

# YOUR CAREER YOUR COLLEGE

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*Opportunity Starts Here*



## PINELLAS TECHNICAL COLLEGE: THE SMART CHOICE.

As a Pinellas Technical College student, you'll enjoy five big advantages:

- Earn college credit, industry and professionally recognized licenses and certificates.
- Classes are offered online and on-campus, day and evening.
- Many programs take one year or less to complete.
- Affordable tuition.
- Many students qualify for financial aid.

## CLEARWATER

6100 154<sup>th</sup> Avenue N.  
Clearwater, FL 33760  
FAX: 727-538-7203

**Phone: 727-538-7167**

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

YOUR FUTURE IS WAITING.  
**GET STARTED TODAY!**

## Clearwater Campus Catalog 2020-2021



## **The School Board of Pinellas County, Florida**

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The mission of the Pinellas County School Board is to provide the best opportunities for all students to succeed by adopting policies that ensure continual improvement of highest student achievement, safe learning environment and effective, efficient operation.

### **Federal guidelines require that states have a zero-tolerance law regarding substance abuse, guns and crime.**

Florida Statute 1006.13 mandates that "each school district shall adopt a policy of zero tolerance for crime and substance abuse...." That law further requires that expulsion be recommended for any student at school or at a school function with a firearm or weapon, as defined in Chapter 790 or any student making a threat or false report as defined by state statute 790.162 and 790.163. In fulfilling this statutory requirement, we have incorporated the specified legal definitions into the language of Pinellas County Schools' Code of Student Conduct for Postsecondary Career, Technical, and Adult Education (CTAE). In complying with the law, the Pinellas County School Board defines **zero tolerance** to mean that certain kinds of misconduct will always lead to a disciplinary consequence. For certain misconduct, administrators have discretion as to discipline and penalties and for others the School Board has mandatory penalties. All of these policies have been enacted to ensure that the student is safe and has every opportunity to benefit from instruction.

Pinellas County Schools (PCS) is an equal opportunity institution for education and employment. It is the policy of the School Board of Pinellas County that each student, regardless of race, color, creed or religion, sex, marital status, national origin, age, disability, or sexual orientation has the right to an opportunity for an education.

Paula Texel, Associate Superintendent, Human Resource Services (Office of Equal Opportunity)  
301 4th Street, SW, Largo, FL 33770; (727) 588-6000

This publication can be made available in large print or audio tape versions to persons with disabilities. Requests should be made to Pinellas Technical College-Clearwater Campus, 6100 154th Avenue N, Clearwater, FL 33760 (727) 538-7167. Please include your name, address and telephone/ TDD number with your request.



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**Clearwater Campus**

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Clearwater, Florida 33760  
(727) 538-7167 • Fax (727) 538-7203

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

**Vision**

To be our community's first choice for workforce training.

**Mission**

Our mission is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.



Pinellas Technical College-Clearwater Campus is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790.



Pinellas Technical College-Clearwater Campus is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), 1866 Southern Lane, Decatur, Georgia 30033, (404) 679-4500.



As part of the Pinellas County School district, Pinellas Technical College is accredited by AdvancED, the parent organization of the Southern Association of Colleges and Schools (SACS).

**Pinellas Technical College-Clearwater Campus is an alliance member of the Commission on International and Trans-Regional Accreditation (CITA).**

**Most Pinellas Technical College programs are further accredited by a professional accrediting body and/or approved by a licensing or certifying agency. These program accreditation, licensing, and certifying agencies include:**

- Commission on Accreditation of Allied Health Education Programs Florida Department of Agriculture and Consumer Services.
- Florida Department of Business and Professional Regulation
- Florida Department of Highway Safety and Motor Vehicles
- Florida State Board of Cosmetology
- Florida State Board of Nursing
- HVAC Excellence
- Automotive Service Excellence (ASE)
- National Institute of Metalworking Skills (NIMS)
- International Association of Healthcare Central Service Material Management (IAHCSSM)

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The announcements, information, policies, rules, regulations and procedures set forth in this catalog are for information only, and are subject to review and change without notice.

## **GENERAL INFORMATION**

### ***School Profile***

Pinellas Technical College, which has enjoyed a positive leadership role in the state of Florida in the area of technical training, has two top-quality area campuses. One is in Clearwater and the other in St. Petersburg.

The Clearwater campus, formerly known as the Technical Education Center and Pinellas Vocational Technical Institute, was the first school in the state to be designated a post-secondary area technical center. Its 40-acre campus has increased from one to nineteen buildings. The first building was accepted for occupancy June 1, 1963. The school was opened for classes in September 1963.

The St. Petersburg campus, originally known as the Manpower Development Training Center, was located at Bayboro Harbor. It was moved to the vacated Gibbs Junior College campus in 1967 and called the City Center for Learning. In 1977, the current facility was completed and named St. Petersburg Vocational Technical Institute.

In 1990, the two campuses became known jointly as the Pinellas Technical Education Centers (PTEC). Both campuses are full-service institutions providing quality, comprehensive services to students for career preparation and continuing education for career skills.

In August 2014, the school board of the Pinellas County School district voted to change the name of Pinellas Technical Education Centers to Pinellas Technical College (PTC).

Pinellas Technical College students at both campuses are expected to be active members in SkillsUSA, a career technical student organization (CTSO). SkillsUSA encourages community service and professional development of leadership and technical skills. Skill and leadership contests are held annually beginning at the local level and continuing through international competition for selected events. Other CTSO organizations are available for student participation in addition to SkillsUSA.

Pinellas Technical College alumni are in demand in the local job market. Business and industry continue to request Pinellas Technical College graduates because of their quality technical skills. The PTC Alumni Association mission statement is to actively recruit prospective and former students, to promote academic scholarship and workplace readiness, to improve student retention through mentorship, and to facilitate social and professional networking that fosters life-long engagement in campus initiatives.

Pinellas Technical College offers numerous technical programs and short-term training. Evaluating the needs of industry is a continuous process, and programs are established to satisfy industry's training requirements. The college campuses are public, co-educational and equal opportunity facilities legally authorized by the School Board of Pinellas County and the Florida State Department of Education to provide occupational education beyond high school. Pinellas Technical College is committed to providing quality educational opportunities that meet the changing labor force needs of business and industry.



## **School Advisory Council (SAC)**

The Pinellas Technical College School Advisory Council (SAC) is composed of representatives of business and civic and community organizations; the campus directors; an instructor, a staff member, and student representatives elected by their peers from each campus. The majority of the members are persons who are not employed by the school district. The composition of the SAC is mandated by the Florida State Statute, Title XLVIII, Chapter 1001.452 to be reflective of the community the school serves. The SAC aids in the annual process of needs assessment, data review, and development of improvement objectives that focus on preparation of students to fill jobs in demand in the community.

In addition to the SAC, each training program has an occupational program advisory committee or apprenticeship committee comprised of professionals working in the area of the specific training program. Input from these committees ensures that desirable, relevant, and current practices are taught for each program.

The SAC and program committees are an extremely important element of Pinellas Technical College's success, bringing the expertise of more than 250 business and professional organizations to the Pinellas Technical College career education mission.

## **Campus Hours**

August 12, 2020 – July 2021  
Monday – Thursday 7:00 a.m. – 9:00 p.m.  
Friday 7:00 a.m. – 2:00 p.m.

## **2020-2021 Calendar**

Monday, August 12 ..... \*Classes begin – Term 1  
Monday, September 7 ..... Labor Day Holiday – school closed  
Monday, October 12 ..... School closed for students  
Tuesday, October 13 ..... \* Classes begin – Term 2  
Monday - Friday, November 23 – 27 ..... Thanksgiving Holidays – school closed  
Monday, December 21 – Friday, January 1 ..... Winter Holidays – school closed  
Monday, January 4 ..... School closed for students  
Tuesday, January 5 ..... \* Classes begin – Term 3  
Monday, January 18 ..... Martin Luther King, Jr. Day Holiday – school closed  
Monday, February 15 ..... School closed for students  
Monday - Friday, March 15 – March 19 ..... Spring Holidays – school closed  
Monday, March 22 ..... School closed for students  
Monday, March 23 ..... \* Classes begin – Term 4  
Friday, April 2 ..... School closed for students  
Friday, May 28 ..... School closed for students  
Monday, May 31 ..... Memorial Day Holiday – school closed  
Monday, June 1 ..... \*Classes begin – Term 5  
Monday, June 7 ..... Four-day week begins  
Thursday, July 17 ..... Last day for summer classes (pending School Board approval)

**\*Some programs due to licensure requirements, off-site locations, and other extenuating circumstances necessitate alternative scheduling. Please see the Guidance department for specific program start dates.**

# ADMISSION

## ***Enrollment***

Students, who are at least 16 years of age and not currently enrolled in a secondary education program, are considered adult students. Students are expected to enroll on a full-time basis each fee period. With documentation and administrative approval, a student may be eligible to enroll on a half-time basis.

1. All students must be registered by the 3<sup>rd</sup> day of the term. Anyone not registered by the 3<sup>rd</sup> day of the term will have to request an exception from an administrator. Only continuing students are eligible for a fee extension.
2. Students enrolling after the first day of the term will be charged from the first day of the term, and fees will not be prorated. Students will also be counted absent for days missed since the start of the term.
3. Program and schedule changes need administrator approval.
4. These deadlines and processes apply to most Pinellas Technical College full-time programs. Programs with articulation expectations among programs or which otherwise require students to move among programs at times other than term start dates are exempt from these deadlines and processes.

## ***Admissions Policy***

Individuals 16 years of age or older, including those who have not earned, or are committed to earn, a high school diploma or equivalent, and have the desire to complete a technical education, may be admitted to Pinellas Technical College. Pinellas Technical College complies with the Americans with Disabilities Act (ADA) in regard to students with disabilities who provide official documentation. Reasonable accommodations are made for special needs students. Pinellas Technical College is committed to the principles of competency-based education and strictly adheres to Pinellas County Schools' Nondiscrimination Policy.

The curriculum in each training program is developed to meet state and industry standards.

## ***Dual-Enrollment***

The Dual-Enrollment Program enables students to earn credit for graduation by participating in academic classes in their home high school part-time and participating in technical training at Pinellas Technical College part-time. Dual-enrollment is available to juniors and seniors at least 16 years of age with a minimum 2.0-weighted grade point average (GPA) or 2.5 GPA for medical-related programs. The process for admission to the Dual-Enrollment Program begins with a meeting between the high school student and high school counselor, as well as completing a dual-enrollment application.

## ***Residency for Tuition Purposes***

State Board Rule 6A-10.044 establishes consistent policies for the classification of students as residents for tuition purposes in accordance with criteria set forth in Section 1009.21, F.S. Students are classified as residents, nonresidents, or foreign nationals for the purpose of assessing tuition fees. The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his or her parent. For documentation to be "clear and

convincing," it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for at least twelve (12) consecutive months prior to classification - SBR 6A-10.044(3). To establish legal residency in the state of Florida, the applicant must provide two forms of documentation for proof of residency (with an issue date of a year earlier) – for example:

- Driver's License or State Issued ID
- Vehicle Registration
- High School Transcript
- Voter Registration Card

For a complete list contact us.

### ***General Admission Process***

- Meet with the Guidance Department to discuss program interests and requirements.
- Take the state basic academic skills test or provide a qualifying exemption.
- Interview or shadow with program of interest.
- Apply for financial aid.
- Confirm your residency status by providing two forms of documentation for proof of residency (driver's license, state issued ID, voter registration card, vehicle registration, utility bill, etc.).
- Choose a program.
- Complete specific program requirements.
- Register and pay for classes.
- Begin classes.

### ***Registration***

Pinellas Technical College offers career and technical training programs for students to obtain entry-level employment related to their chosen field and continuing education classes to update or enhance students' current skills.

Career and technical training programs are divided into occupational completion points (OCPs). OCPs are courses or career ladders within programs. Students obtain competencies associated with job titles and employment opportunities that exist in training areas. Programs that contain multiple OCPs provide options for students who may not complete the entire program but would exit with marketable skills leading to employment. The more OCPs students obtain within their program, the more opportunities exist for employment advancement and earning potential.

Continuing education classes are scheduled throughout the day and evening hours. They range from short-term classes intended to enhance skills to longer blocks of instruction that cover an entire OCP within the career and technical training programs. Pinellas Technical College can create and tailor continuing education and technical training courses to meet the requirements of businesses and professional organizations.

General Education Development (GED) and Adult Basic Education (ABE) classes are available both day and evening at various times to those students who have made a commitment to enter a career technical program. Online GED instruction is also available to accommodate students' varied work schedules and specific learning needs.

## ***Readmission Procedures***

For readmission after a student withdraws from a program, students must meet with a guidance counselor who will assist with registration forms and literacy testing. A meeting with the instructor may be required before re-entering a program.

## ***Distance Education***

Pinellas Technical College offers distance education (online) courses and programs that fall into two major categories: programs and courses that are completely online and can be completed 50% or more off-campus, and programs and courses identified as partially online, blended, or hybrid. A hybrid program can have up to 49% percent of the curriculum available online which is designed to be completed off-campus. Each student is responsible for having a computer or access to a computer, software programs required for the course/program, and Internet access. Online learning offers a flexible, convenient format while maintaining the same standards of instructional quality as our traditional programs. In addition, all online Career Technical Education (certificate) programs have the same accreditation, transfer, and articulation as traditional programs. Financial aid is available to eligible students enrolled in distance education programs with the exception of students eligible for veterans (VA) educational benefits. Only programs taught in the traditional, on-site/classroom setting are approved for veterans' benefits. Courses taught in whole or in part in a distance learning, online, blended, hybrid, and/or independent student format are not approved for veterans (VA) benefits. Please refer to the Financial Information section of the catalog for further clarification on this topic.

So how does online education work? Online education means that you complete your work within a specific timeframe. While there will be deadlines and due dates, you're largely on your own when it comes to setting up a study schedule, a format that works well for some but creates trouble for those prone to procrastination. Each week there are a number of required assignments and weekly self-reporting of your active participation. Engagement with classmates and your instructor will take place on-line. Some programs may require class time multiple times a month.

At Pinellas Technical College, online learning is about more than using Internet tools. Distance education students have access to the same full range of services as traditional students including academic and career advising, financial aid, and job placement. The distance education faculty and staff recognize the unique needs and circumstances of online students from at-home parents to full-time workers to out-of-area learners. Pinellas Technical College's distance education department strives to help students be successful in their online learning experience to meet their educational, personal and career goals.

Each program's distance education status can be found on the program's page on the school's website and in their program description in the school's catalog.

Each student is responsible for having a computer or access to a computer, software programs and keyboarding skills as required for the course/program, and the following minimum information technology (IT) requirements:

- High speed Internet connection, latest
- Latest version of an Internet browser such as Internet Explorer, Firefox, or Google Chrome (preferred for Blackboard)
- Latest version of Adobe Acrobat Reader (free)
- Latest version of JAVA software (free)

## ***Course Intent/Definition***

Programs are comprised of a planned sequence of instruction consisting of one or several courses. This structure allows students to complete specified portions of the program for employment or continue for advanced training. A student who completes the applicable competencies at any occupational completion point (OCP) may either continue with the training (working toward a Certificate of Program Completion) or become an occupational completer. The intent for all career technical students is to be employed in a job-related field within the first six months after completion.

## ***Career Technical Certificate Program***

Students who complete all required courses for a state identified job preparatory program and meet state basic academic skills requirements, as assessed by a state approved basic skills assessment, will be awarded a Certificate of Program Completion. Students receive grades, transcripts and certificates. Upon request, students who exit prior to program completion may be given a certificate to verify courses mastered, pending all financial obligations are met.

State basic skills requirements must be met for all completers of terminal occupational completion points. When a program branches with multiple specialties, a terminal OCP - as identified by the Florida Department of Education (FLDOE) - counts as full program completion. In this case, the student must also meet the basic skill level requirement.

The goal of Pinellas Technical College's career and technical programs is an industry-recognized credential or professional license. Where certifications or licenses are linked to a career, Pinellas Technical College's goal is to prepare graduates of that career technical program for the certification or license exam. In some cases, Pinellas Technical College proctors the exams. Specific certification and license requirements are available from Pinellas Technical College counselors and program instructors.

## ***Fee-Based Instruction***

Short courses are designed to provide students with instruction that does not result in a career technical certificate. The content may vary as a result of industry and student needs. Instruction in these courses is for students training for license or certificate renewal, new or expanding businesses, retraining of employees whose occupations are changing so rapidly because of the products or services the employers offer, or for students who are enhancing occupational skills necessary to maintain current employment, cross train, or upgrade employment. Students who require confirmation for employment must submit their request in writing to the Records Office while still enrolled in the course. Records will verify completed courses and issue official documentation. Fee-based instruction courses are noncredit, non-transferable and no transcripts are maintained by the school.

The intent of the course/instruction determines whether a student is enrolled as a career and technical certificate student or a fee-based instruction student.

## ***Transfer Policy***

The programs offered at Pinellas Technical College are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. An incoming student who has previously attended

another accredited postsecondary institution may provide an official transcript for credit evaluation. Acceptance of credit completed at another institution will be appropriately awarded provided it occurred during the past three (3) years. A student must present an official transcript from an accredited postsecondary institution and have the credits accepted toward the current program prior to enrollment in order to determine the appropriate length of the program. Additionally, credit may be given for work experience after evaluation and documentation of skills. Documentation of work experience that occurred during the past three (3) years must be done prior to enrollment. Documentation of work experience can take many forms and is best if clearly related to and identified with course objectives. The following are examples of acceptable documentation:

- Current license in the field of enrollment, supported by performance standards for acquiring the license.
- Current certification in the field of enrollment.
- Samples of work produced.
- Evidence of training undertaken and completed with description of objectives achieved and learning outcomes.
- Documented and validated volunteer work.

Students may transfer between programs within Pinellas Technical College after consultation with a counselor and completion of new registration form. Guidance recommendations may include computerized assessments, shadowing, and/or an instructor interview to help the student make the appropriate choice.

### ***Student Orientation***

The orientation provides students general information about the policies, functions and personnel of the institution. Specific program information is provided by the instructor.

# **STUDENT SERVICES**

## ***Mission Statement***

The mission of Student Services is to provide updated and accurate information regarding the programs and procedures at Pinellas Technical College. The staff helps guide individuals through a decision-making process with the goal of career employment and self-sufficiency. They prepare and guide students in making appropriate career and life choices that will help them meet or exceed the challenges of the 21st Century.

## ***Career Guidance and Counseling Services***

Counseling is a vital part of career and technical education. Counseling is an on-going process aimed at assisting students with the gathering of information about careers as well as themselves, their aptitudes, interests and abilities. The goal is to match the individual with the most appropriate career program available at Pinellas Technical College. Students and prospective students are encouraged to use a variety of resources (public libraries, Internet, and catalogs) to research information about careers.

Counselors are also available to assist students with academic and personal counseling issues. Counseling services focus on the needs of the total individual bringing together the resources of the school and the community to achieve the desired goals. Students may request to see counselors on an appointment or walk-in basis.

## ***Career Assessment***

Career assessment is a systematic process of evaluating the career abilities, interests, and aptitudes of the student to provide assistance in making informed decisions about a career choice.

Career planning services enable students and prospective students to receive personalized support in selecting career paths which will maximize their chances for success.

## ***Academic Testing***

Career and technical certificate students must be tested within the first six weeks of program enrollment, unless they are exempt.

A state approved assessment of basic academic skills is the instrument used to process new applicants. It is a standardized academic achievement test measuring achievement in reading, mathematics and language. The purpose of the basic skills test requirement is to determine the need for academic skill enhancement to ensure success in a chosen career path. Students needing academic skill enhancement will be directed to services on-campus, so they will meet the academic proficiency exit requirement for their career program.

Students must meet State literacy requirements for reading, mathematics and language on the basic skills assessment, as well as program specific requirements to receive either a certificate of program completion or terminal completion points.

Fee-based instruction students, apprentices, and students enrolled in programs less than 450 hours are not required to take the basic skills assessment.

## ***Testing Services***

Testing centers are located on both campuses with day and evening hours available. Please call Student Services for the testing schedule and to find out what tests may be required to enter your chosen program.

The following tests are given in the Testing Center:

- Adobe Certified Associate for Web Authoring – certification exam for web development
- CareerScope – an interest inventory test that measures and identifies career preferences
- Florida Ready to Work – tests for rating in three work skill categories: Reading for Information, Applied Mathematics, and Locating Information
- International Society of Certified Electronics Technicians (ISCET) certification exam for Electronics System Associate
- Manufacturing Skills Standard Certification (MSSC) – an assessment and certification system for the Certified Production Technician (CPT) credential
- Microsoft Office Specialist (MOS) certification exams in Word, Excel, and PowerPoint
- National Healthcare Association (NHA) certification exam for Certified Medical Administrative Assistant (CMAA)
- National Institute for Metalworking Skills (NIMS) certification exams for machining
- National Occupation Competency Testing Institute (NOCTI) – “job ready” assessment exams for various occupations
- Prov examination services for various occupational licensing and certification
- Quickbooks Certified User certification exam for accounting
- Test of Adult Basic Education (TABE) – refer to previous section
- Test of Essential Academic Skills (TEAS) – entrance exam for the Practical Nursing program
- Test of Essential Academic Skills (TEAS) V for Allied Health – entrance exam for all allied health programs
- National Center for Construction Education and Research (NCCER)

## ***Employability Skills***

Employability skills along with job knowledge and job skills are provided to students as part of their training program. Students are instructed in job-seeking and job-keeping skills and appropriate work habits and attitudes.

## ***Employment Assistance***

Employers seeking to hire students provide information on positions available that is then forwarded to instructors via the school network and posted on bulletin boards.

Technical program instructors, in conjunction with advisory committee members and business community contacts, also assist with job placement by referring students to potential employment opportunities. In addition, Pinellas Technical College partners with CareerSource Pinellas to assist in the placement of Pinellas Technical College graduates. CareerSource Pinellas, a local agency and part of Workforce Florida, Inc., develops strategies to target the needs of employers and matches them to job seekers. Student placement rates are available at [www.fldoe.org/Fetpip](http://www.fldoe.org/Fetpip).



## ***Articulation with High Schools and Colleges***

Pinellas Technical College articulates with Pinellas School District high schools and select colleges in various programs. Articulation agreements assist students in making a smooth transition from one level of education to another, develop a career path between institutions, and avoid duplication of coursework. More information on articulation agreements is available in the curriculum office or from the program instructor.

## ***Commencement Exercises***

Pinellas Technical College conducts commencement and/or GED exercises annually. All students who complete technical programs throughout the school year are highly encouraged to participate in the ceremonies. Caps and gowns and other graduation items are available for purchase in the bookstore. Friends and relatives of graduates are invited to attend the ceremonies.

## ***Students with Disabilities***

Adults with disabilities are eligible for enrollment into all Pinellas Technical College programs/courses. Reasonable accommodations are available to students with documented disabilities. Contact a school guidance counselor for additional information.

Pinellas Technical College complies with the Americans with Disabilities Act (ADA), which protects United States citizens who possess physical or mental disabilities.

## ***Services for the Hearing Impaired***

The sign language interpreter services office provides an interpreter upon request to facilitate communication for students who are deaf/hearing impaired. The interpreter is present during orientation, testing, counseling and classes to accommodate the student and staff members.

## ***Bookstore***

Textbooks and other supplies may be purchased in the campus bookstore. Every attempt is made to have all required and recommended texts available the first day of registration. The bookstore does not sell all program specific tools. The program instructor will assist and advise students regarding locations to purchase required tools.

## ***Food Service***

A vending area is available at each campus for beverages, sandwiches, and assorted snacks. The Clearwater campus serves a full menu Tuesday thru Friday, prepared by the culinary students.

## ***Technical Resource Center***

The Technical Resource Center (TRC) provides support services for Pinellas Technical College's training programs. Adult students who have decided on a technical goal but lack the necessary basic academic skills may enroll in classes. The TRC provides continuing instruction once students are enrolled in technical training.

TRC offers flexible scheduling for busy adults; day and evening classes are available. Enrollment is open-entry, open-exit. All instruction is individualized and self-paced.

## ***Applied Academics for Adult Education***

The Applied Academics for Adult Education Program (AAAE) is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a career technical program as a completer.

Students enrolled in AAAE must maintain attendance and satisfactory academic standing consistent with the requirements for terminal completion points and program completion. For information on flexible online AAAE scheduling, see a counselor.

AAAE is one of the services offered in each campus' TRC.

## ***Learning Resource Center***

Media services and materials are accessible and available for use by students and instructors. Printed, audiovisual, Internet access and computer-based materials provide individuals and groups an opportunity for study, exploration, and development. Assistance is available for creating instructional media.

## **FINANCIAL INFORMATION**

### ***Fees/Expenses***

Tuition for programs offered is established by the Pinellas County School Board. Current tuition rates are as follows:

### ***Career Technical Certificate***

\$2.92 per hour for residents and \$11.71 per hour for nonresidents/foreign students

In response to the *Veterans Access, Choice and Accountability Act of 2014 (Choice Act)*, Florida's out-of-state fee waiver for military veterans, originally authorized in 2014, has been expanded to include other eligible students. Provisions of the Choice Act related to in-state tuition rates for veterans (attached, see section 702), are effective for terms that begin after July 1, 2015.

Revisions to section (s.) 1009.26 (13), Florida Statutes (F.S.), include:

- Expanded eligibility to veterans' spouse and dependents and any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate seeking student, and
- Elimination of the 110 percent credit hour limitation.

To administer provisions of the out-of-state fee waiver, the State Board of Education approved Rule 6A-14.0305, F.A.C., out-of-state fee waiver for veterans and other eligible students (attached), at its June 24, 2015, meeting. The rule requires each Florida College System institution board of trustees, each district school board with a career center authorized under s. 1001.44, F.S., and each board of directors for a charter technical career center authorized under s. 1002.34, F.S., to adopt written policies and procedures for determining student eligibility.

### ***Adult General Education (with or without diploma or GED)***

Pinellas Technical College's adult education programs include a range of instruction that helps adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education, GED® Preparation, and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education.

\$45 for six months

### ***Fee-Based Instruction***

The fees for these classes will be based on the actual cost of each course and will be determined by the facility offering the course or CTAE administration for courses offered at all facilities.

### ***Self-Sustaining***

The fees for these classes will be based on the actual cost of each course and will be determined by the facility offering the course or CTAE administration for courses offered at all facilities.

Pinellas Technical College tuition and fees are collected upon initial registration and subsequent fee periods. Cash, personal checks, credit card (Visa and MasterCard), or money orders are accepted. Financial aid is available to those who qualify.

## **Fee Assessment**

In addition to tuition, Pinellas Technical College programs and courses are subject to the following fees:

- Nonrefundable application/processing fee
- ID card
- Parking decal
- Books, tools, and supplies
- Career Technical Student Organizations (membership fees)
- Laboratory fees
- Equipment and facility usage fees
- Graduation fees
- Uniforms (as required by program)
- Certification or licensure exam assessments (as required by program)

## **Registration/Fee Payments**

- Fee periods are identified on the school calendar.
- ALL students must come to the bookstore to pay fees **EACH TERM** - payment does not happen automatically.
- Tuition, lab fees, and facility fees are due by the first day of class of each term.
- If being funded by an outside agency, students must make sure the agency has all necessary paperwork in a timely manner. Pinellas Technical College does not send this information to the agency.

*For FL Prepaid, please bring your card to each registration. Currently, only tuition fees are covered. Other fees such as lab, facility, ID Application, etc., should be paid out of pocket or through another type of financial aid.*

## **Parking Facilities**

Parking facilities are provided for student vehicles with a Pinellas Technical College parking permit, which is purchased as part of the enrollment process. Permits are valid from July 1 to June 30 within the same school year. Disabled parking is conveniently available.

## **Student Identification**

Students must purchase a photo ID as part of the registration process. Each student is required to wear his/her ID badge at all times while on campus as a method of student identification and attendance verification.

## **Refund Policy**

- If a student withdraws for active military service, the student is given two options.
  - The student is given a full refund or credit and the withdrawal is noted for active military duty.
  - The student is given the opportunity to complete the course(s) at a later date without academic or financial penalty.

- A student may cancel an enrollment at any time before the commencement of a class and shall be entitled to a refund of tuition.
- Students who withdraw from their career technical programs qualify for a refund of tuition and lab fee (see Fees and Expenses). The withdrawal must occur within the first 10 class sessions or first 50 enrollment hours, whichever one occurs first. Notice of withdrawal must be submitted to the records office. See Teachers' Handbook for additional information. The withdrawal period begins with the entry date on the class registration form.
- Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines the student has withdrawn.
- Refunds will be issued for incorrect fee charges, classes that are closed due to low enrollment, or following an administrative decision to refund the student's program fees.
- The application fee, facility fee, parking permit and ID fee are nonrefundable.
- Tuition paid by Title IV funding (Pell Grant) will be refunded to the grant according to the Title IV policy.
- Agency scholarships and other student sponsors who provide financial funding to a student for the purpose of tuition and other institutional fees may request a refund if there is a credit balance remaining on the students' account after graduation, or a withdrawal within the 10-day refund period. The request must be in writing at the time the funding is sent to the College. If a request for credit refund is not on file, remaining credit balances will be refunded and disbursed to the student.
- Students enrolled in Fee-Based Instruction classes are not entitled to a refund once the class has commenced.

Note: Refunds, when due, are made without requiring a request from the student.

### ***Financial Assistance***

Financial aid, which consists of grants and scholarships, is available to eligible students and is used to help students meet their educational expenses. A comprehensive guide of available grants and scholarships and eligibility criteria is available in the Financial Aid office at each campus.

### ***Verification***

Student aid reports may be subject to verification of information either as directed by the U.S. Department of Education or the financial aid specialist. Students are responsible for providing requested documentation before financial aid is disbursed. Documentation required may be financial such as tax returns or personal such as social security cards and selective service registrations.

### ***Financial Aid Appeal Process***

All students are afforded the right to appeal eligibility determination as set forth in the Florida State Board of Education rule 6A-20.0371 as recorded in the Florida Administrative Code, under the authority of 1009.42(1) Florida Statute.

### ***Veteran's Benefits***

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11

G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
  - Assess a late penalty fee to the student;
  - Require the student to secure alternative or additional funding;
  - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
  - However, to qualify for this provision, such students may be required to:
  - Produce the VA Certificate of Eligibility (COE) by the first day of class;
  - Provide a written request to be certified.
  - Provide additional information needed to properly certify the enrollment as described in other institutional policies
- 

**Chapter 35 VA students will not be certified for any program taught in whole or in part in an online, distance learning, independent study, hybrid, or blended format. All other veterans can attend 100% online, but their benefits will reflect this option.**

Applicants' previous training and/or experience will be evaluated by the school to determine placement. Should hours be accepted, the training time will be reduced accordingly.

When the applicant has completed the enrollment procedures and begins classes, the Veteran Certifying Official will notify the VA by forwarding appropriate forms.

### ***Veteran's Attendance Policy***

Time missed due to early departures, class cuts, tardies, etc., for any portion of a class period will proportionately reduce the student's overall grade in the end of fee period calculation when determining satisfactory academic progress. Academic progress is calculated by dividing Standard Hours Completed by Enrolled Class Hours. Attendance is calculated by dividing Hours Attended by Enrolled Class Hours.

Veteran students must maintain a minimum of **80% attendance each calendar month** to remain in good standing. Students exceeding **20% absenteeism in a calendar month will have their VA benefits terminated** for unsatisfactory attendance.

Minimum attendance standards vary by program. If program attendance standards are greater than 80%, students must adhere to the higher standard. The following program standards are greater than 80%:

Practical Nursing: Minimum Attendance Requirements = 90%

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### ***Veteran's Satisfactory Academic Progress Policy***

Satisfactory progress is evaluated after each fee period. A probationary period begins the fee period following an unsatisfactory report for academics and/or attendance.

The Department of Veterans' Affairs will be notified by the school's Certifying Official if the veteran is placed on academic probation. If the VA student's academic progress is unsatisfactory at the end of the probationary period, the student's educational benefits will be terminated.

### ***Veteran's Appeal Process***

Students may appeal the denial status of their financial aid by submitting a written request to the Financial Aid Office detailing the student's personal mitigating circumstances. Some circumstances such as medical problems, illness or death in the family, or divorce shall be considered for an appeal. Appeals must be accompanied by documentation from a third party such as a family physician or lawyer. All appeals will be reviewed by the financial aid supervisor and an administrator. The student will receive a response to the appeal within ten days from the date the financial aid office receives all documentation. If the student finds this decision unsatisfactory, the student may appeal to the campus director. The campus director's decision on the appeal will be final.

### ***Types of Financial Assistance***

Federal Pell Grant - This aid is based on financial need and is available only to students who have not received a bachelor's degree or its equivalent. Students must have a standard high school diploma or GED. Unearned aid received must be returned as required under the Federal Return of Title IV Funds provisions (Title IV refers to the law that authorizes Pell Grant funds).

Scholarships - There are many scholarships available to students seeking a postsecondary education. The organization offering the scholarship establishes the eligibility criteria, which is usually based on financial need and/or academic achievement. Some agencies give preference to certain fields of study, minority students, and students from specific geographic locations. For high school students, contact your high school counselor for available scholarships.

### ***Satisfactory Progress Requirements for Financial Aid Students***

Students on financial aid follow the institution's qualitative and quantitative guidelines.

### ***Return of Title IV Funds***

Title IV funds (Pell Grant funds) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a recipient of Title IV grant funds withdraws from school prior to the point when he/she was scheduled to complete 60.01% of the scheduled hours in the payment period for which assistance was awarded, the amount of Title IV grant assistance awarded to the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, post-withdrawal disbursement of the earned aid that was not received will be requested. Examples of the Return of Title IV Funds policy are available in the Financial Aid office.

# **STUDENT INFORMATION**

## ***Academic Policies***

A system has been developed whereby students must make sufficient progress toward meeting the requirements of a program. These requirements will assist students to achieve the necessary knowledge, skills, and attitudes to be successfully employed in their chosen career.

## ***Attendance***

Attendance is the first priority to achieve success in the school and work environment. Students are expected to have regular and punctual attendance and to complete all assigned work in their program. Students must maintain good standing regardless of absences. Failure to remain in good standing may result in a student being placed on probationary status, loss of financial support and/or withdrawal.

Specific attendance policies may be required by individual programs to comply with Veteran benefits guidelines, State board rules, financial aid guidelines, and/or program standards.

Other than official breaks, students who are absent for six consecutive school days will be withdrawn on the seventh day. Official breaks are those approved by the Board and include time off for Thanksgiving, winter, spring, and summer breaks.

## ***Campus Safety and Security***

Pinellas Technical College employs full-time armed School Safety Officers (SSOs) and can request the response of state certified School Resource Officers through the Pinellas County Schools Police Department as needed. While on campus the SSO is responsible for the safety and security of the campus from an active threat. Should an emergency occur law enforcement officers from local agencies will immediately respond to assist the SSO and Campus Police. The SSO, Campus Police, and private security services will be used to provide school-based security and maintain peace on School Board property.

## ***Certificate of Attendance***

This certificate is awarded upon request to a student who satisfactorily masters a required series of tasks but has not yet completed an occupational completion point (OCP).

## ***Certificate of Completion Point***

This certificate is awarded to a student who does not complete all program OCPs - courses. State literacy requirements must be met for all completers of terminal completion points.

## ***Certificate of Program Completion***

This certificate is awarded to a student who meets state literacy requirements and satisfactorily completes all required occupational completion points for a state identified career technology program.



## ***Code of Student Conduct for Postsecondary Career, Technical, and Adult Education***

Enrollment into Pinellas Technical College is voluntary. Upon admission to the school, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his or her legal rights. Pinellas Technical College students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education* applies to all students enrolled in Pinellas Technical College.

### ***Crisis Plan***

In the event of an extreme, dangerous, or emergency situation, a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, first call "911", if appropriate, and notify your instructor or an administrator if possible. During some periods of the day, there may be a security officer available on campus. When an officer is available, the officer can be reached by dialing 2000 for the switchboard from any school telephone. Request the assistance of the security officer.

### ***Drug Free School Act***

Federal legislation has been passed to convey to students receiving federal funds the health risks that exist for those who abuse alcohol or drugs. State law prohibits the consumption and possession of alcoholic beverages for persons under the age of 21. Possession or use of a controlled substance or possession or use of an alcoholic beverage on School Board property is prohibited and may result in disciplinary action up to and including termination and/or referral for prosecution consistent with local, state, and federal law.

### ***Family Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." More information can be found at their website -

**<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**.

### ***Grades***

Specific programs may adopt more stringent policies relative to grading that are consistent within the individual technology. The following grading system is used:

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

Students are responsible for consistent progress, maintaining a "C" grade in order to satisfactorily complete program requirements. To earn a Certificate of Program completion, and employability skills, students must meet all other program requirements. Grading is based on both qualitative and quantitative criteria.

If a student is not progressing, the teacher will recommend appropriate measures to assist. We reserve the right to withdraw adult students not maintaining satisfactory progress in their program. All students are required to follow PTC rules and regulations. Failure to comply with the school's code of conduct may result in withdrawal of the program.

Qualitative criteria may range from 70% to 100% and is the required grade/criteria for mastery of an assignment.

Quantitative criteria consist of a maximum timeframe in which a student must complete his or her educational program. Students must complete a minimum of 67% of the required number of competencies within the time frame, as defined by the individual's program guidelines for the evaluation period, in order to be on target for graduating within 150% of the program length of time. Students are allowed 150% of the scheduled clock hours to complete their program, but may only be provided financial aid for 100% of the program hours. Students are responsible for every hour they are enrolled in the program whether or not they are present. A student may repeat any area of study until the required competency level is met but must do so within the maximum timeframe allowed. Partial credit will be given at the end of a grading period for work in progress. If a student withdraws during a grading period, the required progress hours are determined by the number of hours a student was enrolled.

Students are expected to have regular and punctual attendance and to complete all assigned work in their program during their scheduled hours. A grade report is run for all students withdrawing after the first ten class sessions of each fee period (Exception: Automotive Service Technology students must maintain a minimum of attendance and grades for each 150-hour increment). Students enrolled fewer than ten (10) school days during a fee period will receive No Grade (NG). To remain in good standing, a student must satisfy both the qualitative and quantitative requirements. A probationary period occurs the fee period following an unsatisfactory progress report for qualitative and/or quantitative criteria. After two consecutive unsatisfactory progress reports, or the third cumulative, the student will be withdrawn from the program and will not be permitted to re-enroll in the same program at Pinellas Technical College for a minimum of 6 months.

During any probationary period, should a student on probation withdraw themselves after the first ten days of the grading period in good standing, they shall be considered to have met satisfactory fulfillment of probation. If a student is dismissed from a program under the above rule and conditions, they may enroll into another program under probation for the first grading period. If a student is unsatisfactory for either academics or attendance at the time of withdrawal, that status remains in effect when the student re-enters any program. Any student on probation who withdraws after the first ten days of the grading period and is not in good standing has not satisfied the probation requirement.

Students who have been withdrawn for unsatisfactory progress may be readmitted only after counseling and on a space-available basis. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedure as described in the *Code*

*of Student Conduct for Postsecondary Career, Technical, and Adult Education.* Academic and attendance policies may vary for some programs due to specific program standards or accreditation requirements.

### ***Graduation Requirements***

Pinellas Technical College maintains certain requirements which must be met before a Certificate of Completion is granted. These requirements relate to State-established objectives and outcomes, program standards, literacy requirements, and required related subjects. Some programs require pre-and post-technical competency assessments. Instructors, career counselors, and administrators are available to help students understand requirements for individual programs. They can assist in developing a plan to meet these requirements, but the student is responsible for fulfilling them. Attendance, dress code policies, disciplinary actions and procedures are explained thoroughly in the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education.*

### ***Grievance Procedures***

A student is encouraged to resolve any issue at the lowest organizational level possible. Ideally, any concerns will be resolved at the classroom level with the instructor. The next level of possible resolution is with the department chair, then with the guidance department. If those levels of review fail to resolve the problem, students should bring the issue to the administration, first their program administrator, second, the school director for grievance procedures, see the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education.* If a satisfactory solution is not reached in those levels of appeal, the student can address the issue to Pinellas Technical College's accrediting agency, The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790, website **www.council.org** COE will ask the student to verify he or she has exhausted all local levels of appeal. The student may also contact the College's state authorizing agency, The Florida Department of Education-Division of Career and Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400, Phone: 850-245-0446, Fax: 850-245-9052

Email: [CareerandAdultEd@fldoe.org](mailto:CareerandAdultEd@fldoe.org); <http://www.fldoe.org/policy/cie/file-a-complaint.stml>.

### ***Literacy Requirements for Postsecondary Career and Technical Education***

Literacy levels are determined by the State Department of Education and are identified for each career and technical education program. Students who do not meet the literacy requirements necessary for terminal completion points or program completion are enrolled in the AAE Program for review and remediation. This is for a minimum of one hour each day until the required reading, math and language levels are met, or the student can elect to complete the work via distance education. Attendance is required in the AAE Program.

### ***Standards of Progress***

Students are expected to adhere to the attendance policy and maintain satisfactory academic progress in the career technical programs. In order to remain in good standing, a student must satisfy both the qualitative and quantitative requirements.

## ***Student Procedures for Reporting Alleged Cases of Discrimination***

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious or national origin harassment should proceed with the following steps:

The complaint must be presented to an administrator, PCS Director of School Operations, or the Office of Equal Opportunity and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against a Pinellas Technical College Director, the complaint shall be presented to the Executive Director of Career, Technical and Adult Education.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.

Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

For those complaints presented to a Pinellas Technical College Director or designee, the complainant may request an additional review be conducted by the Office of Equal Opportunity, Associate Superintendent, Human Resources, Paula Texel, 301 Fourth Street SW, Largo, Florida 33779, 727.588.6198.

After receiving this request for additional review, the Office of Equal Opportunity will conduct an investigation. The parties involved will be notified of the results of the investigation.

### ***Withdrawal***

The withdrawal of a student within a fee period does not excuse the student from being accountable for the number of hours for which he/she is enrolled. If the student self withdraws or was withdrawn due to unsatisfactory progress and/or excessive absences/tardies, he/she will re-enter on probation.

### ***Work-Based Learning***

Work-based learning incorporates the advantages of concentrated and structured workplace experiences to link and strengthen school-based learning. Students will complete basic competencies in class and then through the use of a detailed training plan, continue to complete their programs through on-the-job work experiences such as internships, externships, job shadowing and cooperative education experiences.

## **STUDENT ORGANIZATIONS**

### ***Career Technical Student Organizations (CTSO)***

CTSO activities are an integral part of the curricula for Pinellas Technical College's career preparation programs. The organizations are designed to expand and enrich leadership development, teamwork, and technical skills.

### ***Future Business Leaders of America - Phi Beta Lambda (FBLA-PBL)***

Future Business Leaders of America - Phi Beta Lambda is a dynamic organization of young people preparing for success as leaders in our businesses, government, and communities. It is the largest and oldest business student organization in the world. Membership and career recognition programs are designed to provide additional personal and chapter development opportunities.

### ***National Technical Honor Society (NTHS)***

The National Technical Honor Society is an honor organization for outstanding students enrolled in occupational, or career and technical programs. Qualification for membership shall be based upon demonstration of the following characteristics which must be regularly exhibited by the candidate and observed by the instructor(s): a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, pride in work performed, responsibility, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship. At least 50 percent, or two fee periods, of the program must have been completed with competency/grade point average of not less than 3.5 and an attendance record of at least 85 percent.

### ***SkillsUSA***

SkillsUSA is an organization for students enrolled in trade, industrial, technical, and health occupations in high school, career technical centers and community colleges. SkillsUSA promotes high standards in work ethics, craftsmanship, scholarship, and safety, while it fosters a deep respect for the dignity of work. In addition, the precepts of SkillsUSA help students relate school experiences to their search for meaning, identity, and achievement. A great deal of emphasis is placed on the functions of labor and management organization, their interdependence and importance. An integral part of SkillsUSA is the series of leadership and technical competitions beginning locally, and progressing to regional, state, and national competition. Some competition categories have international competitions.

### ***Student Council***

The Student Council represents the general student population of Pinellas Technical College. Representatives are elected from each program. The council meets regularly to identify suggestions and concerns brought forth by the student body. Council activities may include campus improvement or community service.

## **CLEARWATER CAMPUS**

6100 - 154th Avenue North  
Clearwater, Florida 33760  
(727) 538-7167 • Fax (727) 538-7203  
866-503-Pinellas Technical College  
[www.myptc.edu](http://www.myptc.edu)



**Dr. Jakub Prokop, Campus Director**

PH.D. University of South Florida  
M.Ed., University of South Florida  
B.S., Southern Illinois University

### ***A message from the Director . . .***

Our Pinellas Technical College (PTC) family would like to welcome you to the Clearwater Campus. I am very excited to have you as our student and extremely happy that you chose PTC as your technical college. You will find that we live up to our mission each and every day to ensure that every one of our students has the opportunity to reach their potential in their chosen field of study.

Pinellas Technical College is a special place that helps hundreds of folks realize their dreams. Our wide selection of programs along with high quality instructors who possess years of experience, provide our community with unparalleled training opportunities. We strive to achieve a personal touch for our students. Without you the college would not be alive with excitement. Our faculty and staff are here to assist you in every way possible as you acquire the skills you need for a high-quality career.

I know you will enjoy your time as a Pinellas Technical College student. Our hands-on approach to technical training is proven to teach the next generation of technicians, nurses, culinary professionals, and others. You will find that our facility boasts some of the best training equipment and our curriculum matches the passion we have for your learning success. I look forward to working with you as you progress and I want to wish you the best of luck as you move through this important step in your life.

Welcome to Pinellas Technical College, the first choice for technical training.

## PROGRAMS OF STUDY

### ***.NET Application Development & Programming***

**Mission:** The mission of the .NET Application Development & Programming course is to prepare students for employment as a software developer.

Program Y700400 consists of a planned sequence of four courses.

**Information Technology Assistant** – Course OTA0040 (150 hours) - This course is designed to provide a basic overview of current business and information systems and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with fundamental computer applications so they may be used as tools for enhancing personal and work-place proficiency in an information-based society. Students will also be given the opportunity to develop career planning, and success strategies.

**Computer Programmer Assistant** – Course CTS0041 (300 hours) - This course establishes the foundation for software development. Students will learn about various types of programming languages and focus on using the C# programming language to create basic interactive computer programs. Individual and team exercises will focus on real-world tasks that will prepare students with leadership and teamwork skills needed for the workplace.

**Computer Programmer** – Course CTS0044 (150 hours) - This course uses the C# programming language to cover the key concepts of object-oriented programming (OOP). Students will create several visual OOP programs and learn the proper techniques for testing, debugging, and version control. Learn valuable project management skills while working with team members on class projects.

**.NET Programmer** – Course CTS0032 (450 hours) – This course is designed to prepare students on how to create dynamic websites, phone apps (Android, iOS, UWP), software, and games (2D, 3D, Virtual Reality) using the C# programming language. Emphasis is placed on creating quality code for fully functional projects. Students will also gain important knowledge about the power of SQL databases and how to correctly utilize them within their programs.

**Distance Education** – Available - refer to Distance Learning section

**Industry Certification(s):**

Microsoft Technology Associate (MTA): Software Developer Fundamentals

## ***Accounting Operations***

**Mission:** The mission of the Accounting Operations program is to provide students with the opportunity to develop competencies in the field of accounting that will enable them to become employed as productive workers in a financial business environment.

Program B070110 consists of a planned sequence of courses.

**Information Technology Assistant** - Course OTA0040 (150 hours) – This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today’s business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications so they may be used as communication tools for enhancing personal and work-place proficiency in an information-based society. This also includes proficiency with computers using word processing, database, spreadsheet, and presentation software that meet industry standards. Job seeking techniques, career planning, and success strategies will also be developed.

**Accounting Clerk** - Course ACO0040 (300 Hours) - Builds on the skills introduced in Course OTA0040. It offers human relations/interpersonal skills appropriate for the workplace. The application of the full accounting cycle will be introduced using the manual accounting method. COURSE OTA0040 must be completed previously or concurrently.

**Accounting Associate** - Course ACO0041 (300 Hours) - Builds on the skills introduced in Course ACO0040. The application of the full accounting cycle will be continued using the computerized accounting method. Advanced concepts in Microsoft Excel, Word, Access, and PowerPoint will be covered. Prerequisites: courses OTA0040 and ACO0040.

**Accounting Assistant** - Course ACO0042 (150 Hours) - Reinforces the intended outcomes and skills developed in Course ACO0041. Training in Peachtree, QuickBooks, and related software will be used to enhance workplace productivity and performance. Prerequisites: courses OTA0040, ACO0040 and ACO0041.

**Distance Education:** Available - refer to Distance Learning section. The following software is required to participate online: Microsoft Office 2010 (Word, Excel, PowerPoint, Access, and Outlook), QuickBooks 2011, and Peachtree.

**Articulation Agreement(s):** Statewide Office Administration, A.A.S./A.S. Degree

**Industry Certifications:** Microsoft Office Specialist (MOS)  
National Occupational Competency Testing Institute (NOCTI) Accounting Basic  
INTUIT QuickBooks Certification



## ***Advanced Automotive Service Technology 1***

**Mission:** The mission of Pinellas Technical College's automotive program is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Advanced Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Advanced Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification. Student owned hand tools are required, and safety is stressed.

**Automotive Maintenance Technician - Course AER0011 (400 hours)** The Automotive Maintenance Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, tools and equipment, pre/post maintenance, and customer service.

**Advanced Automotive Electrical/Electronic System Technician - Course AER0319 (400 Hours)** The Advanced Automotive Electrical/Electronic System Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study electrical/electronic system components, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems diagnostics, service, and repair.

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## ***Advanced Automotive Service Technology 2***

**Mission:** The mission of Pinellas Technical College's automotive program is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Advanced Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Advanced Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification. Student owned hand tools are required, and safety is stressed.

**Advanced Engine Repair Technician - Course AER0118 (200 Hours)** The Advanced Engine Repair Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine theory and repair, cylinder heads, valve trains, engine blocks, lubrication, and cooling systems.

**Advanced Automatic Transmission and Transaxle Technician - Course AER0258 (200 Hours)** The Advanced Automatic Transmission and Transaxle Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study automatic transmission/transaxle diagnosis, service, and repair.

**Advanced Manual Drivetrain and Axle Technician - Course AER0275 (200 Hours)** The Advanced Manual Drivetrain and Axle Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study manual drivetrain, clutch, transmission/transaxle, drive and half-shaft universals, constant velocity joints, rear axle differential, limited slip, four-wheel drive, all-wheel drive operation, assembly, diagnosis, service and repair.

**Advanced Automotive Suspension and Steering Technician - Course AER0459 (200 Hours)** The Advanced Automotive Suspension and Steering Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study front and rear suspension systems, wheel alignment, wheels and tire, diagnosis, service, and repair.

**Advanced Automotive Brake System Technician - Course AER0419 (200 Hours)** The Advanced Automotive Brake System Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study drum/disc brakes, hydraulics, power assist units, electronic brakes, traction control, stability control, and miscellaneous diagnostics, service, and repair.

**Advanced Automotive Heating and Air Conditioning Technician - Course AER0173 (200 Hours)** The Advanced Automotive Heating and Air Conditioning Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, recycling and handling, diagnostics, service, and repair.

**Advanced Automotive Engine Performance Technician - Course AER0506 (400 Hours)** The Advanced Automotive Engine Performance Technician course prepares students for entry into the Automotive Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engines, ignition, fuel, air induction, exhaust, computer, engine and emission control systems diagnostics, service, and repair.

**Distance Education:** The blended online program is a combination of distance learning, live classroom and work experiences.

**Industry Certification(s):** National Institute for Automotive Service Excellence (ASE) #4, Mobile Air Conditioning Society (MACS) Section 609 certification, and Snap-on NC3.

## ***Automotive Service Technology 1***

**Mission:** Our mission is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification. Student owned hand tools are required, and safety is stressed.

**Automotive Services Assistor** - Course AER0014 (300 Hours) – Instruction includes introduction to the history, present day and the future of modern automobiles. The understanding of automotive terms and systems including their functions in motor vehicles. The students will be introduced to the safe and proper use of common shop tools and equipment.–They will learn to perform vehicle maintenance, inspections, and light vehicle repairs along with wheel and tire services. The students will also be introduced to electrical system basics, wiring schematics, meter usage and fundamentals of troubleshooting electrical circuits. Students will gain a better understanding of OSHA, proper handling and disposal of chemicals or hazardous materials used in a shop environment. Heavy focus on personal and shop safety procedures includes the use of PPE (personal protective equipment). Students will increase their proficiency in soft skills with employability skills emphasized.

**Automotive Brake System Technician** - Course AER0418 (150 Hours) – Instruction includes theory, operation, diagnosis and service of hydraulic braking systems, drum brake, disc brake, anti-lock brakes, and power assist systems. Lab work includes demonstrations, hands-on practice to provide a working knowledge of diagnosis and repair of the hydraulic systems, drum and disc brake systems, power assist units and associated systems. Included will be coverage of wheel bearings, parking brakes, related electrical circuits, and proper use of on-car and off-car brake lathes.

**Automobile Suspension and Steering Technician** - Course AER0453 (150 Hours) – Instruction includes the fundamentals of the chassis, including basic and power steering systems, variable effort power steering systems, suspension systems (both basic and computer controlled), geometric centerline alignment, thrust line alignment, and total four-wheel alignment as the focus of this course. Proper procedures in diagnosis of steering and suspension systems, replacing components along with basic frame, and body measuring for correct locations are also covered. Lab work includes steering and suspension repair, tire balancing and alignment on computerized alignment equipment, and computerized wheel balancing utilizing school training aids.

**Automotive Electrical/Electronic System Technician** - Course AER0360 (300 Hours) – Instruction includes information on electrical circuits, instrumentation, electronic climate controls, cruise control, advanced lighting systems, air bags, multiple types of sensors, multiplexing, and motorized seatbelts. This material will include automotive and light truck electronic applications. The course is an in-depth study of electronic components and how they work. Also, to be covered is the use of digital multi-meters, scan tools, oscilloscopes, and diagnostic charts for computerized management systems. This course will instruct how these devices help in troubleshooting electrical problems.

**Engine Repair Technician** - Course AER0110 (150 Hours) – Instruction in the principles of four-stroke engine designs are the foundation for this study. This introduction to automotive engines includes theory, construction and overhaul procedures, including cylinder heads, blocks, bearings, pistons, rods, crankshafts, valve trains, and gaskets. Proper use of hand tools, precision tools, special engine tools, and equipment is demonstrated. Lab work includes application of diagnosis, and overhaul and repair procedures on training aids.

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## ***Automotive Service Technology 2***

**Mission:** Our mission is to train students for industry using proven, innovative, and accepted practices combined with related knowledge and skills. The program will encourage students who possess the drive and desire to succeed, to develop a rewarding career opportunity in the transportation industry.

Students must complete Automotive Service Technology 1 or demonstrate mastery of the program outcomes prior to enrollment in Automotive Service Technology 2.

This program consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification. Student owned hand tools are required, and safety is stressed

**Automotive Engine Performance Technician** - Course AER0503 (300 Hours) – Instruction includes skills in basic engine performance on gasoline four stroke engines. Diagnosis and repair of these systems and components are stressed: ignition and related electrical circuits, vehicle communication circuits, sensors, fuel systems, air induction, and computer and emission systems. Demonstrations and hands-on work on vehicles will provide a working knowledge of diagnosis using test equipment ranging from timing lights, compression testers, cylinder leakage testers, and vacuum gauges to engine analyzers with oscilloscopes, and four-gas analyzers.

**Automatic Transmission and Trans-axle Technician** - Course AER0257 (150 Hours) – Instruction includes principles of hydraulic systems, planetary gear sets, torque converters, electronic control systems, and basic transmission components which are the basis for this course. Diagnosis, servicing, and adjustments of various automatic transmissions and transaxles are covered. Lab work includes disassembly, inspection, reassembly, and adjustment on training aids. Lab projects include diagnosis, repair or overhaul of transmissions in late model vehicles, and demonstration of special tools and techniques.

**Manual Drive Train and Axle Technician** - Course AER0274 (150 Hours) – Instruction includes examining the basic construction, operating principles, and power flow of the manual drive train system. Students will study diagnosis and overhaul of clutch assemblies, four-speed and five-speed transmissions and transaxles, four-wheel drive components, and front- and rear wheel drive shafts. Integral and removable ring and pinion replacement and setup will be discussed and performed by the students. Lab projects include disassembly, inspection and reassembly on late model vehicles and equipment.

**Automotive Heating and Air-Conditioning Technician** - Course AER0172 (150 Hours) – Instruction includes a study of design characteristics and principles of vehicle air conditioning, including basic system operation, heat transfer, proper handling of refrigerants, effects of refrigerants on the environment, component location, and system components. Lab work includes assignments to develop the skills and knowledge required to perform heating and air conditioning service, diagnosis and repair, and recovery and recycling of R12 & 134A. Basic electrical system principles, use of a digital multi-meter, and automatic climate control diagnosis will be studied. All students are expected to achieve the Mobile Air Conditioning Society (MACS) Section 609 certification as part of the coursework.

**Distance Education:** Available - refer to Distance Learning section

**Articulation Agreement(s):** Statewide Automotive Service Management Technology, A.A.S./A.S. Degree

**Program Accreditation:** ASE Education Foundation

**Industry Certification(s):** National Institute for Automotive Service Excellence (ASE) – various levels  
Mobile Air Conditioning Society (MACS) Section 609 certification

**Apprenticeship:** Available – refer to Clearwater Campus Apprenticeship section

**Services Available:** Light repair and maintenance of vehicles is available to the public (all work is performed by Automotive Service students). Vehicles must be not more than 10 years old. Please call (727) 538-7167, extension 2094, to make an appointment.

## ***Baking and Pastry Arts***

**Mission:** The Pinellas Technical College Baking and Pastry Arts Department is designed to prepare students for employment as a baker or pastry cook in Bakeries, Hotels, Wholesale Bakery Shops, Clubs and Resorts, or any other corporation and all other productions related to baked goods. Through trained professional instructors, multi-media and classroom studies, as well as demonstrational and practical application in a commercial bakery setting. This department will offer the best training for application in today's market place.

Program N100600 consists of a planned sequence of courses. Students must complete the ServSafe® course as part of their classroom training in order to work in the kitchen lab.

**Pastry Cook/Baker** – Course FSS 0090 (300 hours) and **Pastry Chef/Head Baker** – Course FSS 0091 (300 hours) - The Baking and Pastry Arts program covers basic and advanced preparation of a wide variety of baked and dessert goods. Topics include breads, breakfast pastries, cookies, chocolate applications, and cake decorating. Students will learn leadership and employability skills as they work in a retail bakery setting. Upon completion of the program, graduates are qualified to work as pastry cooks and bakers under the supervision of a pastry chef or head baker

**Distance Education:** Not available at this time

**Industry Certification(s):** ServSafe® certification

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## ***Barbering***

**Mission:** The mission of the Barbering program is to prepare students for employment as a Restricted Barber or Barber with eligibility for Florida State Certification.

Program I120402 consists of a planned sequence of courses.

**Barber 1** – Course COS0150 (333 hours) Students will learn to use safe sanitary and efficient work practices. Students will learn to identify, prepare and perform hair shaping (cutting), student will also learn correct procedures for shampooing, conditioning and scalp treatments.

**Barber 2** – Course COS0151 (333 hours) Students will identify and perform hairstyles. Identify Prepare and perform mustache and beard designs. Identify Prepare and perform clients with wet sets, thermal styling and braided styles.

**Barber 3** – Course COS0152 (334 hours) Students will identify, prepare and perform. Identify prepare and perform hairpieces, wigs and hair attachments. Student will demonstrate knowledge of professional development (employability skills), student will demonstrate knowledge of Florida Law and State Board requires.

**Barber 4** – Course COS0671 (200 hours) Student will identify and prepare hair pieces and hair attachments. Students will identify and perform permanent waving/reconstruction and

curl/chemical relaxing. Identify and apply temporary /semi-demi permanent and permanent color. Identify and apply lighteners and specialty color techniques.

**Distance Education:** Not available at this time

**Industry Certification(s):** Barber, Florida Department of Business and Professional Regulation (DBPR)

**Services Available:** All work is performed by Barbering students. To discuss cost and details, please call the program instructor: **Clearwater** campus - (727) 538-7167, extension 2107 or 2108

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## ***Cabinetmaking***

**Mission:** The mission of this program is to prepare students for employment or advanced training in finish carpentry and the cabinetmaking industry.

Program I480704 consists of a planned sequence of courses.

**Carpenter Helper** - Course BCV0200 (300 Hours) - Content includes orientation and basic safety, hand and power tools, building materials, fasteners/hardware and basic blueprints.

**Cabinet Finisher** - Course BCV0235 (150 Hours) - Content includes finishing skills, including the installation of an interior door, stain systems, cabinets, shelving and wall and ceiling coverings.

**Cabinet Assembler** - Course BCV0240 (300 Hours) - Content includes fastening stock, assembling, cabinet installation, applying laminates, plan, design and layout and use of power tools.

**Cabinetmaker** - Course BCV0243 (450 Hours) - Content includes joinery, cut and assemble casework, construction of drawers, doors and curved pieces, and millwork.

**Distance Education:** Not available at this time

**Industry Certification(s):** National Occupational Competency Testing Institute (NOCTI) Cabinetmaking

**Services Available:** Cabinetmaking students build basic kitchen cabinets and custom cabinets of many different types. This service is available to the public. Please call (727) 538-7167, extension 2131, to make an appointment.

## ***Child Care Center Operations***

**Mission:** The mission of this program is to prepare students to meet the requirements for the state administrator credential coursework which includes the areas of organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

Program V200206 consists of the following course.

**Child Care Center Director** - Course HEV0160 (45 hours) - Students learn to analyze the leadership role of the program administrator in creating and sustaining an effective organizational structure in a child care and education setting; develop effective personnel policies and procedures; develop a system for staff recruitment; develop a system for financial planning, budgeting and marketing strategies; demonstrate an understanding of legal obligations/responsibilities of a child care facility including those related to tax laws, insurance, and licensure; apply knowledge of program elements needed to implement and sustain a culturally sensitive, non-discriminatory and inclusive environment based upon principles of child development and professional standards; maintain a system for ongoing assessment and documentation related to children within the child care center program; develop a system for monitoring child care facility practices related to health, safety, and nutrition; create policies that promote alliances with families and collaboration among programs, families, and community resources.

**Special Admission Requirements:** This course can be used to obtain a Foundational Level Director Credential. Students must possess a high school diploma or a GED, have completed the Department of Children and Families Introductory 40 clock hour training, and possess an active Florida staff credential in order to apply for the Director Credential. There is no pre-requisite for taking this course.

Classes are held at various locations in Pinellas County.

**Distance Education:** Available – refer to Distance Learning section

**Industry Certification(s):** Graduates of the program are eligible to apply for the Level 1 Florida Child Care Education Director Credential



## ***Computer Systems and Information Technology***

Mission: The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

Program Y100200 consists of a planned sequence of courses.

Computer Systems Technician - Course CTS0082 (300 Hours) - Training includes proficiency with personal computer hardware, operating systems and software; troubleshooting operating systems, including word processing, databases, reports, spreadsheets, multimedia presentations, electronic calendar, contacts, email, and internet applications; and customer relations, communication skills, and employability skills.

Computer Network Technician - Course CTS0083 (150 Hours) - Training includes networking protocols, understanding the Open Systems Interconnection (OSI) model, implementing a Wireless Local Area Network (WLAN), and hardware and software security devices.

Computer Networking Specialist - Course CTS0084 (150 Hours) - Training includes basic routing concepts; and implement, verify, and troubleshoot Network Address Translation (NAT) and Access Control Lists (ACL) in a medium-size enterprise branch office network.

Computer Security Technician - Course CTS0069 (300 Hours) - Training includes an understanding of cybersecurity, the terminology used, its history and culture, and trends, dealing with threats, viruses and malware.

**Distance Education:** Available - refer to Distance Learning section

### **Articulation Agreement(s):**

St. Petersburg College Cybersecurity, A.S. Degree

St. Petersburg College Computer Information Technology, A.S. Degree

Industry Certification(s): Students have the option to prepare and sit for the CompTIA A+, CompTIA Network+, and CompTIA Security+ certification exams.

## ***Cosmetology***

**Mission:** The mission of the Cosmetology program is to prepare students for employment as cosmetologists with eligibility for Florida State Certification.

Program D500100 consists of a planned sequence of four courses.

**Grooming and Salon Services Core, Facials and Nails** – CSP0009 (225 Hours) – Content includes the practice of performing manicures, pedicures, and applying artificial nails/nail wraps; performing facials, applying make-up, hair removal, and artificial lash application.

**Cosmetologist and Hairdresser, 1 of 3** - COS0002 (300 Hours) – Identify shampoo/hair conditioners and scalp treatments; and identify and perform hair shaping (cutting).

**Cosmetologist and Hairdresser, 2 of 3** - COS0003 (300 Hours) - Identify and perform hairstyles; and identify and prepare hairpieces, wigs, and hair attachments.

**Cosmetologist and Hairdresser, 3 of 3** - COS0009 (375 Hours) – Identify and perform permanent waving/reconstruction and curl/ chemical relaxing; identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques.

Completers may be eligible to take the Cosmetology State Examination. Those passing the exam receive the title Cosmetologist and a state license.

**Distance Education:** Not available at this time

**Industry Certification(s):** Florida Licensed Cosmetologist

**Services Available:** All work is performed by Cosmetology students: haircutting, shampoo and set, blow dry/curling iron, press and curl, permanent wave chemical relaxer, hair coloring, highlighting, facials, skin care, tweeze, wax, manicure, and pedicure. Please call the program instructor at (727) 538-7167, extension 2108 to discuss cost and details.

## ***Diesel Systems Technician 1***

**Mission:** The mission of this program is to prepare students for employment as medium and heavy-duty truck or bus technicians.

Students must complete Diesel Systems Technician 1 or demonstrate mastery of the program outcomes prior to enrollment in Diesel Systems Technician 2.

This program consists of a planned sequence of courses.

**Diesel Engine Mechanic/Technician Helper** - Course DIM0101 (150 Hours) – Training includes basic skills and safety, diesel engine fundamentals, service and repair manuals, and employability skills and entrepreneurship.

**Diesel Electrical and Electronics Technician** - Course DIM0102 (300 Hours) – This content of this course covers basic electrical, electronics, general electrical systems diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting systems diagnosis and repair, gauges and warning devices diagnosis and repair, computers and computerized fuel systems.

**Diesel Engine Technician** - Course DIM0104 (300 Hours) – This content builds on the previous Courses DIM0101 and DIM0102. This course covers engine rebuild and overhaul, general engine diagnosis, cylinder head and valve train diagnosis and repair, engine block diagnosis and repair, lubrication systems diagnosis and repair, cooling system diagnosis and repair, air induction and exhaust systems diagnosis and repair, fuel systems diagnosis and repair, electronic fuel management system diagnosis and repair, and engine brakes.

**Diesel Brakes Technician** - Course DIM0105 (300 Hours) – This course covers the air supply and service systems, mechanical/foundation, parking brakes, hydraulic brake systems, mechanical/foundation, power assist units, air and hydraulic antilock brake systems (ABS), and automatic traction control (ATC).

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## ***Diesel Systems Technician 2***

**Mission:** The mission of this program is to prepare students for employment as medium and heavy-duty truck or bus technicians.

Students must complete Diesel Systems Technician 1 or demonstrate mastery of the program outcomes prior to enrollment in Diesel Systems Technician 2.

This program consists of a planned sequence of courses.

**Diesel Engine Preventive Maintenance Technician** - Course DIM0103 (150 Hours) – This content builds on the previous Courses DIM0101 and DIM0102 and includes engine preventative maintenance. This course covers maintenance and repairing of engine, fuel systems, air induction and exhaust system, cooling system, lubrication system, cab and hood, instruments and controls,

safety equipment, hardware, heating, ventilation, and air conditioning (HVAC), electrical/electronics, battery and starting systems, charging system, lighting system, frame and chassis, air brakes, hydraulic brakes, drive train, suspension and steering systems, tires and wheel, frame and fifth wheel.

**Diesel Heating and Air-Conditioning Technician** - Course DIM0106 (150 Hours) – This content builds on the previous Courses DIM0101, DIM0102, DIM0103, DIM0104, DIM0105, and includes HVAC systems diagnosis, service and repair, A/C system and component diagnosis, service, and repair, A/C system general, compressor and clutch, evaporator, condenser, and related components, heating and engine cooling systems diagnosis, service and repair, operating systems and related controls, diagnosis and repair of A/C electrical systems and air/vacuum/mechanical systems, refrigerant recovery, recycling, and handling.

**Diesel Steering and Suspension Technician** - Course DIM0107 (150 Hours) – This content builds on the previous Courses DIM0101, DIM0102, DIM0103, DIM0104, DIM0105, and DIM0107. This course covers and includes diagnosis and repair of: steering systems, suspension systems, wheel alignment, wheels and tires, frame service and repair.

**Diesel Drive Train Technician** - Course DIM0108 (150 Hours) – This content builds on the previous Courses DIM0101, DIM0102, DIM0103, DIM0104, DIM0105, DIM0107, and DIM0108. This course covers maintenance and repair of power train systems and components which includes; clutch diagnosis and repair, transmission, diagnosis and repair, driveshaft and universal joint diagnosis and repair, drive axle diagnosis and repair. Also, includes maintenance and repair of power train systems and components.

**Diesel Hydraulics Technician** - Course DIM0109 (150 Hours) – This content builds on the previous Courses DIM0101, DIM0102, DIM0103, DIM0104, and DIM0105 and includes maintaining and repairing of hydraulic systems. General system operation, pumps, filtration/reservoirs (tanks), hoses, fittings, and connections, control valves, and actuators.

**Distance Education:** Available - refer to Distance Learning section

**Industry Certification(s):** National Institute for Automotive Service Excellence (ASE) – various levels

## ***Electricity***

**Mission:** The Electricity program is the technical class of the future where employers seek student graduates with quality concepts including electrical technical skills, leadership skills, adaptability, and citizenship awareness, adding value to the economy as well as the community.

Program I460312 consists of a planned sequence of courses.

**Electrician Helper** - Course BCV0603 (300 hours) – Content includes basic safety and code, tools, basic circuits, diagramming, and employability skills.

**Residential Electrician** - Course BCV0640 (450 hours) – Students are instructed in electrical math, all phases of residential wiring, circuits, and installation.

**Commercial Electrician** - Course BCV0652 (450 hours) – Instruction includes all phases of commercial wiring, circuits, and installation.

**Distance Education:** Not available at this time

**Industry Certification(s):** Hilti Powder-Actuated Tool Certification  
Occupational Safety and Health Administration (OSHA) 10-hour Safety Certification

**Apprenticeship:** Available – refer to Clearwater Campus Apprenticeship sections

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## ***Interior Decorating Services***

**Mission:** The mission of this program is to provide students with the skills needed for employment in the Interior Decorating Industry. Throughout this course, students will experience a “hands on” approach using the design tools, materials, and computer software used in the industry. Design history, color, furniture, and space planning, along with many other detailed aspects of design will be included in this program. After completing the program, students will have the knowledge and the skills to be successful in this profession.

Program V200600 consists of a planned sequence of courses.

**Sales Representative/Color Consultant** - Course HEV0412 (200 Hours) – Instruction includes opportunities, employment skills, sales techniques, and professional organizations. Students will receive training on the elements and principles of design, human factors, and the identification and use of the tools and equipment used in the design process along with basic inventory skills. A more extensive training of color theory and the color wheel will be explored.

**Furniture Arranger/Space Planner** - Course HEV0452 (350 Hours) – Takes instruction of Course HEV0412 and continues on with a more extensive training on space planning, architectural symbols, blueprint interpretations, measurement and calculations of floor plans and furniture placement. The elements and principles of design will be studied more closely. Students will go to advanced instruction on the history of design, furniture, and color. We will analyze the importance of

sustainable or “green design” and its effect on the design industry. Students will learn the ability to use computer software to implement projects and the Internet for research. Students will learn sales and presentation skills necessary in this profession.

**Merchandise Stylist/Visual Displayer** - Course HEV0453 (300 Hours) – Instruction from Course HEV0412 and Course HEV0452 will be used throughout this completion point. Students will go onto the advanced stages of the decorating industry using a “hands on” instructional approach. Instruction will include decorative styles, evolution of housing architecture and interior decorating, furniture construction and materials used. Students will learn to identify furniture, textiles, flooring, and hard surfaces, wall treatments and finishes, window treatments, hardware, lighting, accessories, and how to apply them to client criteria. They will learn the basics of cabinetry, plumbing fixtures, audio/visual technology and their appropriate uses. They will learn the skills necessary to identify, apply, measure, and calculate for materials needed for design projects based on a client criterion. Interactive class participation and a “hands on” approach with materials will be used throughout this sequence. Students will learn how to implement and present a design project.

**Interior Decorator/Interior Consultant** - Course HEV0413 (200 Hours) – This course includes an introduction to the advantages and disadvantages of entrepreneurship. Students will research procedures needed to start up a business. Students will be required to plan and implement a project using all the instruction, tools, and materials learned throughout this program. Students will compile and present a portfolio to include a resume, biographical data, project pictures and any other applicable information. Students will be required to then give an oral presentation.

**Distance Education:** Not available at this time

Educational Partner in good standing with Certified Interior Decorators International, Inc.

**Industry Certification(s):** Certified Interior Decorator (C.I.D.)

## ***Machining Technologies***

**Mission:** The mission of the program is to prepare students for employment as entry level machinists, tool makers, lathe operators, mill operators, grinding operators, electrical discharge machine (EDM) operator basic programmers, and computer numerically controlled (CNC) machine operator basic programmers.

Program J200100 consists of a planned sequence of courses.

**Machinist Helper** - Course PMT0020 (300 Hours) – Includes classroom and machining lab experience; course content includes orientation, lab safety, basic blue print reading, related math, measuring tools related to quality control, employability skills/entrepreneurship and all machines related to general machine work.

**Machine Operator** - Course PMT0022 (300 Hours) - This competency includes classroom and machining lab experience. Students will learn how to apply blueprint specifications to production, perform basic precision measuring, and operate lathes, milling machines, and grinders.

**Machine Setup Operator** - Course PMT0024 (600 Hours) - Content involves classroom and machining lab experience, including how to solve advanced job-related math problems, operating a CNC machine and setting up and operating an EDM machine.

**Machinist** - Course PMT0025 (300 Hours) - Set up and operate a CNC machine, identify CAD/CAM processes, perform advanced lathe, milling, grinding operations and the set-up and operation of heat-treating furnaces.

**Distance Education:** Not available at this time

**Program Accreditation:** National Institute of Metalworking Skills (NIMS)

**Industry Certification(s):** Certifications available to students through the National Institute of Metalworking Skills

**Apprenticeship:** Available - refer to Clearwater Campus Apprenticeship section

## ***Marine Service Technologies***

**Mission:** The mission of this program is to prepare students for employment as entry-level marine mechanics and train them in the everyday workings of the marine repair industry.

Program T400210 consists of a planned sequence of courses.

**Marine Rigger - Course MTE0003 (300 Hours)** – Content includes orientation and basic safety, employability and entrepreneurship, math for marine mechanics, communication skills, perform shop practices, fundamental theory for marine mechanics, maintenance and repair of electrical systems, prepare and deliver sales merchandise and computer literacy and office management.

**Outboard Engine Technician - Course MTE0090 (300 Hours)** – Content includes use of industry related computer software maintenance and repair of fuel systems, maintenance and repair of two-stroke engines, perform gear case maintenance, testing engines and choosing propellers.

**Outboard Engine Diagnostics Technician - Course MTE0074 (150 Hours)** – Content includes maintenance and repair of cranking systems, maintenance and repair of outboard ignition systems, maintenance and repair of charging systems, disassembly and repair of upper and lower gear casings and electronic fuel injection systems.

**Inboard Gas Technician - Course MTE0092 (300 Hours)** – Content includes removal and reinstallation of inboard engines and transmissions, maintenance and repair of inboard engines and transmissions.

**Stern Drive Technician - Course MTE0093 (150 Hours)** – Content includes removal and reinstallation of stern drive engines and drives, maintenance and repair of SD fuel systems, maintenance and repair of SD ignition systems and maintenance and repair of SD cooling and exhaust systems

**Inboard Diesel Technician- Course MTE0056 (150 Hours)** – Content includes maintenance and repair of diesel engines and fuel systems, diesel fuel problems and solutions and diesel engine electrical systems.

**Distance Education** – Not available at this time



## ***Medical Administrative Specialist***

**Mission:** The mission is to prepare the Medical Administrative Specialist student with a broad foundation of knowledge in the performance of medical office procedures and tasks, medical terminology, and medical transcription; the production of quality work in an efficient manner using advanced features of business software applications; to use technology applications to enhance communications skills; to strengthen problem resolution aptitude through higher order thinking and decision making skills, in order to prepare students for employment as a Medical Administrative Specialist and office managers in the workforce; to possess the necessary knowledge, skills to obtain employment and to provide supplemental training for persons previously or currently employed.

Program B073000 consists of a planned sequence of courses.

**Information Technology Assistant** - Course OTA0040 (150 Hours) – This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications so they may be used as communication tools for enhancing personal and work-place proficiency in an information-based society. This also includes proficiency with computers using word processing, database, spreadsheet, and presentation software that meet industry standards. Job seeking techniques, career planning, and success strategies will also be developed.

**Front Desk Specialist** - Course OTA0041 (300 Hours) – This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the core competencies in the areas of personal and professional development and promotes application of higher-level office procedures tasks and communications skills through the use of technology.

**Medical Office Technologist** - Course OTA0631 (300 Hours) – This course includes performing specialized medical office procedures including health insurance, verification, billing and collections and scheduling auxiliary services, preparing medical documents, maintaining and utilizing a medical reference library, and transcribing medical documents.

**Medical Administrative Specialist** - Course OTA0651 (300 Hours) – This course provides a capstone of medical office functions, to include medical terminology, medical emergency management procedures and medical document transcription.

**Distance Education:** Available - refer to Distance Learning section - You will need the following software to participate online: Microsoft Office 2013 (Word, Excel, PowerPoint, Access, and Outlook).

**Articulation Agreement(s):** Statewide Office Administration, A.A.S./A.S. Degree

**Industry Certifications:** Microsoft Office Specialist (MOS) Bundle Certification  
Certified Medical Administrative Assistant (CMAA)

## ***Network Support Services***

**Mission:** The mission of this program is to provide students the opportunity to develop the knowledge and technical skill proficiency necessary to prepare them for further education and careers in network support service services, in related fields of Information Technology.

Program B078000 consists of a planned sequence of courses.

**Information Technology Assistant - Course OTA0040 (150 Hours)** - This course is designed to provide a basic overview of current business and information systems and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with fundamental computer applications so they may be used as tools for enhancing personal and work-place proficiency in an information-based society. Students will also be given the opportunity to develop career planning, and success strategies.

**Computer Support Assistant - Course EEV0504 (150 Hours)** - This course provides training in the basics of installation, support and troubleshooting of computer and printer hardware and operating systems. An overview of network concepts and terminology will be inclusive in this course, especially as it relates to the practices of computer configuration, management and support.

**Network Support Help Desk Assistant - Course CTS0022 (150 Hours)** – This course is designed to offer technician level training in networking based on the OSI and TCP\IP models. Training includes and emphasizes developing skills in network terminology, concepts, topologies, protocols, devices, basic configuration methods and critical thinking.

**Network Support Administrator - Course CTS0023 (150 Hours)** – The training in this course provides students with the opportunity to develop knowledge and skills in network implementation, configuration, troubleshooting and support. Training includes and emphasizes increasing skills in setup, configuration, and support of network hardware devices (such as routers, switches, and bridges). Students are also given the opportunity to develop leadership, teamwork, employability, and entrepreneurship skills.

**Senior Network Administrator - Course CTS0024 (150 Hours)** – This course provides advanced training in network implementation, configuration, troubleshooting and support. Training includes and emphasizes increasing skills in administering different types of simple and complex LAN and WAN configurations as well as advanced setup, configuration and support of network hardware devices.

**Wireless Network Administrator - Course CTS0029 (150 Hours)** – In this course student will be have the opportunity to develop knowledge and skills in setting up, configuring, securing and supporting wireless local area networks.

**Data Communications Analyst - Course EEV0317 (150 Hours)** – This course offers students the opportunity to develop knowledge and skills in general, communication, and infrastructure security as it relates to LAN and WAN networks.

**Distance Education** – Distance and hybrid (classroom and online) instruction is available.

**Articulation Agreement(s):**

Statewide Networking Services Technology AS degree  
Statewide Computer Engineering Technology AS degree  
St. Petersburg College Computer Networking, A.S. Degree  
St. Petersburg College Cybersecurity, A.S. Degree

**Industry Certification(s):** CompTIA Network+, Certified Wireless Network Administrator (CWNA), and CompTIA Security+. **Note:** Cisco Systems and CompTIA offer a variety of certifications. The Network Support Services program is designed to provide the students with the resources and knowledge to pursue multiple certifications such as the Cisco Certified Network Associate (CCNA) and others.

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## ***Phlebotomy***

**Mission:** The mission of the Phlebotomy program is to provide learning experiences that, when successfully completed, prepare students to demonstrate the skills and behaviors congruent with those of professional phlebotomists.

**Phlebotomy- Course H170302 (165 hours)-** Consists of theory and application of phlebotomy; basic anatomy, infection control and isolation techniques, principles/methods of collection of specimens by capillary or venipuncture, labeling specimens and distributing samples to appropriate laboratory sections and preparing collection trays for specimen procurement. Also, covers basic health care and safety procedures, employability, communications, interpersonal skills, basic mathematics, science and computer literacy.

*Special Admission Requirements: Specific health occupations admission guidelines (immunizations, background check, etc.) is available online in the registration packet.*

**Distance Education:** The blended online program is a combination of distance learning, live classroom/lab activities and clinical experiences.

**Industry Certification(s):** Completion of the Phlebotomy program qualifies the graduate to sit for the American Medical Technologist's exam to become a Registered Phlebotomy Technician - RPT (AMT)

## ***Practical Nursing***

**Mission:** Our mission is to educate and empower competent nursing students with the ability and opportunity that will enhance holistic quality health care to people of all cultures in various health care settings to support the Florida State Board of Nursing approved program. The purpose of this program is to prepare students for employment as Licensed Practical Nurses.

**Program H170607 consists of a planned sequence of courses.**

**Practical Nursing Foundations 1** – Course PRN0098 (300 hours) – Instruction covers basic health care for the patient and safety procedures, communications, computer literacy, legal and ethical responsibilities, infection control, geriatric nursing, patient rehabilitative activities, nutrition and body structure and function. Includes simulation, laboratory and clinical settings.

**Practical Nursing Foundations 2** – Course PRN0099 (300 hours) - Instruction includes human growth and development, pharmacology, biological-psychological-social support, responsibilities for healthy lifestyle/maintenance, family wellness and community health awareness. Includes simulation, laboratory and clinical settings.

**Medical/Surgical Nursing 1** – Course PRN0290 (300 hours) – Content includes theoretical instruction and simulation, laboratory and clinical settings in medical and surgical areas of Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine and Integumentary disease/disorder (including diagnostic tests, medications, nutritional needs, and psychological distress).

**Medical/Surgical Nursing 2** – Course PRN0291 (300 hours) - Content includes theoretical instruction and simulation, laboratory and clinical settings in medical and surgical areas of Gastrointestinal, Neurological, Urinary, Reproductive and Oncologic disease/disorder (including diagnostic tests, medications, nutritional needs, and psychological distress).

**Comprehensive Nursing** – Course PRN0690 (150 hours) - Content includes theoretical instruction and simulation, laboratory and clinical settings in maternal/newborn care, knowledge of SIDS/SUIDS, pediatric care, transitional and employability skills.

**Special Admission Requirements:** A high school diploma or GED is required to enter the program. Applicants are required to take and pass the Test of Essential Academic Skills (TEAS). Specific health occupations admission guidelines (immunizations, drug screening, background check, etc.) are available in Student Services.

**Distance Education:** Pinellas Technical College offers the Practical Nursing program in an online format. The online program is exactly like the traditional on-site program with two exceptions: (1) The **majority** of the 675-hour academic theory part of the program is delivered via computer (with a few scheduled campus-based activities) as opposed to having face-to-face classroom instruction

and, (2) The remaining 675 clinical hours are scheduled as much as possible on week-ends and evenings at various locations in our immediate and surrounding counties. The clinical and lab hours are spread throughout the program with the majority occurring in the second half of the program. The Pinellas Technical College Practical Nursing program is unable to accommodate students who want to participate in clinical at sites other than those approved for use locally.

**Articulation Agreement(s):**

Statewide Registered Nursing, A.A.S. /A.S. Degree  
St. Petersburg College Nursing R.N., A.S. Degree  
Pinellas County Schools Centers for Wellness and Medical Professions

**This program is approved by the Florida State Board of Nursing**

**Industry Certification(s):** Certified Nursing Assistant (CNA)  
Licensed Practical Nursing (LPN)

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## ***Professional Culinary Arts & Hospitality***

**Mission:** The Pinellas Technical College Culinary Arts Department is committed to offering students an accredited and comprehensive culinary arts program. Through trained professional instructors, multi-media and classroom studies, as well as demonstrational and practical application in the kitchen and bakery, this department will offer the best training for application in today's market place.

Program N100500 consists of a planned sequence of courses. Students must complete the ServSafe® course as part of their classroom training in order to work in the kitchen lab.

**Food Preparation** - Course HMV0100 (300 hours) – This course includes instruction in the food service industry, food sanitation and kitchen safety, kitchen math, equipment, an introduction to nutrition, reading and following recipes, food science and basic cooking principles, and includes an introduction to the kitchen. All students must become ServSafe® certified in safety and sanitation.

**Restaurant Cook** - Course HMV0170 (300 hours) – This course includes front-of-the-house and back-of-the-house duties, proper receiving and storage of food, and application of basic nutrition to menus and recipes. Content also includes the study of basic ingredients, and the preparation of fruits and vegetables in stocks, soups, salads and sandwiches, and an introduction to the bakery.

**Chef/Head Cook** - Course HMV0171 (300 hours) – This course is a combination of classroom and hands-on instruction in the selection, purchasing and preparation of entrée items including meats, fish and poultry. Students will also examine career and advancement opportunities in professional cooking and baking.

**Food Service Management** - Course HMV0126 (300 hours) – This course includes the study of purchasing, use, and maintenance of all food service equipment and tools; applying advanced

cooking and baking techniques in the classroom and kitchen; the study of international and ethnic cuisine; and the application of math and food science skills.

**Distance Education:** Available - refer to Distance Learning section

**Not available**

**Articulation Agreement(s):**

St. Petersburg College Hospitality and Tourism, A.S. Degree  
St. Petersburg College Food and Beverage Management, Certificate  
St. Petersburg College Rooms Division Management, Certificate  
Johnson & Wales University Culinary Arts, A.A. Degree  
Pinellas County Schools ProStart Programs  
Culinary Institute of America

**Industry Certification(s):** ServSafe® certification

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## ***Stage Production***

**Mission:** Developing students with an innovative approach to Audio/Visual/Lighting education by enhancing their technical and creative skills, that addresses real world solutions in a constantly evolving industry.

Program K200200 consists of a planned sequence of courses.

**Stage Production Assistant** – Course TPA0390 (150 hours) – Performances utilize lighting, sound, and projection of images. During rehearsals and performances, the stage production assistant serves as a point of contact for the stage production technician, stage manager, stage crew, artists, front of house staff, designers, and recording engineers.

**Stage Production Technician** – Course TPA0391 (150 hours) - Assists in the operation and maintenance of sound, lighting, troubleshooting and repair, and related equipment and systems used in support of stage productions, meetings, and related events; assists with a variety of clerical office duties, including data entry and set design; performs related duties as required.

**Distance Education:** Not available at this time

**Articulation Agreement(s):** Not available

## ***Web Development***

**Mission:** The mission of this program is designed to prepare students for employment in the business field, specializing in Web/Internet/Intranet services industry.

Program Y700100 consists of a planned sequence of courses.

**Information Technology Assistant** - Course OTA0040 (150 Hours) – This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today’s business environment. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications so they may be used as communication tools for enhancing personal and work-place proficiency in an information-based society. This also includes proficiency with computers using word processing, database, spreadsheet, and presentation software that meet industry standards. Job seeking techniques, career planning, and success strategies will also be developed.

**Web Design Foundations** - Course CTS0070 (150 Hours) – In this course students will learn the following: website planning and the design process; HyperText Markup Language (HTML) and Cascading Style Sheets (CSS); create basic web pages, and use images and graphical formatting on a web page; use File Transfer Protocol (FTP); and use Search Engine Optimization (SEO) with a website.

**Web Interface Design** - Course CTS0071 (150 Hours) – In this course a student will learn the following: user interface design techniques and Graphical User Interface (GUI) techniques; demonstrate proficiency in publishing, testing, and maintaining a website; and understand the importance of professional ethics and legal responsibilities.

**Web Scripting** - Course CTS0049 (150 Hours) – In this course a student will learn the following: understand the difference between server-side and client-side scripting; demonstrate understanding of Document Object Model (DOM); design, write, and debug a JavaScript client-side script into a web page; and demonstrate an understanding of using JavaScript forms.

**Web Media Integration** - Course CTS0015 (150 Hours) – In this course a student will learn the following: incorporate graphics, animation, and video into a web page; demonstrate an understanding of Extensible Markup Language (XML); demonstrate the ability to validate a web page; and demonstrate an understanding of Asynchronous JavaScript (AJAX).

**Web E-commerce** - Course CTS0016 (150 Hours) – In this course a student will learn how to demonstrate the skills and knowledge to setup a e-commerce website.

**Web Interactivity** - Course CTS0017 (150 Hours) – In this course a student will learn the following: demonstrate an understanding of Content Management Systems (CMS); demonstrate an understanding of multimedia applications and their implications for web designers; create and incorporate interactive website components; and demonstrate the use of Portable Document Format (PDF) documents in a website.

**Distance Education:** This program is available for online study.

**Articulation Agreement(s):** St. Petersburg College Web Development, A.S. Degree

**Industry Certification(s):**

- Microsoft Office Specialist (MOS) - Word, Excel and PowerPoint
- Microsoft Technology Associate – Introduction to Programming using HTML and CSS, Introduction to Programming using JavaScript
- Adobe Certified Associate (ACA) - Creative Cloud (CC) Dreamweaver, Illustrator, InDesign and Photoshop
- Certified Internet Web (CIW) – Site Development Associate, Web Design Specialist, JavaScript Specialist and E-commerce Specialist

**Services Available:** All work is performed by Web Development students: web site/page design and updates, logo design, brochure design, and graphic design. Please call the program instructor at (727) 538-7167, extension 2088, to discuss cost and details.



## ***Welding Technology***

**Mission:** The mission of this program is to prepare students for employment as welders in the fabrication and repair industry, as well as the construction industry.

Program J400400 consists of a planned sequence of courses.

**Welder Assistant 1** – Course PMT0070 (150 hours) – The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

**Welder Assistant 2** – Course PMT0071 (150 hours) – The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

**Welder, SMAW 1** – Course PMT0072 (150 hours) – The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills.

**Welder, SMAW 2** – Course PMT0073 (150 hours) – The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).

**Welder** – Course PMT0074 (450 hours) – The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

After completing all competencies, students are encouraged and eligible to take the American Welding Society (AWS) certification test. Upon passing, the student earns a certification card from AWS. Pinellas Technical College-Clearwater Campus is an AWS accredited testing facility.

**Distance Education** – Not available at this time

**Industry Certification(s):** American Welding Society (AWS) Certified Welder

## ***Welding Technology – Advanced***

**Mission:** The mission of this program is to prepare students for employment as welders in pipe fitting technique and advanced GTAW skills with an emphasis on advanced welding techniques key to being successful in the welding industry.

Program J400410 consists of a planned sequence of courses.

**Advanced Welder 1** – Course PMT0075 (600 hours) – The Advanced Welder 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills.

**Advanced Welder 2** – Course PMT0076 (150 hours) – The Advanced Welder 2 course is designed to prepare advanced welders for entry into emerging welding industries. Students explore career opportunities and requirements of a professional welder. Content emphasizes advance skills key to the success of working in the welding industry. Students study emerging technologies directly related to geographically relevant welding needs of business and industry.

**Special Admission Requirements:** Students must successfully complete the basic Welding Technology program or demonstrate mastery of the skills in that program prior to enrollment in the Welding Technology - Advanced program. Demonstration of mastery is proof of welding certification on GTAW (tig) and GMAW (stick) **OR** successful completion of welding skills demonstrated using GTAW (tig) and GMAW (stick) **OR** a combination of welding certification and skills demonstration.

**Distance Education** – Not available at this time

**Industry Certification(s):** American Welding Society (AWS) Certified Welder

## **APPRENTICESHIPS**

### ***Clearwater Campus***

Apprenticeships are formalized career training programs that offer a combination of structured on-the-job training and related technical instruction to employees to train them in occupations that demand a high level of skill. Apprenticeship training standards are industry-driven; an industry or program sponsor determines the skill requirements needed to build and sustain a quality workforce.

Florida statute 1009.25 states that a student enrolled in an approved apprenticeship program will be exempt from any requirement for the payment of tuition and fees, including lab fees, for adult basic, adult secondary, or career-preparatory instruction.

Apprenticeships can last from one to five years, depending on the occupational training area. During this time, apprentices work and learn under the direction of experienced journey workers. Over time, apprentices are provided the diversity and complexity of training that leads to becoming highly skilled in their chosen occupations. As they gain skill, they are compensated through an increase in wages.

To register for any apprenticeship program a student must be at least 18 years old, currently working in a related job, and have the ability to flex schedules and arrange transportation to the job site and evening classes. Apprentices must be recommended to this program by a participating employer. Other special admission requirements may apply. Contact individual coordinators directly at their phone extensions.

Every Apprenticeship Program:

- Each year has 2,000 hours of on-the-job-training (OJT).
- Each year has a minimum of 144 hours of related classroom training
- Students earn one occupational completion point on the anniversary of their indenture/enrollment date.

### ***Air Conditioning, Refrigeration, and Heating*** **(Refrigeration and Air Conditioning Contractors Association)** **I47021R**

**Mission:** The mission of the Refrigeration and Air Conditioning Contractors Association (RACCA) apprenticeship program is to train company sponsored employees known as "apprentices" in the tools, procedures and materials of the heating, ventilation, and air conditioning technology through the systematic completion of a structured curricula supplied by the RACCA organization to move apprentices toward the "Journeyman" classification to become more productive and high-wage earners.

**Length:** 4 years

**Description:** This program's four Occupational Completion Points (OCPs) – courses are taught sequentially. The program focuses on broad transferable skills within the industry.

**Industry Certification(s):** Coursework prepares the student for the Environmental Protection Agency (EPA) Refrigerant Handling Certification; this examination is available through government-approved agencies

Heating, Ventilating and Air Conditioning (HVAC Excellence) - Certification exams for electricity, air conditioning, commercial air conditioning, heat pumps, gas heat, electric heat and oil heat are given through the ESCO Institute and are included in the 4<sup>th</sup> year curriculum

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## ***Building Construction Technologies (Building Maintenance Repair)***

**I46040R**

**Mission:** The mission of the Building Maintenance Repair Apprenticeship program is to train apprentices who are working in the maintenance and repair industry to be more proficient in required skills and professional in their approach to their chosen vocation.

**Length:** 2 years

**Description:** This program is a classroom and lab supplement to skills that are learned on-the-job through the mentorship of a journeyman maintenance technician. It focuses on competencies that are difficult to receive in the general work environment during the course of the workday.

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## ***Electrician (Bay Area Electrical)***

**I46032R**

**Mission:** The mission of this program is to provide apprentices with the technical training to secure and maintain employment in the electrical field of work.

**Length:** 4 years

**Description:** Content includes safety and code, tools, diagramming, and employability skills; electrical math, all phases of residential and commercial wiring circuits and installation; pipe bending, transformers, motor controls and data.

**Contact Information:**

Clyde Hady  
(727) 538-7167, ext. 2070  
**hadyc@pcsb.org**

**Electrician**  
**(Independent Electrical Contractors Apprenticeship)**  
**I46032R**

**Mission:** The mission of this program is to provide apprentices with the technical training to secure and maintain employment in the electrical field of work.

**Length:** 4 years

**Description:** Content includes basic safety and code, tools, basic circuits, diagramming, and employability skills; electrical math, all phases of residential wiring circuits and installation; pipe bending, transformers, and motor controls.

**Contact Information:**

Robert Jacob; (727) 499-0727; [robert.jacob@iecfwcc.org](mailto:robert.jacob@iecfwcc.org)

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**Sprinkler Fitter**  
**(ABC Apprenticeship Program)**

**Mission:** ABC trains the next generation of skilled workers. We help individuals train for a high wage career with burdening them with debt, transform their interests into marketable skills, and triumph as professionals who have earned national industry certifications.

**Length:** 4 Years

**Description:** Examines trade specific safety hazards and identifies shop plans specific to the sprinkler fitting industry. Introduces workplace safety, material handling, and the proper use of common tools. Design, install, repair, maintain and inspect various types of fire protection systems by working with a variety of pipe and tubing materials, as well as the use of electricity and chemical compounds.

**Industry Certification(s):** NCCER (National Center for Construction Education and Research), Florida Department of Education Apprenticeship Certificate awarded at the completion of program, OSHA 10, CPR/First Aid

**Contact Information:**

ABC Office

Nick Nowell, Director of Education & Safety - [nicknowell@abcflgulf.org](mailto:nicknowell@abcflgulf.org)

Tanya Haun, Education Administrator - [tanyahaun@abcflgulf.org](mailto:tanyahaun@abcflgulf.org)  
813-879-8064

***Machining***  
**(Tampa Bay Machining Apprenticeship)**  
**I48050R**

**Mission:** The mission of the Tampa Bay Machining Apprenticeship is to improve business, people, and communities through precision machining training.

**Length:**

Machinist – 3-4 years

Mold Maker – 4 years

Numerical Control Machine Operator – CNC – 4 years

Tool & Die Maker - 4 years

**Description:** Apprentices learn industrial safety and efficient work practices, shop math, layout blueprints, shaping metal parts to required size, bench work, precision measurements, and inspection.

**Contact Information:**

Richard McConnaughey

(727) 538-7167, ext. 2062

## PINELLAS TECHNICAL COLLEGE ADMINISTRATION

### *Clearwater Campus*

#### **Campus Director**

##### **Prokop, Jakub**

Ph.D., University of South Florida  
M.Ed., University of South Florida  
B.S., Southern Illinois University

##### **Effiom, Claudius**

Ed.D., University of South Florida  
M.Ed., University of South Florida  
B.S., University of South Florida  
B.S., University of Tampa

##### **Bailey, Wendy D.**

M.A., Marshall University  
B.S., University of Charleston, WV  
A.A., University of Charleston, WV  
Educational Leadership Certification, Marshall University, Charleston , WV

##### **Barker, Kimberly**

M.Ed., University of South Florida  
B.S., University of Wisconsin - Stout

## PINELLAS TECHNICAL COLLEGE FACULTY

### *Clearwater Campus*

- A -

##### **Audibert, Rose M.**

Career and Technical Certification  
Certified Professional Food Manager (CPFM)  
ServSafe Proctor

**- B -**

**Bojilov, Viktor**

BS/MS in Mechanical Engineering, Technical University of Sofia  
CompTIA A+  
CompTIA Network+  
CompTIA Security+  
CompTIA CTT+ ( Certified Technical Trainer )  
Cisco CCENT  
Microsoft MCP ( Windows 7 )  
Microsoft MCITP Server 2008 R2 Active Directory  
Microsoft MCITP Server 2008 R2 Network Infrastructure  
Florida Workforce Tier I Certification

**Brandon, James**

American Welding Society (A.W.S.) Certified Associate Welding Inspector  
NCCER Certified Instructor/Proctor  
A.W.S. Certified Welder

**Brown, Steve**

B.A.S., University of Michigan  
Model Maker – Journeyman  
National Institute of Metalworking Skills Certification

**- C -**

**Cancialosi, Joseph**

ASE Master Technician  
A1 Engine Repair  
A2 Automatic Trans/Transaxle  
A3 Manual Drivetrain and Axles  
A4 Suspension and Steering  
A5 Brakes  
A6 Electrical/Electronic Systems  
A7 Heating and Air Conditioning  
A8 Engine Performance  
L1 Advanced Engine Performance  
G1 Light Maintenance and Repair  
Mobile Air Conditioning Society (Macs) 609 Refrigerant Certification  
General Motors Master Technician  
MOPAR Certified Technician

**Carmody, Jeremiah**

Career and Technical Certification



**Chormanski, Jason**

A.A., University of Bridgeport  
Master Electrician  
Registered Electrical Contractor  
Pinellas County Construction Licensing Board, Certified Electrical Journeyman  
Cadweld Electrical Fitting Welding Certificate

**Cotton, Robert**

Network Support Services Certificate – Pinellas Technical College  
CompTIA A+ Certification  
CompTIA Network+ Certification  
CompTIA Security+ Certification  
Cisco Certified Network Technician Certification

**- D –**

**Drum, Jacqueline**

A.A., American Culinary Academy  
Certified Professional Food Manager  
ServSafe Proctor

**- E –**

**Eyring, Rhonda**

Career and Technical Certification  
Certified Interior Decorator's (C.I.D.) International

**- F –**

**Fields, Yata**

M.S. Nova Southeastern University  
B.S. Florida A & M University  
Guidance and Counseling (Grades PK-12) Certification  
TABE Test Administration Certification  
CASAS Test Administration Certification

**Frazier, Brenda**

B.S., Excelsior College  
O.S.H.A. Certified Instructor/Proctor

**- G -**

**Galyen, Shawn**

American Welding Society (A.W.S.) Certified Welding Educator  
A.W.S. Certified Welding Inspector  
NCCER Certified Instructor/Proctor  
A.W.S. Certified Welder

**Greenlaw, Betty**

Career and Technical Certification  
Florida Cosmetology License

- H -

**Harris, Charles**

Career and Technical Licensed Barber

**Henry, Sharon**

M.S., University of South Florida  
M.M., Temple Baptist Seminary  
B.S., University of Baltimore  
R.N., Harford Community College  
Florida Registered Nurse License

**Howard, Bryan**

Master ASE Truck Technician  
Cummins Medium and Heavy-Duty Engine and After Treatment Certification  
Caterpillar Small Bore Certification  
MX/Paccar Engine Certification

- I -

- J -

**Jackson, Dallas**

Ed.D., Nova Southeastern University  
Ed.S., Nova Southeastern University  
M.Ed., National-Louis University  
B.A., Southern University and A&M College

**Johnson, Woody**

Honda and Acura Master Technician  
Chevrolet Certified Technician  
Isuzu Certified Technician  
A.S.E., Automotive Master Technician  
A1 Engine Repair Certification  
A2 Automotive Transmission/Transaxle Certification  
A3 Manual Drive Train and Axle Certification  
A4 Suspension and Steering Certification  
A5 Brakes Certification  
A6 Electrical/Electronic Systems Certification  
A7 Heating and Air Conditioning Certification  
A8 Engine Performance Certification  
T1 MHD Truck gasoline engines  
G1 Automotive Maintenance and Light Repair  
Nc3 Alignment Fundamentals, Wheel Service, Wheel Balancing Basics, Pro 42 Wheel Alignment,

EHP System V Tire and Wheel Service, Verus Edge Lab Scope Operation & Data Management, Pro-Cut Rotor Matching, Solus Edge Certification Diagnostics, Verus Edge Navigation & Scanner Operation, RFV 2000 Wheel Balancing  
Mobile Air Condition Society (MACS) 609 Certification in Air Conditioning  
Skills USA Automotive Advisor  
Department Chairperson of Culinary, Electrical, Marine and MHD Truck and Bus Technology's

- K -

- L -

**Lord, Jera**

MSN, University of South Florida  
BSN, St. Petersburg College  
ANCC Advanced Practice Registered Nurse Certification (Family Concentration)

- M -

**Mancini, Frank**

A.S.E., Automotive Master Technician  
A1 Engine Repair Certification  
A2 Automatic Transmission/Transaxle Certification  
A3 Manual Drive Train and Axles Certification  
A4 Suspension and Steering Certification  
A5 Brakes Certification  
A6 Electrical/Electronic Systems Certification  
A7 Heating and Air Conditioning Certification  
A8 Engine Performance Certification  
Mobile Air Conditioning Society (MACS) Certification in Air Conditioning  
A.S. Florida Metropolitan University  
Honda Certified Master Technician  
Natural Compressed Gas (NCG) Certified Technician  
CompTIA A+ Certified Professional  
Who's Who Among Students in American Universities & Colleges Recipient

**Milisav, Lidija**

M.Ed., University of West Alabama  
B.S., University of South Florida  
Guidance and Counseling (Grades PK-12) Certification  
Certification in Chemistry (Grades 6-12) Certification  
Mathematics (Grades 5-9) Certification

- N -

- O -

**- P -**

**Pohlman Mark**

B.S., Quinnipiac University  
Business Education 6-12 Certification  
Microsoft Office Specialist (Word, Excel, PowerPoint, Outlook, OneNote)  
QuickBooks Pro 2016  
Autodesk Certified User, AutoCAD

**Pruitt, Gilbert**

Career and Technical Certification

**- Q -**

**- R -**

**Robinson, Kyesha**

B.S., University of Central Florida  
Youth Mental Health First Aid Certification  
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Credentialed Specialist

**- S -**

**Saenz, Victoria**

B.S., Physics Education, University of South Florida  
Mathematics, 5 - 9 Certification  
Middle Grades Integrated Certification  
TABE Test Administration Certification

**Shaffer, Marianne**

Web Development Specialist Certificate, St. Petersburg College  
Microsoft Office Specialist (Word, Excel, PowerPoint)  
Microsoft Technology Associate (HTML5)  
IC3 Digital Literacy Certification (GS5 Spark, Key Applications)

**Smith, Shea**

A.A., St. Petersburg College  
Certificate, Pinellas Technical College, Clearwater  
A.W.S. Certified Welder

**Spagnola, Tina**

M.S.N., University of Phoenix  
B.S.N., University of Phoenix  
A.D.N., Trident Technical College  
Nursing Professional Development Certification  
Nurse Executive Certification

**Suero, Carlos**

Loyola Polytechnic School  
ASE Master Technician  
ASE G1 Certification  
N.I.A.T. Antilock Brake Systems

**Swanston, Minerva**

B.S.N., Stony Brook University  
R.N., Cochran School of Nursing  
Florida Registered Nurse License

**- T -**

**Thackrah, Charles**

A.S.E., Automotive Master Technician  
A.S.E., Undercar Specialist Certification  
A1 Engine Repair Certification  
A2 Automotive Transmission/Transaxle Certification  
A3 Manual Drive Train and Axle Certification  
A4 Suspension and Steering Certification  
A5 Brakes Certification  
A6 Electrical/Electronic Systems Certification  
A7 Heating and Air Conditioning Certification  
A8 Engine Performance Certification  
A9 Light Vehicle Diesel Engines Certification  
X1 Exhaust Systems Certification  
Mobile Air Condition Society (MACS) 609, Certification in Air Conditioning

**Turner, Ryan**

Career and Technical Certification  
A.S.E. T4 Brakes Certification  
T5 Suspension and Steering Certification  
T6 Electrical/Electronics Certification  
T7 Heating, Ventilation, & Air Conditioning Certification

**- U -**

**- V -**

**- W -**

**Wilson, Jeff**

Dante Certified  
Allen & Heath Certified  
Yamaha Audio Certified  
JBL Certified

**Wright, Charlotte**

M.S., University of New Orleans  
B.A., University of New Orleans  
Math 5-9 Certification  
TABE Test Administration Certification

**Wright-Nash, Angela**

M.Ed., University of South Florida  
M.B.A., University of South Florida  
B.A.S., University of South Florida  
A.S, St. Petersburg College  
A.A., St. Petersburg College  
Business Education 6-12 Certification  
Reading Endorsement Florida  
Educational Leadership Certification  
Microsoft Office Specialist (Word, Excel, PowerPoint, Outlook)  
Adobe Certified Associate (Photoshop, Dreamweaver, Flash)  
Certified Internet Web (CIW) Associate Design Specialist  
Certified Internet Web (CIW) Site Development Associate  
Certified Internet Web (CIW) Web Design Specialist  
Blackboard Learn System Administration Certification (Content Management GUI, Community Engagement GUI, and Course Delivery GUI)

- X -

- Y -

**Yeates, Brian**

Career and Technical Certification  
National Institute of Metalworking Skills (NIMS) Certification

- Z -

**Zanardini, Regianae**

M.A., University of South Florida  
B.A., Eckerd College  
Elementary Education  
ESOL  
ESE

# PINELLAS TECHNICAL COLLEGE ADJUNCT FACULTY

## *Clearwater Campus*

- A -

**Adams-Nixon, Crystal**

BSHSA, St. Petersburg College

**Adcock, Carolyn**

Career and Technical Certification

B.A., Anderson University

TABE Test Administration Certification

Pearson-Vue Test Administration Certification

NOCTI Test Administration Certification

MSSC Test Administration Certification

Career Scope Test Administration Certification

**Audibert, Bruce**

Career and Technical Certification

- B -

**Baker, Richard**

Career and Technical Certification

**Baker, Trudy**

Career and Technical Certification

**Barclay, Henry**

Career and Technical Certification

**Barwick, Judy**

Career and Technical Certification

NCCER Certified Proctor

**Bismarck, Keane**

Career and Technical Certification

**Bruce, Basil**

Career and Technical Certification

**Bryant, Willie**

Career and Technical Certification

**Burdick, Neal**

Career and Technical Certification

- C -

**Carson, Milford John**

B.S., Toccoa Falls College

A.A., St. Petersburg College

Certificate of Completion, New England Institute of Technology

**Carter, Kenneth**

Pinellas County Construction Licensing Board (PCCLB) Electrical Journeyman

Florida Department of Business & Professional Regulation (DBPR) Electrical Inspector

DBPR Electrical Plans Examiner

DBPR Building Inspector

DBPR Building Plans Examiner

**Clark, Terrell**

Career and Technical Certification

- D -

- E -

**Eiss, Marshall**

Career and Technical Certification

**Ericksen, Mark**

M.S., Nova University

B.S., University of South Florida

- F -

- G -

**Grandi, Joan**

B.S., University of South Florida

A.S., St. Petersburg College

Child Care Center Director Credential

Child Development Associate

- H -

**Hardy, Betty**

M.Ed., University of South Florida

B.S., University of Memphis

**Hobson, Mark**

Career and Technical Certification



**Houghton, Richard**

Career and Technical Certification

- I -

- J -

**Johnston, Dennis**

B.A., University of South Florida

A.A., Hagerstown Junior College

- K -

**Kocer, Tim**

Career and Technical Certification

CRR Instructor Certification

- L -

**Levesque, David**

Career and Technical Certification

**Levinsky, Mark**

Career and Technical Certification

- M -

**Mahogany-Webster, Connie**

Career and Technical Certification

**Martzolf, Jerry**

National Institute of Metalworking Skills Certification

**McConnaughey, Richard**

National Institute of Metalworking Skills Certification

**McGurk, Carole**

Career and Technical Certification

- N -

- O -

**Oakes, Elvira**

B.S., Health Care Leadership, National Louis University

A.S., Registered Nurse, St. Petersburg College

Florida Registered Nurse License

**Oliver, Debbie**

American Medical Technologists (AMT)  
Registered Phlebotomy Technician (RPT)  
Certified Phlebotomy Instructor

- P -

**Pandelos, Manuel**

Career and Technical Certification

**Powers, Robert**

M.A., University of South Florida  
B.S., University of South Florida  
Florida Licensed Cosmetologist

- Q -

- R -

**Reed, Norman**

B.S.C.S., Tri State University  
National Institute of Metalworking Skills Certification

**Rendas, Michael**

Career and Technical Certification

**Rodgers, Irwin (Mike)**

Career and Technical Certification  
State Certified Class "A" Air Conditioning Contractor

**Rodgers, Kathleen**

M.S., University of Phoenix  
B.S., University of Sarasota  
A.S., St. Petersburg College

**Ruble, William**

Career and Technical Certification  
FLDOE State Requirements for Educational  
Facilities (SREF) Certificate  
Universal Refrigerant Transition and Recovery Certification  
Trane Tracer Summit, Building Management System Training  
University of Florida Physical Plant Division, TOPGUN  
Customer Service Training

- S -

**Saylor, Jason**

Career and Technical Certification

**Scott, Charles**

A.A., St. Petersburg Junior College  
Certified Professional Marketing/Advertising  
O.S.H.A, (Occupational Safety and Health Administration), Instructor  
TABE, TEAS, NOCTI, CET/ISECT, NIMS, CIW SDA, NCCER, CERTIPORT, Testing  
Administrator/Proctor/Certification  
AAAE/ABE/GED/ESOL Assistant Instructor  
Career and Technical Certification

**Shedler, Alan**

Career and Technical Certification

**Shedler, Jennifer**

Career and Technical Certification

**Sheridan, Robert**

Career and Technical Certification

**Swed, Shelly**

Career and Technical Certification

- T -

**Thureson, Dennis**

Career and Technical Certification

- U -

- V -

**Vidal, Mark**

M.S.N., South Univeristy  
B.S.N., American Sentinel University  
A.S.N., Galen College of Nursing  
Family Nurse Practitioner  
Registered Nurse License - State of Florida  
Advanced Cardiac Life Support Certified  
R.N./L.P.N. Instructor Certification

- W -

**Wunderle, John**

Career and Technical Certification

## ONLINE COURSES

Pinellas Technical College offers many short courses in an online format. Online courses offer a flexible, convenient learning format, assisting individuals to meet their educational, personal, and career goals. Courses are available in a variety of areas such as: entrepreneurship, computer applications, health care and fitness, personal development, and many more. For more information, go to [www.myptc.edu](http://www.myptc.edu) or contact the Distance Education Department at (727) 538-7167.

## SPECIALIZED SERVICES

### ***OFFICE OF WORKFORCE INNOVATION***

The Office of Workforce Innovation (OWI) is a specialized department created out of the need to increase public awareness of Pinellas Technical College (PTC) programs and services available to local businesses and community members. The general mission of the department includes responsibility for ongoing marketing of the Technical College, recruiting student learners and engaging in community outreach.

The OWI team strategically approaches its mission from three directions. OWI Business and Industry Specialists focus on building relationships with local business leaders, as well as coordinating, hosting and attending various events to build county-wide brand recognition of PTC. Student Recruiters focus on maintaining a healthy PTC presence in Pinellas County high schools, middle schools, and adult education centers by sharing information on the myriad programs available. Marketing Professionals create a variety of internal and external promotional materials to support the efforts of OWI and the Technical College. Collectively, OWI is helping to usher in the renaissance of Technical Colleges in Pinellas County, Florida and the United States.

We are committed to finding innovative solutions to the unique problems of new, expanding organizations and businesses in transition. Our centrally located campus is also the perfect host site for professional meetings and conferences.

Housed under the Office of Workforce Innovation, ***BUSINESS AND INDUSTRY SERVICES*** is a specialized division with a presence on both the Clearwater and St. Petersburg campuses. This department offers customized training for business and industry. A wide range of business courses includes the highly technical and specialized areas of medical, automotive, electronics, construction, manufacturing and information technology. Additional courses and training programs can be developed to meet the goals of individual industries.

Training enhancement may be offered at an industry site or at one of the Pinellas Technical College campuses. Each phase of the training process is managed by one of our education professionals. For further information, please contact the Office of Workforce Innovation on the Clearwater Campus (727-538-7167) to schedule a consultation. For a current list of offerings refer to our website: **[www.myptc.edu](http://www.myptc.edu)**.

## ***ADULT BASIC EDUCATION***

These classes are intended for persons 16 years of age or older who wish to upgrade their basic skills for entry into a technical program or to enroll in the General Education Development (GED) preparatory program. ABE provides open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling.

## ***GENERAL EDUCATION DEVELOPMENT***

This is available to non-high school graduates who are at least 16 years old. Instruction is provided in writing skills, social studies, science, literature, and mathematics in order to prepare students for the General Education Development (GED) examination. The program features open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling. GED online is also offered through our website: **[www.myptc.edu](http://www.myptc.edu)**.

## ***APPLIED ACADEMICS FOR ADULT EDUCATION***

The Applied Academics for Adult Education Program (AAAE) is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a career technical program as a completer.

Students enrolled in AAAE must maintain attendance and satisfactory academic standing consistent with the requirements for terminal completion points and program completion. For information on flexible online AAAE scheduling, see a counselor. AAAE is one of the services offered in each campus Technical Resource Center (TRC).