Health Science Education Programs. This program articulates into the Practical Nursing Program.

PREREQUISITES:

Applicants must attend a general orientation, meet the standard state-mandated minimum basic standards on the Test of Adult Basic Education, and interview with the program counselor. All accepted students must have a physical exam, immunization, drug screening and background check (fingerprinting) completed.

Certification:

Successful program completers may take the State Nursing Assistant Certification Examination.

The Patient Care Technician program is a blend of classroom, laboratory and clinical instruction. The course content includes, but is not limited to:

- Personal Patient Care Skills
- Principles of Infection Control
- Home Health Care Services
- Physical and Safety Functions
- Phlebotomy Procedures
- EKG Modalities
- Restoration Therapy
- CPR and more

Careers:

Patient Care Technicians can seek employment in any of the following medical areas:

- Nursing Homes
- Hospitals
- Home Health agencies



Pharmacy Technician

1050 Hours | — * —

Accreditation:

This program is accredited by the American Society of Health Systems Pharmacists.

The Pharmacy Technician program offers instruction necessary for employment as pharmacy technicians and assistants. Working under the supervision of licensed pharmacists, a technician's primary focus involves the preparation, labeling and dispensing of medication to patients while maintaining accurate medical records. Students acquire a working knowledge of medicines, their sources, preparation, use, incompatibilities, doses and pharmaceutical symbols and terms.

PREREQUISITES:

Adult applicants who have a high school diploma and/or its equivalent from a regionally accredited institution, meet the state-mandated minimum basic standards on the Test of Adult Basic Education (TABE), and interview with the program counselor and instructor may enter the program in August. All accepted students must have drug screening, physical examination, immunization and FDLE background check (fingerprinting) completed during the first six weeks of class.

Certification:

Graduates are eligible to take the National Pharmacy Technician Certification Examination.

The Pharmacy Technician program is a blend of laboratory activities and classroom theory, combined with clinical experience. The course content includes, but is not limited to:

- Sterile Techniques
- IV Preparation
- Preparing Purchase Orders
- Typing Prescription Labels
- Prepacking Unit Dose
- Maintaining Patient Records
- Distributing Medication
- Communication Skills

Articulation:

The Articulation Agreement between The School Board of Broward County, FL and Broward College allows McFatter Technical Center's Pharmacy Technician graduates to transfer 20 credits to Broward College toward the Health Science Management Program.



Expand your mind and your future! | **Register for your NEW career today.**

Practical Nursing

1350 Hours | - * -

Accreditation:

The program is approved by the Florida Board of Nursing and is accredited by the National League for Nursing.

NLNAC

National League for Nursing Accrediting Commission, Inc.

61 Broadway, 33rd Floor

New York, NY 10006

Phone: (800) 669-1659, ext. 153

www.nlnac.org

Practical Nursing is an excellent career choice for the individual who wants to become a member of a health care team and work under the supervision of a registered nurse, a physician or a dentist. Applicants should have the ability to handle responsibility and be interested in caring for patients of all ages. The program offers full-time day and evening classes as well as part-time evening. The full-time program is 12 months.

Certification:

Graduates of this program are eligible to apply to take the NCLEX Licensure Examination to become a Licensed Practical Nurse.

PREREQUISITES:

- Completion of orientation
- Satisfactory scores on the Test of Adult Basic Education (TABE)
- Satisfactory scores on the Test of Essential Academic Skills (TEAS)
- Interview with program counselor
- High School diploma or equivalent from a regionally accredited institution
- Physical examination indicating good health
- Successful completion of a criminal background check
- Drug screening test

Theory, laboratory and clinical experiences are integrated with half the program spent in health care facilities. The curriculum provides an opportunity to learn:

- Personal, Family and Home/Community Health
- Nutrition
- Growth and Development
- Medications
- Normal Functions of the Body
- Diseases and Disorders Affecting Body Systems

Specialty areas include:

- Geriatrics
- Maternal and Newborn Care
- Pediatrics

Articulation:

The Articulation Agreement between The School Board of Broward County, FL and Broward College allows McFatter Technical Center's Practical Nurse graduates to transfer 13 credits to Broward College toward the Registered Nursing Program.



Broward Technical Center Calendar 2011 – 2012

	FALL SEMESTER (91 Days)		WINTER SEMESTER (89 Days)		SUMMER (43 Days)
	Term 1 (47 Days)	Term 2 (44 Days)	Term 3 (43 Days)	Term 4 (46 Days)	Summer '12 (43 Days)
RE-REGISTRATION (Current Students)	August 1	October 10	January 2	March 12	May 21
*OPEN REGISTRATION (New Students)	August 8	October 17	January 9	March 19	May 29
TERM BEGINS	August 22	October 31	January 23	April 2	June 11
EARLY RELEASE DAYS	September 22 October 27	January 19	February 2 March 29	June 7	
NO CLASSES: HOLIDAY/SCHOOL CLOSED	September 5 September 29	November 11 November 21-25 December 19-30 January 16	February 20 March 12-16	April 6 May 28	July 4
NO CLASSES: PLANNING DAY	August 15-19 October 28	January 20	March 30	May 25 June 8	August 10
INTERIM REPORTS	September 23	December 8	February 24	May 8	
REPORT CARDS	November 17	February 8	April 19	June 27	
LAST DAY OF TERM	October 27	January 19	March 29	June 7	August 9

Expand your mind and your future! | Register for your **NEW** career today.





Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 • www.council.org

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