

FIRST COAST TECHNICAL COLLEGE

*Serving Northeast Florida
Clay, Putnam, and St. Johns Counties*

Student Handbook and Catalog

2011 – 2012

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FIRST COAST TECHNICAL COLLEGE

2011 – 2012 Student Handbook and Catalog

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PRESIDENT’S MESSAGE

Welcome to First Coast Technical College! The faculty and staff at First Coast Technical College (FCTC) are caring individuals who dedicate themselves to making your experience at the College successful. Our technical programs are designed to meet career needs that have been identified by students, business, industry, and our community. The College prepares prospective employees for their chosen vocation by using equipment, processes, and techniques similar or identical to those used in business and industry.

FCTC provides instruction in both basic and advanced programs in academic and technical areas. We have designed our courses to build on your strengths, enrich your knowledge, and develop competencies that will make you competitive in the labor force.

We look forward to helping you acquire the skills you need for an exciting career.

Sincerely,

Christine Cothron, Ed.D.

President

<p><i>St. Augustine</i> <i>Main Campus</i> 2980 Collins Avenue St. Augustine, FL 32084 904.547.FCTC 904.824.4401 Fax: 904.547-3388</p>	<p><i>St. Augustine</i> <i>North Campus</i> 3640 Gaines Road St. Augustine, FL 32084 904.547-3542</p>	<p><i>Palatka</i> <i>Barge Port</i> 102 Port Road Palatka, FL 32177 386.326.9000</p>	<p><i>Palatka</i> <i>Putnam Center</i> 146 Comfort Road Palatka, FL 32177 386.326.9000</p>
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SCHOOL PROFILE

First Coast Technical College was originally named St. Augustine Technical Center and opened in 1965, as the city of St. Augustine celebrated the anniversary of its 400th founding. The intent of the Florida Legislature, in establishing the school, was to provide area vocational training at the postsecondary level to adults and high school students.

The first phase of the Collins Avenue campus was completed in 1972. Prior to 1972 program offerings were housed in a variety of settings in and around St. Augustine. New buildings and additions were added with the second phase, which was completed in 1977. The third phase of building was completed in 1994, and a Full Service Building was opened in 1995.

First Coast Technical College primarily serves residents in Clay, Putnam, and St. Johns counties. Today, the Main Campus of First Coast Technical College (FCTC) houses the administrative staff and a majority of our programs. The main campus consists of 40 acres with twenty-five buildings. The North Campus, located three miles northwest of the Main Campus, is the location for Emergency Service programs including our Emergency Medical Technician, Paramedic, and Fire Fighting programs. The Putnam County Center is located in Palatka on Comfort Road in the Barge Port area, and houses business, health, and cosmetology programs. The Putnam Barge Port facility, located on Port Road, opened in April, 2005. Welding and Heating, Air Conditioning and Refrigeration programs are offered at this location.

In 1999, St. Augustine Technical Center became First Coast Technical Institute as Florida's first postsecondary charter school in the state, sponsored by the St. Johns County School Board. When the charter was approved, the name was changed to more accurately reflect the regional application of the school. In order to depict the true nature of the highly skilled programs offered by the school, the Board of Directors voted on July 10, 2007 to change the name to First Coast Technical College.

Every career and technical training program at FCTC is supported by active and knowledgeable Steering Committees with members from business and industry in our tri-county area. Career and technical training programs are competency based, following the Florida Curriculum Frameworks and enhanced with valuable input from our Steering Committees to ensure that our comprehensive training meets industry standards.

First Coast Technical College also offers Adult Basic Education Programs, High School Completion, General Education Development (GED) test preparation, and English for Speakers of Other Languages (ESOL). These programs provide students with opportunities to enhance their academic foundations in math, reading, and language. First Coast Technical College provides students as needed with financial aid, guidance and career counseling, career assessment, special needs and placement services.

First Coast Technical College is Florida's premier charter technical school in the state. Many administrators, teachers, parents, and students from other technical schools have visited FCTC to discover how we made the successful transition to a charter school.

GENERAL INFORMATION

MISSION STATEMENT

The mission of the First Coast Technical College is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce.

ACCREDITATION

First Coast Technical College is accredited by the following organizations:

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia, 30350
Phone: 770.396.3898 or 800.917.2081 or Fax: 404.396.3790
www.council.org

Southern Association of Colleges and Schools

1866 Southern Lane
Decatur, Georgia, 30033-4097
Phone: 404.679.4500; Fax: 404.679.4541
www.sacs.org

CERTIFICATION/APPROVALS

First Coast Technical College holds certification/approval from the following organizations:

- American Culinary Federation
- American Medical Association
- American Welding Society
- Commission on Accreditation of Allied Health Education Programs
- Division of Vocational Rehabilitation/Florida Department of Labor
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Cosmetology
- Florida State Board of Massage Therapy
- Florida State Board of Nursing
- Florida State Department of Education
- National Automotive Technicians Education Foundation
- National Institute of Automotive Service Excellence (ASE)
- State of Florida Department of Veterans Affairs
- U. S. Department of Education, Office of Student and Financial Aid
- U. S. Department of Veterans Affairs

EQUAL OPPORTUNITY EDUCATION

The First Coast Technical College acts in compliance with all federal and state laws prohibiting discrimination. Discrimination on the basis of race, national origin, sex, handicap, age, religion, or marital status against a student or an employee at the FCTC is prohibited. No person shall, on the basis of race, national origin, sex, physical handicap, age, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices. The contact for compliance is the Chief Financial Officer.

RELEASE OF STUDENT INFORMATION

No student records, except for Directory Information, may be released to any individual, agency, firm, institution, etc., by anyone unless the student involved has completed a copy of the official Release form. If the student is a minor, a parent or guardian must sign the Release form. It is the student's responsibility to complete and sign the necessary Release form or notify the College, in writing, if copies of student's records are to be sent to any outside agency, school, or employer. Same day service is not available. This Release form is available in the Registration Office. Student records are available for inspection by adult students and parents of minor students upon request as provided by Florida Law and School policy. The student, if concerned about the accuracy of information on file at First Coast Technical College, has a right to challenge that information.

MAIN CAMPUS OFFICE HOURS

Registration, Building A

Monday – Thursday 7:30 a.m. – 5 p.m.

Friday 7:30 a.m. – 3 p.m.

Business Office and Financial Aid, Building A

Monday – Thursday 7:30 a.m. – 5 p.m.

Friday 7:30 a.m. – 4 p.m.

Bookstore, Building C

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Friday 7:30 a.m. – 3:30 p.m.

CLASS SCHEDULES

- Adult daytime classes with the exception of North Campus programs meet from approximately 7:30 a.m. to 4:40 p.m. Monday through Thursday.
- High school classes will meet from 9:15 a.m. to 3:45 p.m. Monday through Friday.
- Evening class schedules vary based on program requirements.
- North Campus classes are scheduled to accommodate the type of program being taught and should be requested from the program area.

LENGTH OF GRADING PERIODS (Secondary Students)

The school year is divided into five grading periods consisting of four 9 week grading periods and one 6 week summer grading period. The 9 week grading periods are equivalent to 270 clock/contact hours. The summer grading period is equivalent to approximately 156 clock/contact hours. Students are assessed on the course competencies within the programs each grading period (quarter and summer session) and certificates are awarded upon completion of all courses within a program. Many programs offer occupational certificates for those completing part of the full curriculum.

BOOKSTORE

Textbooks, uniforms, supplies and snacks, may be purchased during posted hours through the Bookstore which is located in Building C.

CHILD CARE

Child Care services are available on the Main Campus to full-time FCTC students for their preschool children, ages two and older, during regular day school hours. Financial aid assistance for child care is available on a limited basis for those who qualify. Applications are available in the Financial Aid Office in Building A.

ARTICULATION AGREEMENTS

In addition to statewide articulation agreements between Florida's community/state colleges and technical centers for specific programs, First Coast Technical College has additional agreements with Florida State College at Jacksonville, St. Johns River Community College, Clay, Putnam, Flagler, St. Johns and Volusia County School Districts, and Johnson and Wales University. These agreements are designed to grant students transfer credit for work completed in programs at FCTC to other institutions to further their education. Tech Prep articulation agreements allow students to receive credit for work completed in high school when enrolled in First Coast Technical College postsecondary programs. FCTC has also entered into an agreement for a joint Associate Degree in Fire Science with Keiser University. Further information is available from the FCTC counselor or Vice President's office.

DUAL ENROLLMENT PROGRAM

First Coast Technical College participates with Clay, Putnam and St. Johns County high schools in a Dual Enrollment Program that provides students with an opportunity to take technical electives at FCTC while obtaining the required academic courses at their high school. Interested students should contact their high school counselor.

DINING FACILITIES

Dining facilities are located only on the Main Campus. Students and staff from the First Coast Technical College School of Culinary Arts provide cafe sandwiches and salads in the Student Café as well as main dining menus for the College's students, staff, and patrons in Walter's Reef Restaurant during the regular school year for lunch on Monday – Thursday. The Café/Student Center is also available in Building C during most of the day for light fare, coffee, and drinks. In addition, vending machines are located on all campuses for the students' convenience. Food and drinks are not allowed in classrooms or laboratories. Food service is not available at the North Campus or Putnam County centers.

INSURANCE

Each student should carry his or her own hospitalization insurance. Some programs require proof of insurance prior to enrollment.

PARKING

Student parking is provided in designated areas for currently enrolled students. All St. Johns Technical High School students are required to park in the parking lot in front of Building H. Parking on grassy areas is prohibited. Adjustments in parking areas may occur as deemed necessary by FCTC staff. The speed limit of 15 miles per hour is strictly enforced. Tickets will be issued for parking and speeding violations. No loitering is allowed in or around cars. Cars should be locked to safeguard contents. The College is not responsible for theft, vandalism, or any other violation of vehicles. Violation of rules may result in loss of driving privileges on campus or other appropriate action.

A Parking Decal is required for all adult and high school students. FCTC Parking Decals for adults students may be purchased in the Registration Office located in Building A.

TRANSPORTATION

FCTC does not provide transportation for students. High school students may be transported by district school buses if available.

VISITORS

Visitors are required to report to the Security Gate at the main entrance of the Main Campus or the Reception Area at the North Campus or Putnam County Centers. Visitors are not allowed on school property without an approved pass. Students are not permitted to bring visitors into their program areas without prior permission--this includes dependent children. All vendors working on campus must be cleared through the St. Johns County School District as required by the Jessica Lunsford Act.

ADMISSIONS

ABILITY TO BENEFIT

The provisions made for the admission of a student into a technical program on an ability to benefit basis are integrated into the Admission process. In order to be admitted and/or continue studies, a student must have the ability to benefit from the educational programs. Ability to benefit implies that the student, through evaluations and counselor interviews, is determined to be able to perform the work required in a program of study.

The Florida Department of Education has established minimum basic skills requirements/levels for technical completions in all technical programs assessed by the Tests of Adult Basic Education (TABE), Wonderlic and/or the Comprehensive Adult Student Assessment System (CASAS). These tests measure basic levels in language, reading and math. In the event the student does not achieve the minimum scores required for the intended program, the student will be given the opportunity to remediate in Adult Basic Education and/or Applied Academics for Adult Education (AAEA) and retest within a scheduled period of time. If the student scores within two grade levels of the requirement, the student can be co-enrolled in the technical program and in the AAEA lab until the basic skill requirements of the program are met.

Due to the time restraints of specific programs, prospective students choosing to enter Emergency Medical Technician, Fire Fighting, Dental Assisting, Pharmacy Technician, Paramedic or Practical Nursing must meet the minimum basic skills levels before entering the program.

No student shall be awarded a Certificate of Completion (Technical Certificate) until the required minimum basic skills levels for her/his program have been met. However, a student with a disability may be exempt from meeting specific requirements in accordance with Rule 6A-6.0132. No student may be exempted from this rule due to language deficiencies.

Test scores are recorded in the student's file. The effectiveness/evaluation of these procedures is measured by the student's progress in his/her training program via instructor progress reports and program completion rates.

ADMISSION POLICY

The First Coast Technical College is a postsecondary institution, which accepts applications on a nondiscriminatory basis from anyone having the interest, ability, and desire to benefit from career and technical education programs. To assist students in meeting their goals, there are minimum age, educational, and health requirements established for each program. In addition to career and technical training programs, FCTC offers Adult Basic Education classes and GED preparation classes. The College also offers secondary high school programs and dual enrollment programs through articulation agreements with Clay, Putnam, and St. Johns county school districts. Special applications for secondary students are available. The FCTC Guidance Counselor or Student Advisor, located in Building A, may be contacted for assistance at any stage of the enrollment process.

ENROLLMENT PROCEDURES

1. Meet with the Guidance Counselor/Student Advisor to review occupational goals, discuss program requirements, and examine financial aid options.
2. Register and pay a non-refundable registration fee.
3. Attend an Orientation to the campus, resources, and College policies. Complete the TABE, Wonderlic, or CASAS assessment to determine current reading, math and language levels.
4. Meet with counselor/Student Advisor to review assessment and program offerings, and visit classrooms prior to registration. An entry date is provided from Registration Office.
5. Complete the enrollment process at Registration Office and pay applicable fees. All fees are due at time of registration unless a deferment has been issued by the Financial Aid Department, a proper waiver has been secured, or a letter of intent to pay for tuition has been issued by a government agency or private business.
6. Receive an Identification Card and Admission Slip.
7. Enter class on the date provided.

SPECIAL APPLICATION PROCESS

The following programs require a special application process: *Emergency Medical Technician, Fire Fighter II, Medical Assisting, Paramedic, Massage Therapy, Dental Assisting, Nursing Assistant, Phlebotomy, Pharmacy Technician and Practical Nursing*. Applications for these specialty programs may be picked up and returned to the appropriate program area at FCTC, or an application can be downloaded from our website (www.fctc.edu).

TRANSFER OF CREDIT

EXTERNAL TRANSFERS

Transfer credit may be granted to a student based upon evaluation of competency transcripts from a previous school or competency evaluations administered at FCTC.

PROGRAM TRANSFERS (INTERNAL)

Students interested in transferring from one program to another program within the College should contact the Guidance/Student Advisor Office for a Transfer Request form. Students will be required to provide justification for the transfer. If the student is accepted in the new program, then the student processes the Transfer Request form by obtaining signatures from the individuals listed below:

1. Instructor of receiving program;
2. Instructor of exiting program;
3. Testing/Assessment Specialist in the Assessment Center to verify acceptable basic skills scores for new program;
4. Financial Aid Office if the student is receiving aid and;
5. Guidance/Student Advisor Office,
6. Completed Transfer Request form must be submitted by the student to the Registration Office in Building A; Student will be processed out of old program and into new and receive a new student identification card,
7. Registration Office will verify the student has no outstanding fees or other holds and issue admit to new class.

ASSESSMENT

Testing is required of all adult students and postsecondary students enrolling in a technical program of 450 hours or more. Additionally the EMT Program also requires assessment. For all required programs, this assessment must be completed within six weeks of initial enrollment or prior to enrollment. This examination is designed to assess students' skills level in reading, math and language.

Basic skills assessment at the First Coast Technical College shall be accomplished utilizing the Test of Adult Basic Education (TABE), Wonderlic, or the Comprehensive Adult Student Assessment System (CASAS) as approved for use by the Florida Department of Education. Testing is scheduled through registration by telephone or in person.

Students must meet the testing standards for their technical program before they can receive a certificate or enter into a Co-op program.

High school students, except for dual-enrollment students, are exempt from testing as they continue to receive their academic instruction at their high school. If they continue in a technical course as an adult, after completing high school, they must be tested within six weeks of reaching adult status, if they have not already been tested. Adult students who have an Associate in Arts Degree or higher, are exempt from the assessment.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAEA)

Students who do not meet basic skills score requirements for a program will be referred to AAEA, if within two grade levels, or ABE if more than two grade levels below the requirements. Students are enrolled in AAEA classes until they can retest at the level required for their chosen program. AAEA classes are designed to assist students in increasing their knowledge in reading, math, or language, as needed.

SERVICES TO STUDENTS WITH SPECIAL NEEDS

Adults with a disability may apply for FCTC admission or may be referred by a physician, Vocational Rehabilitation, or other professionals and/or agencies. It is the policy of FCTC to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990, as amended. FCTC does not make inquiries of a student concerning a disability. After the student has been admitted into the College, it is the student's responsibility to inform the FCTC Guidance Counselor of his or her disability requiring special accommodations: to provide adequate documentation that validates the disability; and to request appropriate accommodations to college programs and services, so reasonable accommodations can be made in a timely manner. All information regarding the disabilities of specific students and requests for program accommodations will be considered confidential and will be conveyed only to faculty and administrators directly involved in accommodating the student with the disability.

Students with a disability and in need of special accommodations must meet with the FCTC Guidance Counselor and identify themselves as having the disability prior to the beginning of classes and at the beginning of each grading period. It is the student's responsibility to inform the Guidance Counselor about his/her disability and to provide current, written documentation from a qualified professional, which validates the student's eligibility for academic accommodations. Documentation of a learning disability should be provided in the form of a report from a qualified professional that includes a diagnostic interview, specific assessment of aptitude, academic achievement, information processing, and a diagnosis. It is recommended that the diagnostic report also include specific recommendations for academic accommodations. The provision of reasonable accommodations and services will be based upon an assessment of the impact of the student's disabilities on his or her academic performance. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the learning environment. If the documentation provided is insufficient or outdated, the College reserves the right to request additional and/or updated information. Services are varied depending on individual needs and include interpreters, adaptive, specialized equipment, and low vision aids. In rare situations, and only with the approval of a Vice President, can a disabled student be enrolled in a technical class prior to receipt of the documentation of a disability. Individuals enrolled prior to receipt of documentation of the disability will be registered as regular adult students. Students with disabilities may request auxiliary aids by completing the requirements listed above and completing the required forms that are available from the Guidance Counselor. Requests for interpreters must be submitted at least one week in advance. Requests for adaptive equipment should be submitted 30 days in advance.

WITHDRAWALS/TERMINATION

An adult postsecondary student may request to be withdrawn from a program. The student must notify the program instructor, who will then complete a formal withdrawal report online and provide copies to the appropriate personnel.

The student shall ensure that:

- a. School property (books, tools or other materials) has been returned.
- b. All work orders are cleared.
- c. Appropriate financial aid personnel are notified.
- d. Job placement information is provided, when appropriate.

RE-ENTRANCE

Inactive students may re-enter a program at any time space is available. Entry may occur on the published date of a new grading period, or on another established date, provided they have not been involuntarily withdrawn from the program. An Admissions Committee must approve re-entry for an involuntary withdrawal.

FINANCIAL INFORMATION

FEE POLICIES

A non-refundable registration fee is charged for all non-exempt, non-fee waived adult and postsecondary students. (No fee is charged for area high school students enrolled in day technical programs or under dual enrollment matriculation). The First Coast Technical College Board of Directors has approved the fee schedule for the 2011-2012 school year.

REGISTRATION FEES

Registration fees are \$10 for programs less than eighteen weeks, and \$20 for programs over eighteen weeks in length. The fee is non-refundable. The registration fee includes the cost of assessment testing for students enrolling in job preparation vocational/technical programs. The assessment test is not required for Community Based or Continuing Education classes. A late registration fee of \$25 will be charged to any student who has not registered by the deadline for registration of each grading period (5 business days prior to the start of class).

APPLICATION FEES

Application fees are charged for the following programs:

- Dental Assisting \$10
- Emergency Medical Technician \$10
- Fire Fighting \$10
- Massage Therapy \$10
- Medical Assisting \$10
- Nursing Assistant \$10
- Paramedic \$10
- Pharmacy Technician \$10
- Phlebotomy \$10
- Practical Nursing \$10

TESTING FEES

The following test fees must be paid at the time of application for testing:

- GED Predictive test for adult students \$10
- GED Test
 - Full Battery \$70
 - Each Re-test \$14
- TABE Test
 - Non FCTC Students \$35
- Wonderlic Test
 - Non FCTC Students \$35
- Firefighter/ Medical Skills Ability Test
 - Full Test \$75
- Fire Science Entrance Ability
 - Test \$50
- Practical Nursing
 - Critical Reading & Thinking \$40

TUITION

The tuition charge is based on student contact hours. **Note: Approximate tuition costs listed in the program section of the Student Handbook and Catalog are based on resident fees.*

- | | |
|-------------------------------------|---------------|
| • Resident – Technical Certificate | \$2.66/hr |
| • Full Cost – Technical Certificate | \$10.64/hr |
| • Resident – Adult Education | \$30.00/term |
| • Full Cost – Adult Education | \$120.00/term |

LABORATORY/FACILITY FEES/Equipment Use Fees/Technology Fee/Activity Fee

A laboratory and facility fee may be charged for programs/courses. The exact amount of the charge for each program/course is available in the registration area of each campus/center.

OTHER FEES

- Graduation Processing fee \$25
 - *Graduation processing fee must be paid at the time of application for graduation.*
- *An insurance fee of \$30 may be assessed for students in high liability program areas (health and public service occupational program areas).*
- Identification Card Fee \$10
- Identification Card Replacement Fee \$10
- Transcript Fee \$10 (First Transcript free)
- Certificate Replacement Fee \$10
- Annual Parking Fee \$10-60 (dependent on length of program)
- Background Fee \$104
- Drug Testing Fee \$65

ADDITIONAL COSTS

Additional costs may include textbooks, workbooks, uniforms, shoes, insurance fees for high liability program areas, laboratory/license/certification fees, tools, activity fees, equipment, and other fees as allowed or required by the state. The exact amount of the charge for each program/course is available in the registration area of each campus.

COMMUNITY and CONTINUING EDUCATION FEES

Community and Continuing Education courses are fee based. Funds are not provided by the state for these classes. Fees will be determined based on course costs, student enrollment, and other pertinent factors. The consultants, instructors and/or assistants will be paid on a contracted service or part time employee basis from the fees generated for each Community and Continuing Education course.

Fees for Community Education classes are usually one-time fees and must be paid prior to the beginning of the first class. Students will not be enrolled in Community or Continuing Education classes until fees are paid.

RETURNED CHECKS

A service charge of \$25 will be assessed for any checks returned by the bank.

REFUND POLICY

On-Going Programs & Specialty Courses: If tuition and fees are collected in advance of the start date of classes and the student does not begin classes (is considered a "No Show"), the refund shall be 100% of the fees paid. If the withdrawal occurs prior to the end of the enrollment period for which a student has paid, the fees will be recalculated to reflect the actual cost of the schedule time of attendance (start date to withdrawal date) and the difference is refunded to the student.

Mini or Short Term Courses: If tuition and fees are collected in advance of the start date of class and the student does not begin class but gives at least 48 hours notice, a full refund will be given less the registration fee. If a student fails to give proper notice, no refund shall be given. Program Coordinators will track students and notify the Business Office when a refund should be initiated.

Community Education Courses: If tuition and fees are collected in advance of the start date of class and the student does not begin class but gives at least 48 hours notice, a full refund will be given less the registration fee. If a student fails to give proper notice or withdraws after 48 hours of the first class meeting, no refund shall be given. The Supervisor of each Community Education class will track students and notify the Business Office when a refund should be initiated.

Refunds, when due, shall be made within 30 days (1) of the date when instructor submits withdrawal notification, or (2) from the date that we terminate the student or determine withdrawal by the student.

Written requests for refunds are not required.

Fees and other costs are refundable only as stipulated under the following criteria.

- A. ***GED Testing Fees:*** GED test fees are non-refundable. If you are unable to take the test as scheduled, contact the Adult Education Department. As a one-time courtesy, your fees will be carried over to another test date. Applicants who do not show up for the scheduled test and applicants who have rescheduled once, must reapply and repay the testing fee.
- B. ***All Categories of Fees:*** If a procedural error occurs, verified by the FCTC Business Office and approved by the President, the appropriate refund will be made within 30 days from the date the error is discovered.
- C. ***All Categories of Fees:*** If the College cancels the test or course, 100% of all fees paid will be refunded within 30 days of the start date of the test or course.
- D. ***Matriculation, Laboratory and Special Charges Fees:***
 - 1. If a student does not enter the program/course for which enrolled, the refund shall be 100% of the fees paid. Application and registration fees are not refundable. Refunds will be made within 30 days of the planned start date of the program/course.
 - 2. ***Mini or Short Term Courses (i.e. Childcare courses):*** If tuition and fees are collected in advance of the start date of class and the student does not begin class but gives at least 48 hours notice, a full refund will be given less the registration fee. If a student fails to give proper notice, no refund shall be given. Program Directors will track students and notify the Business Office when a refund should be initiated.
 - 3. ***Community Education Courses:*** If tuition and fees are collected in advance of the start of class and the student does not begin class but gives at least 48 hours notice, a full refund will be given less the registration fee. If a student fails to give proper notice or withdraws after 48 hours of the first class meeting, no refund shall be given. The Supervisor of the specific class will track students and notify the Business Office when a refund should be initiated.
- E. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty, within three (3) days following either attendance at a regularly scheduled Orientation or following a tour of the facilities and inspection of the equipment.
- F. No refunds will be made on books and supplies sold through the Bookstore unless they are unused, current, needed for resale, and the purchase receipt is provided. The request must be made within 10 working days of the purchase of the books or supplies.

In unusual or extenuating circumstances beyond the student's control, a student may appeal for a refund of matriculation and/or laboratory fees to the Chief Financial Officer. If the decision at this level is not acceptable, the student may appeal to the President.

A copy of the complete FCTC Fee Policy is available from the Business Office.

FINANCIAL AID

APPLICATION FOR AND AWARD OF FINANCIAL AID

The FCTC Financial Aid Office provides guidance to help students find ways to pay for school. Various grants are available, based on a student's financial need. The first step to apply for aid is to visit www.fctc.edu, click on "Admissions", then "Financial Aid". You can view detailed instructions, including the websites to apply for aid and the necessary forms. Additional guidance on loans, local agencies and scholarships is available, as well as a calendar to view available appointments.

The Financial Aid Office packages students for the maximum amount of aid they are eligible to receive based on their Expected Family Contribution (EFC), which is determined by their FAFSA & verified by the Financial Aid Office. Awards are based on the grant/s students are eligible to receive, their chosen program & available funds. If a student has a Bachelor's Degree, the only aid they are eligible to receive is FSAG-CE and/or employment in the FWEP program.

Students who are in a program that is eligible for Title IV funding (longer than 600 hours) and have a Pell Grant credit balance available are allowed to charge items deemed necessary for first semester by their instructor at the FCTC Bookstore . If students are eligible for this process, yet opt out, they are required to indicate such on their student contract. Students in short term courses (less than 600 hours long), or that do not have a grant credit balance available, are required to self pay for their uniforms, supplies, books, etc.

Grants are paid as students reach the required attendance hours for their class. Every program has a set pay period schedule, which is followed for all students in that class.

PERFORMANCE AND PROGRESS IN CLASS

Satisfactory Academic Progress elements are monitored every session by the Financial Aid Office. Requirements are outlined on the policy/student contract that is part of the Financial Aid application packet that every student signs.

In order to maintain Satisfactory Academic Progress, a student must achieve the following every session:

1. Maintain a GPA of 2.0 or higher.
2. Receive a Satisfactory Progress grade.
3. Make an acceptable pace of progress by completing their competencies in a timely manner.
4. Meet minimum attendance requirements for their cumulative hours & weeks.

If a student fails to maintain Satisfactory Academic Progress, their aid is adversely affected. The first time a violation occurs (within any quinmester), the student is placed on warning. Written notification is sent to both the student & the instructor, which includes instructions on how to appeal their change in status.

The second time a violation occurs, the student's aid is terminated. If a student is terminated & they do not have enough grant funds to cover the tuition due, the student must either pay the balance due, make acceptable payment arrangements, or withdraw from class. Written notification is sent to both the student & the instructor, which includes instructions on how to appeal their change in status.

After a student is terminated, a student can apply for reinstatement after they:

1. Self pay for one session (third party payor is acceptable),
2. Meet Satisfactory Academic Progress for that session, and
3. Obtain their Instructor's support for reinstatement.
4. Once reinstated, students are on Probation status.

APPEALS

Appeals are available for the following purposes:

- Adjustment of eligibility
- Change program
- Dependency override
- Qualifying for Florida residency
- Revocation of warning and/or termination status
- Reinstatement of aid

Appeals are always reviewed by two employees to ensure objectivity & fairness. Students should indicate what caused the situation to occur, what they've done to correct the situation, as well as attain their Instructor's support of their appeal. Students are expected to submit documentation to support their claim when possible. Response is usually given within one week.

UNITED STATES DEPARTMENT OF VETERANS' AFFAIRS (VA)

Eligibility

Veterans may be entitled to educational benefits. Please visit our Financial Aid Office and speak with our Certifying Official for VA. Those eligible for education and training under the provisions of the VA are encouraged to investigate the many programs approved to train veterans at the First Coast Technical College.

Enrollment

When an eligible veteran enrolls into a VA approved program, an Enrollment Certification form and other pertinent documents are submitted to the appropriate VA regional office upon the first week of actual attendance.

Standard of Attendance:

VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances that must be substantiated by written documentation by the agency (doctor's office, hospital, court, etc.) and must submit the written documentation to the instructor at the next class meeting. Educational benefits of VA students who accumulate four (4) days of unexcused absences in any calendar month will be terminated from VA benefits.

A student whose VA educational benefits have been terminated for unsatisfactory attendance may petition the school to be re-certified after 20 school days have elapsed. Veterans may continue classes without receiving VA benefits providing all fees are paid.

Standard of Progress

VA students must maintain a 2.0 or better Grade Point Average in order to maintain benefits.

Each VA student is expected to complete the program within the number of training hours (clock hours) approved by the Bureau of State Approving Agency for Veterans Training, Florida Department of Veterans' Affairs. The student must maintain a minimum grade point average of not less than 2.0 GPA (C) each grading period. In addition, the student must meet any skill or technical requirements of his or her particular program.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any grading period will be placed on academic probation for the next grading period. If the student does not attain or maintain satisfactory progress at the end of the probationary period (semester), the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student whose educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after 90 school days have elapsed.

Previous Training and/or Experience Credit

Transcripts for previous training will/can be requested at the discretion of the program/instructor. Requested records must be provided within 18 weeks. If the transcript has not been received prior to the end of the student's initial term, the school will not re-certify the student for VA educational benefits. A student's desire not to have some or all prior credit not transferred does not relieve them of their obligation to provide previous records.

The school will evaluate the VA student's previous training and/or experience. Should credit(s) be accepted and/or granted, the VA student's tuition and training time will be reduced proportionally. The VA and the student will receive a written notice of credit(s) allowed.

For more information regarding Veteran's Benefits in Florida, go to:

<http://www.floridavets.org/benefits/veteranspref.htm>

For more information regarding Veteran's Education Benefits, the federal web address is:

www.gibill.va.gov

STUDENT SERVICES

Students attending First Coast Technical College are provided with a number of support services to help them have a successful learning and training experience. At the Putnam Center dates and times of student support services are posted in the administration area.

COUNSELING SERVICES

Professional counseling services are available to all students and prospective students. The counselors at the College help students make career and vocational choices and provide individual, personal, and career counseling. Transition Specialists provide assistance to secondary ESE and students with disabilities.

JOB PLACEMENT

Job placement assistance is available at no cost to all students seeking full-time or part-time employment. "Employability Skills" workshops are scheduled throughout the year to assist students in Job Search techniques. This component is required in most technical programs. Interested students should contact their instructors for details.

COOPERATIVE EDUCATION (CO-OP)

The co-op program makes it possible for students to earn credit toward graduation and/or course completion while working in a job related to their FCTC courses of study. To be eligible for enrollment a student must:

- Complete 50% of program competencies
- Have satisfactory employability skills
- Be recommended by instructor and program supervisor
- Complete all required forms
- Pay required fees
- Meet testing standards for the program

Cooperative education provides on-the-job occupational training and supervision for students through the cooperative efforts of industry, business and education. The programs combine classroom and lab experiences with practical work experiences. Additional information may be obtained from program instructors.

CAREER NAVIGATORS

Career Navigators is an enrichment program for youth and young adults. Participants receive intensive case management and services to enhance their opportunities for success so they may complete their educational and career objectives. Participants in the Career Navigator Program may receive services such as: tuition assistance, child care, transportation assistance, books, uniforms, tools, supplies, licensure exam fees, etc.

Eligibility

- Must be between the ages of 16 - 21.
- A US Citizen or eligible non-citizen with a valid Social Security Card.
- Have financial need and/or a specific barrier to completing education.
- Be interested in receiving additional support while earning a high school diploma, GED, or short-term vocational certificate.

SERVICES FOR STUDENTS WITH DISABILITIES

Job-entry technical skills training is available to disabled students commensurate with the individual's ability level, the nature of the disabling condition, and the student's interest. A wide range of evaluative and support services to high school and adults with disabilities is available.

STUDENT ORGANIZATIONS

Vocational student organizations like Skills USA are sponsored by FCTC. Skills USA is a national organization that serves all trade, industrial, technical, and health occupations students and instructors. Dedicated to developing well-rounded students and future employees, this organization provides leadership, citizenship and character development programs and enhances Job Skill training. Skills USA builds and reinforces self-confidence, positive work attitudes and good communications skills while emphasizing respect for the dignity of work, high standards in ethics, superior workmanship, high scholarship, and maximum safety. Members compete on a regional, state, and national level.

REGULATIONS

CONDUCT

Students are expected to conduct themselves in a professional adult manner. All staff is responsible for the conduct of any student on campus.

When a student's conduct seriously affects the College's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the College and/or payment for damaged property.

STANDARDS OF CONDUCT

The primary goal of FCTC is to provide an educational opportunity for all students. In order for this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the teacher's responsibility to teach. To maintain order in the school, rules are established for the good of all. Instructors will provide individual program rules.

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forgoing or altering institution documents and/or academic credentials.

The institution reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

TOBACCO FREE POLICY:

Smoking and/or tobacco products of any kind are not permitted at any FCTC facility. Tobacco products include the use of any product whether intended to be lit or not, which include: smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes is prohibited.

The purpose of the First Coast Technical College Tobacco Policy is to protect people from the health hazards of tobacco, including second hand tobacco smoke, and to maintain compliance with the Florida Health Initiative in Section 20, Article X of the Florida State Constitution.

The responsibility for the enforcement of this policy rests with all members of the college.

Visitors and contractors on campus who are in violation of the policy will be reminded of the policy and required to comply by discarding the tobacco product or leaving the campus.

FCTC has a high school located on the main campus. It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. (Florida Statute 569.11)

Any high school or adult student in violation of the tobacco policy will be subject to progressive discipline. An initial violation will result in disciplinary action which may include a warning, and/or tobacco and health related educational assignments. A second violation will result in a student contract, work detail, or detention. A third violation will result in out-of-school suspension. Subsequent violations may result in expulsion.

Faculty and staff will lead by example. Any faculty or staff member that fails to comply with the tobacco policy will be reported to their immediate supervisor for disciplinary action. A written reprimand will be issued. Subsequent violations will result in suspension and eventual termination of employment.

FCTC students and staff will be notified of the Tobacco Policy through the following mechanisms, including but not limited to: the College's web page, Student Handbook, Staff Handbook, orientation, signs, posters, and multi media ads in areas where students congregate and the employee lounge.

For information on tobacco education and cessation programs promoted by or offered through FCTC, please visit our website at FCTC.EDU or call (904)547-FCTC. The Florida Quit-for-Life line is a toll free telephone and internet-based cessation service that provides tobacco counseling and cessation services. Call 877-U-CAN-NOW, or visit www.quitnow.net/florida.

SUSPENSION/TERMINATION

The President or designated representative(s) may suspend a student from school for willful disobedience, open defiance, use of profane or obscene language, or other serious misconduct, or for repeated misconduct of a less serious nature. Such suspension with the reasons therefore, shall be reported immediately, in writing, to the parent, parents, or guardian of high school or minor students, and to the President and Vice President, provided further, that no suspension be for more than ten (10) days). No suspension is made a dismissal unless so ordered by the FCTC Board of Directors in a resolution adopted and recorded in its minutes.

1. The President or designated representative(s) may suspend a student transported to and from school at public expense from riding the school bus for a period not to exceed ten (10) days, provided, that written notice is given within twenty-four (24) hours to the parent, parents, or guardian, the President, and the Director of Transportation.
2. The following information shall be included in the written notice of suspension within twenty-four (24) hours to the parent, parents, or guardian of a high school or minor student, the Vice President and/or President or designee:
 - A. The nature of the offense.
 - B. The date of the offense, the beginning date of the suspension, and the date on which the student may return to school.
 - C. Any conditions involving the suspension such as a possible reduction of the suspension following a conference and assurance from the student of a change in attitude.
3. For a high school or minor student, the President or Vice President or designee should make a good faith effort to employ parental assistance or other "alternative measures" prior to suspension, except in a case of emergency or disruptive conditions requiring immediate suspension.
 - A. The "alternative measures" are defined to include, but not limited to, activities such as student services, parent conferences, physical examinations, remedial techniques, and properly supervised activities related to the upkeep and maintenance of school facilities. As a disciplinary measure, students are specifically exempt from the provisions of the Child Labor Laws in Chapter 450, Florida Statutes to perform maintenance or custodial services on buildings or grounds.
3. A student who is suspended shall immediately be given either oral or written notice of the charges against him/her and an opportunity to explain the circumstances. The parent or legal guardian of a high school or minor student will be contacted by telephone, and documentation of the contact or attempted contact will be maintained, followed by written notice of suspension hand delivered or sent by mail to the minor student's parent(s) or legal guardian or an adult student, by the President or designee.
4. An out-of-school suspension cannot be issued to a student who is required by law to attend school, for unexcused absence or truancy, which includes tardiness and lateness. (Applies only to the student covered by the Compulsory Attendance Law.)
5. Whenever possible, a hearing shall be given to the student and for a high school or minor student his/her parent, parents, or guardian prior to the effective date of the suspension. Where conditions do not judiciously allow a delay in the suspension, the parent, parents, or guardian and the student shall be offered a hearing at the earliest possible moment following the effective date of the suspension. Whenever possible, after hearing a student's defense and explanation of his/her conduct, the President or designee shall explain to the student his/her reasons for the suspension and the conditions thereof.
6. Where the presence of a disruptive student interferes with the orderly discharge of normal school functions, such students shall be suspended immediately and the parent, parents, or guardian of high school or minor students, the superintendent's Office, and the FCTC President notified as provided above with an offer of a conference subsequent to the effective date of the suspension.

7. A student may be suspended from all regular classes when he/she is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on other than school property, but which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Following an administrative hearing conducted pursuant to State Board of Education Rules and after due notice to the parent(s) or legal guardian of the high school or minor student, the student may be suspended from all regular classes. However, such suspensions shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in either a daytime or nighttime alternative education program. If the student is not subsequently adjudicated delinquent or found guilty, the suspension shall be terminated immediately. If the student is found guilty of a felony, the superintendent shall have the authority to determine if a recommendation for expulsion shall be made to the school board.

(Per Florida Statutory Authority and State Board of Education Rule)

ATTENDANCE REQUIREMENTS

Students are expected to be in class at the scheduled time and attend regularly. Excessive or unexcused absences, tardiness, or leaving early will be handled as failure to progress. Students should notify either the Guidance Counselor or their instructor when unable to attend class. Any students with excessive unexcused absences will be referred to Guidance for lack of progress.

Six consecutive absences for adult postsecondary students will result in a student being dropped from class. Students dropped for this reason may not be re-enrolled for a period of 45 days unless approved by the Admissions Committee.

STUDENT IDENTIFICATION

While on FCTC grounds, all students must wear their student ID badges.

UNIFORMS

Many programs require students to wear uniforms. All other programs require that dress meet the standards of industry for the instructional program area. Under no circumstances will students be allowed to remain on campus if their form of dress in any way disrupts the educational process.

GRADING SYSTEM

<u>Score</u>	<u>Numerical Rating</u>	<u>Description</u>	<u>Letter</u>
90-100	4	Excellent	A

The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.

80-89	3	Above Average	B
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The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.

70-79	2	Average	C
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The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress, and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.

60-69	1	Below Average	D
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The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility.

Below 60	0	At Risk/Reassess	F
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There are serious questions about the student's work attitudes and behaviors. The student should rethink his/her personal objectives and career goals.

REPORTS OF PROGRESS

Reports of Progress are issued at the completion of each nine-week grading period to all students in most technical programs. Reports will be issued according to the school calendar.

SATISFACTORY PROGRESS

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

Qualitative

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

Quantitative

This component consists of a maximum time frame in which a student must complete his or her educational program. The time frame must be no longer than 150 percent of the published length of the program. A minimum of 75% of the grading period membership hours must be completed each grading period. Students are responsible for every hour they are enrolled in the programs whether or not they are present. *Documented absences do not provide more time to complete the work.* In addition, students not meeting the minimum attendance requirements for FCTC will be withdrawn for excessive absences regardless of satisfactory progress. Noncredit remedial courses are not included in the quantitative progress calculation. Students are accountable for membership hours if they withdraw during a grading period.

Students receiving financial assistance through Title VI funds cannot exceed 150% of the program hours and continue to receive financial aid. Hours dropped during an enrollment period will reduce Pell Grant Awards and may delay Pell Grant disbursement.

A student may repeat any area of study until the required competency level is met but must do so within the maximum time frame 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. A student enrolled fewer than 15 days during a grading period will receive No Grade (NG).

Incomplete Work

There is no grade assigned for incomplete work; however, partial credit will be given at the end of a grading period for work in progress.

ACADEMIC PROBATION

Students who fail to achieve at least a "C" or 70% progress at the end of a grading period will be placed on academic probation. The student will remain on academic probation until the end of the next grading period. At that time if the student still has not achieved satisfactory progress, the student may be dismissed from the program and may not be permitted to re-enroll in the same program for a calendar year. Students who have been dismissed for academic reasons may be readmitted after 45 days only after counseling, administrative approval, and on a space-available basis. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish that he/she is maintaining satisfactory progress.

Students wishing to appeal a determination of unsatisfactory progress must follow established grievance procedures in the Code of Student Conduct Handbook. *NOTE: Grading procedures for Health programs may differ from those outlined above.*

Overall grades in programs are determined by averaging theory, performance, and employability skills grades. The method of this determination is clearly outlined in the student contract for each individual program. To receive satisfactory progress, a student must receive a minimum grade as specified in the program student contract with no more than four unexcused absences each month. "Satisfactory progress" is interpreted to mean that the student is making satisfactory progress within the time frame that is established for all students in the program. Therefore, if a student's work is satisfactory, but he or she is behind schedule in completing the program, the student must be

referred to the program supervisor for counseling to correct this situation. A second referral for continued lack of progress will be referred to the Admissions Committee for their recommendations. Any student dropped for consistent lack of progress may not be re-enrolled for 90 school days unless approved by the Admissions Committee.

Upon re-enrollment after a voluntary withdrawal from a program, determination of satisfactory progress shall be the same as for any student entering the program for the first time.

Students who voluntarily withdraw or are administratively terminated during a grading period will be graded and evaluated for progress upon withdrawal/termination. Upon re-enrollment after either a voluntary or involuntary withdrawal from the program, determination of satisfactory progress shall be the same as for any student entering the program for the first time.

Students receiving financial aid who fail to make satisfactory progress during a grading period will be placed on financial aid probation. If the class is competency based and individualized, the student may repeat the failed competencies during the following nine weeks grading period. If the student receives an overall rating of satisfactory during the grading period, the student is removed from probationary status. Students on probation are evaluated under the same criteria as any other student.

Students who fail to meet basic skills requirements as established for their programs of study by the Florida Department of Education, may not be certified as program completers unless exempted as provided by Florida Statute and DOE rule.

TRANSCRIPTS

Students who have completed classes or programs may contact the Student Services Offices for a copy of their transcript. Students who have not completed a class or program, but have acquired skills while in class should request a statement of competency completed from the instructor. These requests may be made by parent(s), guardian(s), or students themselves (if over 18 years of age) and not attending high school. All requests for transcripts or statements of competency must be made in writing. Same day service is not available. There is a charge for this service.

GRADUATION

All students eligible for graduation will initiate an Application for Graduation and pay the processing fee through the registration office. This Application will be the catalyst for a review of the student's records by administration to ensure that all graduation requirements have been met.

Commencement ceremonies are held twice each year and all graduates are encouraged to participate. Diplomas are issued at graduation ceremonies. Students who do not participate in graduation exercises may pick up their diplomas, or they can be mailed upon written request following the ceremony. Additional information is provided to graduates prior to the ceremony.

STUDENT RIGHTS

STUDENT RIGHT-TO-KNOW

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. Postsecondary institutions participating in Federal Student Aid Programs must disclose campus security policies and certain crime statistics. The Campus Crime Statistics are available in the FCTC annual report.

DUE PROCESS PROCEDURE

A school official must inform students of school rules that have been violated. Students have the right to present evidence or witnesses concerning the charges using the following procedures:

1. Individuals must have **PROPER NOTICE** of the charge or complaint being made against them.
2. Individuals must have the **OPPORTUNITY TO KNOW** what the specific charges of complaints are and who is making these charges or complaints.
3. Individuals must be given a **FAIR AND IMPARTIAL HEARING** and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing.
4. Individuals must have had prior **OPPORTUNITY TO KNOW** that their actions were in violation of established rules and regulations.
5. Individuals must be advised that they have the **RIGHT TO APPEAL** to the next higher authority if not satisfied with the action or decision rendered at their hearing. However, if the appeal rises to the level of the President of FCTC, the decision of the President is final.

GRIEVANCE PROCEDURE

A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to the department chairperson and/or guidance counselor. If a satisfactory solution is not reached then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator.
2. Within five school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the Vice President for their program area who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal to the President of FCTC or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level the student may contact: The Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, Telephone (770) 396-3898 or 1-800-917-2081.

STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT

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, in writing, to the President 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 the President, the complaint shall be presented to the FCTC Board of Directors.

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 filed the 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.

STUDENT RECORDS DISCLOSURE

The First Coast Technical College maintains educational records in accordance with state and federal laws. Parent(s) and legal guardian(s) of minor students or eligible students have the right to:

- inspect and review the student's education records,
- a copy of the student's education records at a cost of \$.15 per page,
- challenge or request amendment of the student's education records that they believe are inaccurate or misleading,
- a hearing if the College decides not to amend the record as requested by the parent(s), legal guardian(s) or eligible student. FCTC will notify the parent(s), legal guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent,
- file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

A parent, legal guardian or eligible student who wishes to review, obtain a copy, or challenge education records should make an appointment with a Vice President or Guidance Counselor. All such requests will be honored by school officials as soon as possible but not later than thirty (30) days after the written request is made.

FCTC reserves the right to release the following "directory information" without prior permission of the parent, legal guardian, or eligible student unless that individual has notified the President in writing within ten (10) calendar days of the beginning of school that directory information is not to be released.

Directory information: Student's name, address, telephone number, date and place of birth, participation in school sponsored activities, dates of attendance, graduation date and awards received.

Personally identifiable information can be disclosed, transferred or released without prior consent in connection with enrollment in another school, application for financial aid, research, a state statute, and an accrediting organization. Personally identifiable information will be released without parent or student consent to school officials with a legitimate educational interest, to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

AMERICANS WITH DISABILITIES ACT

First Coast Technical College complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. FCTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance”. Reasonable accommodations will be provided for students with documented special needs. Students with disabilities are encouraged to meet with the Guidance Counselor.

PROGRAMS OF STUDY

Adult Education

Adult Basic Education (ABE)

These classes are intended for persons 16 years of age or older who wish to upgrade their basic skills for entry into one of the following: A technical program, a preparation program for the General Education Development (GED) Examination, or an Adult High School Completion Program. ABE offers modified, open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling.

Adult High School

Individuals, who are not enrolled in high school, can earn their high school diploma at the First Coast Technical College. Students 16 years of age or older who have achieved at least a 9.0 on the admission examination are eligible to enroll. High school credits are earned in a self-paced, individualized instructional environment. Full-time teachers assist students as needed. Currently, students are required to earn 24 high school credits with a GPA of 2.0 or higher and pass both sections of the FCAT examination. Upon completion of all requirements, students earn a high school diploma from the First Coast Technical College.

Applied Academics for Business and Industries

These classes are designed for business and industry to increase productivity and to decrease employee turnover rates. Employees learn the academic and related skills necessary to increase job efficiency and effectiveness. Emphasis is placed primarily on improving academic skills in math, reading, and language. Related skills such as reading measuring devices may also be taught, as required by individual employers.

English for Speakers of Other Languages (ESOL)

These classes are available in the afternoon and evening. All levels of language proficiency are accommodated. Language skills needed for successful living are taught, including survival skills, preparation for the workplace, citizenship, and listening, speaking, reading, and writing skills necessary to continue in technical or academic programs.

Vocational English for Speakers of Other Languages

The Adult VESOL course provides English language instruction for limited English proficient adults, which will prepare them to be successful as students in vocational/technical programs or the workforce.

General Education Development (GED)

This program features modified open-entry and open-exit enrollment, self paced instruction, and flexible scheduling. It is available to non-high school graduates who are at least 16 years of age or older and who have achieved at least a 9.0 on the admission test. Instruction is given in writing skills, social studies, science, reading, and mathematics to prepare students for the General Educational Development (GED) examination. Students who pass the examination earn a Florida High School Diploma.

Applied Academics for Adult Education

The purpose of this program is to prepare students for academic, technical and personal success. AAAE is a non-graded system. The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. The program provides career assessment designed to assist persons with special needs in identifying vocational interests, individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in career and technical preparatory programs or prevent completion of licensure of preparatory programs of their choice, employability behavior instruction for job acquisition and job retention.

St. Johns Technical High School

St. Johns Technical High School, a division of St. Augustine High School, is located on the FCTC Main Campus and is open to 9th-12th grade students. Each student will design a career plan with our career team and select a high school major from the career and technical program areas listed below. Students may earn a Standard High School Diploma or a College Ready High School Diploma, and certification in their program of choice. Students may also earn dual enrollment credit from FCTC and the local community college.

Career Options for High School Students

- Agriscience Technology
- Cabinet Making
- Cosmetology
- Culinary Operations
- Digital Design
- Early Childhood Education
- Gasoline Engine Services
- Introduction to Information Technology

Continuing Education

Continuing education and professional development classes are offered to those trained for the workforce but who need re-certification and/or additional certifications, and those who need to upgrade their skills to meet the ever-changing demands of the workplace. *NOTE: All classes must meet a minimum student enrollment requirement.*

CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

Contact David Bearl at 904-547-3321 to customize or build a training program to suit the needs of your company. FCTC has developed training programs for many companies in the school's service. Call to see if FCTC can bring your training directly to your employees. Grants may be available to assist with payment for training services.

APPRENTICESHIP PROGRAMS

The College has two apprenticeship programs. One is Culinary Arts, and the other is Electrical Apprenticeship. Apprenticeships allow students to work and earn credit toward certification for the experience. In some cases, the employer will provide tuition reimbursement to students who successfully complete the program and earn their certifications.

Students must be employed in the field of study and have a sponsor or mentor. Students will attend classes in the related field. The Apprenticeship programs require a serious commitment.

Culinary Arts

Contact the Culinary Department at 904-547-3461 for registration information and requirements about the Culinary Arts Apprenticeship Program.

Electrical

Contact Mr. Brent Lemond, Vice President, at 904-547-3430 for registration information and program requirements. For students successfully completing the Electrical Apprenticeship program, a statewide articulation agreement exists for qualified graduates to articulate 9 (nine) college credit hours to the AAS/AS Degree in Building Construction Technology program at any public Florida community college that offers the program.

PROFESSIONAL DEVELOPMENT ONLINE TRAINING

Online Internet Courses

- Over 300 Courses to choose from at www.fctc.edu

Career and Technical Education Programs

Students in career and technical education programs who complete *portions* of the programs may earn Occupational Completion Points (OCP) and certificates that reflect the industry job titles related to those OCPs. Students who complete the *full* programs will receive Certificates of Completion that reflect the industry job titles associated with the completed programs.

AGRICULTURE, FOOD, AND NATURAL RESOURCES

Irrigation Operations (A010206)

Program Length 600 hours.

Course Content: This program of study includes and expands on the core plus identification of irrigation system types and water sources; installation of piping and heads; installation of valves, timers, rain shut off, moisture sensors and suction lines; and testing irrigation systems.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Landscaping and Groundskeeping Workers (OCP A) and First-line Supervisor/Managers of Landscaping, Lawn Service and Groundskeeping Workers (OCP B)

Average Annual Salary: \$44,730 (Bureau of Labor Statistics, 2010) (SOC 37-1012)

Job Placement Rate: No Graduate (2008)

Approximate Cost: \$2,135

Landscape Management (A010615)

Program Length: 900 hours

Course Content: The content includes and expands on the Environmental Horticulture Core plus application of chemicals and calibration of spray equipment; classification of plants and turf grass; fertilization skills; analysis and design of landscape and turf; preparation and presentation of estimates and contracts; layout and installation of landscape; layout and installation of landscape and interiorscape; maintenance of landscape; and maintenance of customer relations and observation of follow-up procedures.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading - 9

Prepares students for employment as: Landscape Specialists (OCP A), First-line Supervisor/Managers of Landscaping, Lawn Service and Groundskeeping Workers (OCP B) and Landscape Contractor (OCP C).

For students successfully completing the Landscape Management program, two statewide articulation agreements exist for qualified graduates to articulate either 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Golf Course Operations program or 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Landscape and Horticulture Technology program at any public Florida community college offering the program.

Average Annual Salary: \$65,910 (Bureau of Labor Statistics, 2009) (SOC 17-1012)

Job Placement Rate: 100% (2008) Adult Program/ 86% High School Program

Approximate Cost: \$3,019

Nursery Management (A010616)

Program Length: 900 hours.

Course Content: The content includes and expands on the core plus preparation of growing media; fertilization of plant materials; and maintenance and analysis of records; preparation of growing media; planting beds and sites; propagation of nursery stock; pruning and shaping nursery stock; marketing nursery stock; and operation, repair and maintenance of nursery equipment and facilities.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Nursery Worker (OCP A), Nursery and Greenhouse Managers 1 (OCP B), and Nursery and Greenhouse Managers 2 (OCP C).

For students successfully completing the Nursery Management program, two statewide articulation agreements exist for qualified graduates to articulate either 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Golf Course Operations program or 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Landscape and Horticulture Technology program at any public Florida community college offering the program.

Average Annual Salary: \$64,760 (Bureau of Labor Statistics, 2009) (SOC 11-9011)

Job Placement Rate: No Graduates (2008)

Approximate Cost: \$3,019

Pest Control Operations –Applied Technology Diploma (A020408)

Program Length: 720 hours (transfers 24 credit hours to community college Pest Control Operations programs of study)

Course Content: The content includes, but is not limited to, instruction that prepares individuals to identify pests, select the appropriate pesticide, and apply pesticides safely. Subject matter includes good workplace practice, route planning, pest identification, safety, pesticide categories, and alternative control methods.

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading - 10

Prepares students for employment as: Pesticide Handlers, Sprayers, and Applicators, Vegetation (OCP A).

Average Annual Salary: \$31,480 (Bureau of Labor Statistics, 2010) (SOC 37-3012)

Job Placement Rate: 0% (2008)

Approximate Cost: \$2,508

Sports and Recreational Turf Management (A020607)

Program Length: 900 hours.

Course Content: The content includes and expands on the core plus application of chemicals; calibration of spray equipment; classification of plants and turf grass fertilization skills; analysis and design of landscape and turf; preparation and presentation of estimates and contracts; layouts and installation of landscape and turf; maintenance of greens and tees; maintenance of fairways, roughs, and traps; fertilization of turf, and establishment of turf grass.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading - 9

Prepares students for employment as: Landscape specialists (OCP A), First-line Supervisor/Managers of Landscaping, Lawn Service and Groundskeeping Workers 1 (OCP B), and First-line Supervisor/Managers of Landscaping, Lawn Service and Groundskeeping Workers 2 (OCP C).

For students successfully completing the Sports and Recreational Turf Management program, two statewide articulation agreements exist for qualified graduates to articulate either 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Golf Course Operations program or 6-12 (six-twelve) college credit hours to the AAS/AS Degree in Landscape and Horticulture program at any public Florida community college offering the program.

Average Annual Salary: \$44,080 (Bureau of Labor Statistics, 2009) (SOC 37-1012)

Job Placement Rate: 0% (2008) Adult Program; 80% High School Program

Approximate Cost: \$2,728

ARCHITECTURE AND CONSTRUCTION

Air Conditioning, Refrigeration & Heating Technology

Air Conditioning, Refrigeration and Heating Technology 1 (C400100)

Program Length: 750 hours (Putnam County Center-Barge Port)

Air Conditioning, Refrigeration and Heating Technology 2 (C400200)

Program Length: 600 hours (Putnam County Center-Barge Port)

Course Content: The core for this program includes history and concepts of refrigeration and air conditioning; matter and heat behavior; fluids, pressure, and refrigerants; employability skills; entrepreneurship; safety; care of tools and accessories; refrigeration servicing and testing equipment; basic electricity and electrical components; residential control system heating/cooling); piping, tubing and fittings; evaporators, compressors, condensers and metering devices; accessories; mechanical/electronic filtration and air handling fans; codes and standards; air-conditioning start-up and service problem analysis; heating start-up, checkout, and operation; basic air-conditioning; refrigeration cycle/diagrams; fossil fuel heating servicing and testing equipment; refrigeration-piping materials and fabrication; refrigeration pipe sizing and troubleshooting; electrical components/motors; solid state electronics; valves and regulators; sensing devices/heating controls; commercial and engineered control systems; psychometrics; central station systems; install, maintain, and repair residential air conditioning systems. The content also includes electrical generation and distribution; electrical motors for commercial heating and air conditioning systems; environmental control systems; pneumatic control systems; electrical circuits; commercial compressors; commercial evaporative condensers; commercial accessories; commercial heating systems; thermal storage systems; commercial heating and air conditioning systems; and calculation of commercial heating and air conditioning loads.

Basic Skills Requirements: Mathematics – 10; Language – 9; Reading – 9

Prepares students for employment as: **AC, Refrig and Heat Technology 1:** A/C, Refrigeration and Heating Helpers (OCP A) A/C Refrigeration and Heating Mechanic Assistants (OCP B), A/C Refrigeration and Heating Mechanics 1 (OCP C), and **AC, Refrig and Heat Technology 2:** A/C Refrigeration and Heating Mechanics 2 (OCP A), A/C Refrigeration and Heating Technicians (OCP B).

For students successfully completing the Air Conditioning, Refrigeration and Heating Technology program, a statewide articulation agreement exists for qualified graduates to articulate 3 (three) college credit hours to the AAS/AS Degree in Building Construction Technology program at any public Florida community college offering the program.

Average Annual Salary: \$44,860 (Bureau of Labor Statistics, 2010) (SOC 49-9021)

Job Placement Rate: 83% (2008)

Approximate Cost: \$4,664

Carpentry

Carpentry 1 (C510100)

Program Length: 600 hours

Carpentry 2 (C510200)

Program Length: 600 hours

Course Content: This course provides the necessary skills for a career in the building trades and woodworking industries. The student will understand all characteristics of various woods, project layout, plus appropriate uses of joinery and mechanical fasteners. The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Carpentry 1: Carpenter Helper (OCP A), Trim and Finish Carpenter (OCP B), and **Carpentry 2:** Rough Carpenter (OCP A), and Carpenter (OCP B).

Average Annual Salary: \$43,890 (Bureau of Labor Statistics, 2010) (SOC 47-2031)

Job Placement Rate: 94% (2008)

Approximate Cost: \$ 3,186

Refrigeration Technology (1470202)

Program Length: 1350 hours (Putnam County Center)

Course Content: This program is the second part of the planned sequence of instruction described above. It is recommended that students complete the core or demonstrate a mastery of the student performance standards contained in the core before advancing to this course. The content of the core for this program is listed above. The content of OCP D includes electrical generation and distribution; refrigeration system vibration and insulation; commercial refrigeration pipe sizing and troubleshooting; refrigerated storage systems; ice making systems; refrigeration electrical system skills; and maintenance of commercial refrigeration systems.

Basic Skills Requirements: Mathematics – 10; Language – 9; Reading – 9

Prepares students for employment as: A/C Refrigeration and Heating Helpers (OCP A), A/C Refrigeration and Heating Mechanic Assistants (OCP B), A/C Refrigeration and Heating Mechanics (OCP C), and Refrigeration Mechanics (OCP D).

Average Annual Salary: \$44,860 (Bureau of Labor Statistics, 2010) (SOC 49-9021)

Job Placement Rate: 25% (2008)

Approximate Cost: \$3,952

ARTS, A/V TECHNOLOGY AND COMMUNICATION

Commercial Art Technology

Commercial Art Technology 1 (K600100)

Program Length: 900 hours

Commercial Art Technology 2 (K600200)

Program Length: 600 hours

Course Content: The course content includes the following: basic art skills; lettering skills; preparation of layouts and illustrations; preparation of camera ready paste-up; and development of specialized skills. The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Commercial Art Technology 1: Desktop Publishing Assistants (OCP A), Design Technicians (OCP B), **Commercial Art Technology 2:** Illustrators (OCP A), and Print Media Artists (OCP B).

Average Annual Salary: \$50,420 (Bureau of Labor Statistics, 2009) (SOC 27-1029)

Job Placement Rate: 100% (2008)

Approximate Cost: \$4,830

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Digital Design

Digital Design 1 (K700100)

Program Length: 600 hours

Digital Design 2 (K700200)

Program Length: 600 hours

Course Content: The course content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning; and development of specialized skills in multimedia presentations

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: **Digital Design 1:** Information Technology Assistant (OCP A), Production Assistant (OCP B), Digital Assistant Designer (OCP C); **Digital Design 2:** Graphic Designer (OCP A), and Media Designer (OCP B).

Average Annual Salary: \$50,400 (Bureau of Labor Statistics, 2010) (SOC 27-1029)

Job Placement Rate: NA (New Program)

Approximate Cost: \$4,830

EDUCATION AND TRAINING

First Coast Technical College offers the following state mandated courses for Child Care providers.

- 45 Hour Child Care Center (Director's Credential Training)
- 600 Hour Early Childhood Education (Early Childhood Professional Certificate)▪

For more information contact Early Childhood Education programs at 904-547-3433.

Child Care Center Operations (V200206)

Program Length: 45 hours

Course Content: Prepares child care administrators with skills knowledge in 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.

Prepares students for employment as: Child Care Center Directors (OCP A).

Average Annual Salary: \$48,170 (Bureau of Labor Statistics, 2009) (SOC 11-9031)

Job Placement Rate: 67 % (2008)

Approximate Cost: \$283

Early Childhood Education (V200210 or 8503210)

Certificates are issued from the Florida Department of Education. High school students assist childcare providers in Tech Tots, the on-site day care center at First Coast Technical College. Adult students apply skills in community child care centers. In the classroom, both high school and adult students complete child development observations, portfolio, and textbook assignments. Course content includes the 40 Hour Department of Children and Families mandated training for high school students but is a prerequisite for adult students.

Program Length: 600 hours

Prerequisites for adult students: High School diploma or GED, and employment in a child care center.

Course Content: Prepares child care providers to implement a safe, healthy and developmentally appropriate curriculum to include the use of manipulative equipment, language development, creative art, music, science, dramatic play, developmentally appropriate practices, brain research, classroom management and CDA competencies. Department of Children and Families approved equivalent to national CDA. Observation and supervised work experience with young children in a school laboratory or a community laboratory setting are an integral part of this program.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Child Care Workers (OCP A), Child Care Teachers' Aides (OCP B), Preschool Teachers (OCP C), and Child Care Development Specialists (OCP D). This program serves as a stepping stone for those interested in becoming VPK or lead teachers within the childcare center.

For students successfully completing the Early Childhood Education program, a statewide articulation agreement exists for qualified graduates to articulate 9 (nine) college credit hours to the AAS/AS Degree in Early Childhood Education Associate Degree program at any public Florida community college offering the program

Average Annual Salary: \$27,450 (Bureau of Labor Statistics, 2009) (SOC 25-2011)

Job Placement Rate: 73% (2008) Adult Program; 78% High School Program

Approximate Cost: \$968

HEALTH SCIENCE

Dental Assisting (H170101)

Program Length: 1230 hours

Prerequisites:

- H.S. Diploma or GED
- Testing TABE

Prior to clinicals: CPR for health professionals, FDLE background check, immunizations, drug screening, and health physical required

Course Content: The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading – 10

Prepares student for employment as: Basic Healthcare Worker (OCP A) and Dental Assistant (OCP B), upon passing the state examination.

This program is new and in the process of seeking Approval from the Florida Board of Dentistry for Expanded Duties.

Average Annual Salary: \$34,140 (Bureau of Labor Statistics, 2010) (SOC 31-9091)

Job Placement Rate: NA (New Program)

Approximate Cost: \$4,092

Emergency Medical Technician Basic (W170208)

Program Length: 264 hours (North Campus Only)

Prerequisites: H.S. Diploma or GED, CPR certification; minimum age 18, and others (see program office for details).

Course Content: Medical/Legal issues, roles and responsibilities of EMT-B, patient assessment, management of cardiac, respiratory, medical, OB/GYN, pediatric and trauma emergencies, ambulance operations, triage and rescue vehicle extrication, and blood borne pathogens.

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading - 10

Prepares student for employment as: Basic Healthcare Worker (OCP A), Emergency Medical Technicians (OCP B).

Average Annual Salary: \$33,300 (Bureau of Labor Statistics, 2010) (SOC 29-2041)

Job Placement Rate: 70% (2008)

Approximate Cost: \$1,284

Massage Therapy (H120405)

Program Length: 750 hours

Course Content: The content includes, but is not limited to, the theory and practice of massage, theory, and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Basic Skills Requirements: Mathematics - 9; Language - 10; Reading - 10

Prepares student for employment as: Basic Health Care Worker (OCP A) and Massage Therapist (OCP B)

Average Annual Salary: \$39,770 (Bureau of Labor Statistics, 2010) (SOC 31-9011)

Job Placement Rate: 60% (2008)

Approximate Cost: \$3,047

Medical Assisting (H170503)

Program Length: 1300 hours

Course Content: Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures. Administrative skills include computer skills, word processing, medical terminology, transcription, scheduling appointments, medical correspondence, billing, coding, and insurance claims. Clinical skills include vital signs, heights, weights, obtaining specimens, performing laboratory tests, obtaining patient history, assisting with physical exams, minor surgery, sterile technique, pharmacology, medication administration, phlebotomy, basic EKG and principles in radiology and physical therapy.

Basic Skills Requirements: Mathematics - 10; Language - 10; Reading - 10

Prepares student for employment as: Basic Healthcare Worker (OCP A), Medical Office Receptionist (OCP B), Phlebotomists (OCP C), EKG Aides (OCP D), and Medical Assistants (OCP E).

Average Annual Salary: \$29,760 (Bureau of Labor Statistics, 2010) (SOC 31-9092)

Job Placement Rate: 78% (2008)

Approximate Cost: \$4,550

The First Coast Technical College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
1-727-210-2350

Upon completion of the program, students are eligible to sit for national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).

Nursing Assistant Articulated (H170690)

Program Length: 165 hours

Course Content: The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

Prepares student for employment as: Nursing Aide and Orderly (OCP A).

Average Annual Salary: \$25,140 (Bureau of Labor Statistics, 2010) (SOC 31-1012)

Job Placement Rate: 96% (2008)

Approximate Cost: \$751

Paramedic (W170206)

Program Length: 1144 hours (North Campus Only)

Prerequisites: EMT certification, CPR, H.S. diploma or GED, minimum age 18, and others (see program office for details).

Course Content: This program includes medical/legal considerations, EMS communications systems, rescue techniques and extrication, major incident response, stress management, medical terminology, patient assessment and initial management, airway and ventilation management, shock assessment and management, pharmacology and medications, trauma emergencies, burn injuries, respiratory emergencies, cardiovascular emergencies, digestive and genitourinary emergencies, anaphylaxis emergencies, toxicological, alcohol and drug abuse emergencies, infectious diseases, environmental injuries, geriatric emergencies, pediatric emergencies, the gynecologic patient, the obstetric patient, the neonate, the behavioral emergencies, employability skills, and blood borne diseases, including state required AIDS awareness, and vehicle extrication.

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading - 10

Prepares students for employment as: Basic Healthcare Worker (OCP A), Paramedics (OCP B).

Average Annual Salary: \$33,300 (Bureau of Labor Statistics, 2010) (SOC 29-2041)

Job Placement Rate: 100% (2008)

Approximate Cost: \$4,335

Patient Care Assistant (H170692)

Program Length: 290 hours.

Course Content: This course focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

Basic Skills Requirements: Mathematics – 7; Language – 7; Reading - 7

Prepares students for employment as: Basic Healthcare Worker (OCP A), Nurse Aide and Orderly (OCP B), Advanced Home Health Aide (OCP C), Patient Care Assistant (OCP D), Allied Health Assistant (OCP E), Advanced Allied Health Assistant (OCP F), and Patient Care Technician (OCP G).

Average Annual Salary: \$31,670 (Bureau of Labor Statistics, 2010) (SOC 31-9099)

Job Placement: 83% (2008)

Approximate Cost: \$1,167

Deleted: 10

Deleted: 10

Deleted: 10

Pharmacy Technician (H170500)

Program Length: 1050 hours

Course Content: The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR. The Health Science Core must be taken by all students (secondary, postsecondary adult and postsecondary vocational) planning to complete any Health Science program. Once successfully completed, the core does not need to be repeated at any instructional level.

Basic Skills Requirements: Mathematics – 11; Language – 10; Reading - 10

Prepares students for employment as: Basic Healthcare Worker (OCP A), Pharmacy Technician (OCP B).

Average Annual Salary: \$29,330 (Bureau of Labor Statistics, 2010) (SOC 31-9099)

Job Placement Rate: N/A (New Course)

Approximate Cost: \$3,766

Phlebotomy (H170302)

Program Length: 165 hours

Course Content: The content includes, but is not limited to, communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Basic Skills Requirements: Mathematics – 7; Language – 7; Reading - 7

Prepares students for employment as: Basic Healthcare Worker (OCP A), Phlebotomists (OCP B).

Average Annual Salary: \$31,670 (Bureau of Labor Statistics, 2010) (SOC 31-9099)

Job Placement Rate: 56% (2008)

Approximate Cost: \$751

Practical Nursing (H170605)

Program Length: 1350 hours (Both St. Augustine and Putnam Campuses)

Prerequisites:

- H.S. Diploma or GED
- TABE testing
- Critical Thinking exam
- Prior to clinicals: CPR for health professionals, FDLE background check, immunizations, drug screening, and health physical required.

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

Basic Skills Requirements: Mathematics – 11; Language – 11; Reading - 11

Prepares students for employment as: Basic Healthcare Worker (OCP A), Nurse Aides and Orderlies (OCP B), and Licensed Practical Nurses (OCP C), upon passing the state examination.

For students successfully completing the Practical Nursing program, a statewide articulation agreement exists for qualified graduates to articulate 10 (ten) college credit hours to the AAS/AS Degree in Registered Nursing program at any public Florida community college offering the program.

This program has status of Full Approval from the Florida Board of Nursing.

Average Annual Salary: \$41,360 (Bureau of Labor Statistics, 2010) (SOC 29-2061)

Job Placement Rate: 100% (2008)

Approximate Costs: \$5,030

HOSPITALITY AND TOURISM

Commercial Foods and Culinary Arts (NI00500)

Program Length: 1200 hours

***Articulations (transfer credit to college)**

Graduates of the First Coast Technical College Commercial Foods and Culinary Arts Program who also graduate from the Daytona Beach Community College, or Florida Community College at Jacksonville Hospitality Management Program, may be granted up to 30 college credits toward an A.S. Degree. FCTC also has an articulation agreement to award credit toward Associate's or Bachelor's degrees at Johnson and Wales University. There are also state-wide articulations that provide college credit for completers at any Florida community college.

Course Content: The course content will include the following: food preparation and serving; and identification, storage, selection and presentation of a wide variety of foods. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: *Culinary Operations 1:* Food Preparation Worker (OCP A), Combined Food Preparation & Serving Worker (OCP B & C), Cook (OCP D), *Culinary Operations 2:* Restaurant Cook (OCP A), Food Service & Restaurant Manager (OCP B), and Food Service Manager (OCP C).

Pantry Items

Learn proper handling and preparation of cold food items. Presentation techniques include Cafeteria, Buffet, and a la Carte preparations.

Breakfast

Explore variations of egg cookery, pancakes, French toast, waffles, quick breads, cereals, and breakfast meats.

Table Service

Learn the basics of dining room and front-of-the-house operations

Cold Buffet Items

Vegetable and fruit carvings, galantines, ice and tallow sculptures, and aspic preparations

Pastry Shop

Advanced baking techniques including various cake types, decorating, petit fours, marzipan, sugar work, candies, breads sculptures, and classical pastry preparation.

Fast Foods

Produce grilled sandwiches and fried food as well as servicing the public in a timely manner.

Epicurean Service

French and Russian services are practiced along with tableside preparation of salads, entrees and desserts.

Bake Shop

Introduction to baking. Daily production of yeast dough, sweet dough, filling, cookies, icings, pastry crèmes, and Pate au Choux are just a few items covered in this option.

Cafeteria Basic Hot Food Preparation

Use of commercial kitchen equipment, complete meal, and instruction in all aspects of quality cooking.

Gourmet Foods Preparation

American classical and international cuisines are prepared in Buffet, a La Carte and Epicurean fashion.

Purchasing Agent

(Purchasing/ Receiving Food Items) This is an introduction to basic storeroom operations and purchasing procedures with daily operations focus around receiving, storing, issuing, and accountability standards using a hands-on approach.

Average Annual Salary: \$24,590 – \$55,220 (Bureau of Labor Statistics, 2010) (SOC 35-2019, 11-9051)

Job Placement Rate: 90% (2008)

Approximate Cost: \$4,300

HUMAN SERVICES

Cosmetology (I120404)

Program Length: 1200 hours (Both St. Augustine and Putnam Campuses)

Course Content: The content consists of the core and includes, but is not limited to, communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology specialist occupations.

Basic Skills Requirements: Mathematics – 8; Language – 8; Reading – 9

Prepares students for employment as: Hairdressers and Cosmetologists (OCP C). *Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination.

Annual Salary: \$26,510 (Bureau of Labor Statistics, 2010) (SOC 39-5012)

Job Placement Rate: 79% (2008)

Approximate Cost: \$4,000

Facials Specialist (I120424)

Program Length: 260 hours (Both St. Augustine and Putnam Campuses)

Course Content: The content consists of the core and includes, but is not limited to, communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Prepares students for employment as: Facial/Skin Care Specialists (OCP A)

Annual Salary: \$32,030 (Bureau of Labor Statistics, 2010) (SOC 39-5094)

Job Placement Rate: 67% (2008)

Approximate Cost: \$927

Nails Specialist (I120414)

Program Length: 240 hours Both St. Augustine and Putnam Campuses

Course Content: The content consists of the core and includes communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the techniques required in the practice of nails specialist occupations.

Prepares students for employment as: Manicurists and Pedicurists (OCP A)

Annual Salary: \$22,060 (Bureau of Labor Statistics, 2010) (SOC 39-5092)

Job Placement Rate: 0% (2008) Adult Programs; 100% (2008) High School Program

Approximate Cost: \$927

LAW, PUBLIC SAFETY, AND SECURITY

Fire Fighter (P430205)

Program Length: 480 hours (*North Campus Only*)

Prerequisites:

- High School Graduate or GED
- At least 18 years of age.
- Tobacco-Free
- State Physical/Paperwork
- TABE Scores: 10.0 in READ, MATH & LANG.
- First Responder, EMT, or Paramedic certification.

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

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading - 10

Prepares students for employment as: Fire Fighters I (OCP A), and Fire Fighters II (OCP B)

For students successfully completing the Fire Fighter II program, a statewide articulation agreement exists for qualified graduates to articulate 3 (three) college credit hours to the AAS/AS Degree in Fire Science program at any public Florida community college offering the program or qualified graduates may articulate 27 (twenty-seven) college credit hours to the AAS/AS Degree in Fire Science Technology (Academy track) program at Florida Community College at Jacksonville.

Average Annual Salary: \$47,730 (Bureau of Labor Statistics, 2010) (SOC 33-2011)

Job Placement Rate: 59% (2008)

Approximate Costs: \$2,248

**Note:* Students sponsored by a county fire service must bring their voucher for payment when registering

Limited financial assistance may be available for the Minimum Standards course. The balances of the courses offered do not qualify for financial assistance. Please contact the FCTC Financial Aid office at either campus for further information.

ADDITIONAL FIRE SCIENCE COURSES

These courses are offered periodically based on student need and number of students registered for the course. More information is available at the North Campus in St. Augustine (Gaines Road) where the classes take place. Please call 547-3540 for details.

Basic Vehicle Extrication
Emergency Vehicle Operators Course
Ethical and Legal Issues for the Fire Service
Fire Apparatus Pump Operator
Fire Department Administration
Fire Ground Tactics
Fire Inspection, Prevention and Investigation
Fire Service Course Delivery
Fire Service Course Design
Fire Service Hydraulics
Hazardous Materials (3 courses)
Live Fire Training Instructor Program
Officer Training
Public Information Officer

MANUFACTURING

Applied Welding Technologies (I480500)

Program Length: 1170 hours (*Putnam County Center*)

Course Content: The content includes, but is not limited to, leadership, communication skills, human relations and employability skills, safe and efficient work practices, use of cutting and/or welding processes to fabricate parts, according to shop drawings or written specifications.

Basic Skills Requirements: Mathematics – 9; Language – 9; Reading – 9

Prepares students for employment as: Welders' Helpers (OCP A), Shielded Metal Arc Welders (OCP B), Gas-Metal Arc Welders (OCP C), Flux Cored Arc Welders (OCP D), Gas-Tungsten Arc Welders (OCP E), and Pipe Welders (OCP F).

The FCTC welding program is a participating training center for the American Welding Society. This allows students to achieve AWS Entry Level and Level II Advanced Certification.

Average Annual Salary: \$37,370 (Bureau of Labor Statistics, 2010) (SOC 51-4121)

Job Placement Rate: 70% (2008)

Approximate Cost: \$3,552

TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

Automotive Service Technology

Automotive Service Technology 1 (T400700)

Program Length: 1050 hours

Automotive Service Technology 2 (T400800)

Program Length: 750 hours

Course Content: This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. *FCTC is a center of Automotive Emphasis and is ASE/NATEF certified.*

Basic Skills Requirements: Mathematics – 10; Language – 9; Reading - 9

Prepares students for employment as: Automotive Service Technology 1 - Automobile Services Assistor (OCP A), Automotive Brake System Technicians (OCP B), Automobile Suspension and Steering Technicians (OCP C), Automotive Electrical/Electronic System Technicians (OCP D), Engine Repair Technicians (OCP E), and **Automotive Service Technology 2 -** Automotive Engine Performance Technicians (OCP A), Automatic Transmission and Transaxle Technicians (OCP B), Manual Drivetrain and Axle Technicians (OCP C), Automotive Heating and Air Conditioning Technicians (OCP D).

For students successfully completing the Automotive Service Technology program, an articulation agreement exists for qualified graduates to articulate 47 (forty-seven) college credit hours to the AAS/AS Degree in Automotive Service Management Technology program at Florida State College at Jacksonville.

Average Annual Salary: \$38,200 (Bureau of Labor Statistics, 2010) (SOC 49-3023)

Job Placement Rate: 80% (2008)

Approximate Cost: \$4,999

Advanced Automotive Technology

Advanced Automotive Technology 1 (T600100)

Program Length: 800 hours

Advanced Automotive Technology 2 (T600200)

Program Length: 1600 hours

Course Content: Includes basic management trouble shooting skills, servicing, maintaining, and repairing mechanical, electrical and electronic systems of gasoline and diesel powered automobiles (fuel, electrical, cooling, brake, suspension, drive train, etc.), diagnosis of malfunctions in engines and related systems, communication, leadership, human relations and employability skills, and safe, efficient work practices. *FCTC is a center of Automotive Emphasis and is ASE/ NATEF certified.*

Basic Skills Requirements: Mathematics – 10; Language – 10; Reading - 10

Prepares students for employment as: Advanced Automotive Technology 1 - Automotive Maintenance Technicians (OCP A), Advanced Automotive Electrical/Electronic System Technician (OCP B), and **Advanced**

Automotive Technology 2 – Advanced Engine Repair Technician (OCP A), Advanced Automatic Transmission and Transaxle Technician (OCP B), Advanced Manual Drivetrain and Axle Technician (OCP C), Advanced Automotive Suspension and Steering Technician (OCP D), Advanced Automotive Brake System Technician (OCP E), Advanced Automotive Heating and Air Conditioning Technician (OCP F), and Advanced Automotive Engine Performance Technician (OCP G).

Average Annual Salary: \$38,200 (Bureau of Labor Statistics, 2010) (SOC 49-3023)

Job Placement Rate: NA (2008)

Approximate Cost: \$6,356

Gasoline Engine Service Technology (8766000, I470606)

Program Length: 1200 hours

Course Content: The course prepares students for employment or advanced training in the gasoline engine service technology industry and for a career as a small gas engine mechanic. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the gasoline engine services technology industry, and demonstrates such elements of the industry as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Basic Skills Requirements: Mathematics – 8; Language – 8; Reading - 8

Prepares students for employment as: Service Technician (OCP A), Clerk, Parts (OCP B), Installer Repairer (OCP C), Helper, Mechanic and Repairer (OCP D), and Small Engine Mechanic (OCP E).

Average Annual Salary: \$30,790 (Bureau of Labor Statistics, 2010) (SOC 49-3053)

Job Placement Rate: 50% (2008)

Approximate Costs:

FIRST COAST TECHNICAL COLLEGE

FACULTY & STAFF
2011-2012

All instructors and instructional administrators are certified by the State of Florida or St. Johns County School District.

<i>ADMINISTRATIVE STAFF</i>				
<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>POSITION</i>	<i>EDUCATION</i>	<i>SCHOOL</i>
David	Bearl	Director of College Advancement	Master's Degree	Florida State University
Bill	Castleberry	Coordinator, Culinary Operations	Bachelor's Degree	Southern Illinois University
Christine	Cothron	President	Doctor's Degree	University of North Florida
Bill	DePauw	Coordinator, Fire Science	Associate's Degree	Broward Comm. College
Butch	Ebersohl	Coordinator, Adult Education	Master's Degree	Webster University of St. Louis
Carl	Edenfield	Facilities Supervisor		
Brent	Lemond	Vice President of Instruction	Master's Degree	Mercer University
Nancy	Plumlee	Coordinator, Nursing and Health Programs	Master's Degree, BSN	Jacksonville University
Sandra	Raburn	Chief Financial Officer	Master's Degree	University of North Florida
Renee	Stauffacher	Coordinator, Career Navigators	Master's Degree	Webster University
Margo	Stevens	Coordinator, EMT/Paramedic	Bachelor's Degree	University of Florida
Douglas	Stewart	Executive Vice President/COO	Master's Degree	Troy State University

<i>CAREER NAVIGATOR PROGRAM</i>				
<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>POSITION</i>	<i>EDUCATION</i>	<i>SCHOOL</i>
Gwen	Hunter	Case Manager	Bachelor's Degree	Bethune Cookman College
Mary	Lindsey-Bales	Case Manager		
Joan	Gibson	Case Manager	Bachelor's Degree	Texas Tech University

PROFESSIONAL STUDENT SUPPORT STAFF				
FIRST NAME	LAST NAME	POSITION	EDUCATION	SCHOOL
Lee	Adams	Guidance Counselor	Master's Degree	Loyola University
Gregory	Lulkoski	Grant Writer	Bachelor's Degree	University of Texas
Rhoda	Newton	Assessment Specialist	Bachelor's Degree	Penn State
Dotty	Moore	Financial Aid Specialist		
Rebecca	Pellitier	Financial Aid Specialist		
William	Waterman	Student Advisor	Bachelor's Degree	Cardinal Stritch University

FULL-TIME INSTRUCTIONAL STAFF				
FIRST NAME	LAST NAME	POSITION	EDUCATION	SCHOOL
Jacque	Alderman	ABE/GED	Bachelor's Degree	Flagler College
Austin	Andrews	Culinary Operations	Bachelor's Degree	Johnson & Wales University
Sydnye	Andrews	Culinary Operations HS	Bachelor's Degree	St. Mary's College of Maryland
Charles	Ballard	Small Gasoline Engines	Vocational Certificate	
Scott	Bennett	Culinary Operations	Associates Degree	Culinary Institute of America
Donna	Bowyer	Medical Assisting	Bachelor's Degree	Kent State University
Laura	Brown	Cosmetology	Vocational Certificate	
John	Burr	Automotive Technology	Vocational Certificate	
Theresa	Burrell	High School Completion	Bachelor's Degree	University of North Florida
Pam	Callan	Nursing	A.S. in Nursing	Florida State College at Jacksonville
William	Clark	Carpentry	Vocational Certificate	
Tim	Davidson	Massage Therapy	Master's Degree	University of Phoenix
Dora	Edwards	Nursing/Medical Assisting	Associate's Degree	Stokes-Mandeville School of Nursing, England
Valerie	Edwards	High School Cosmetology	Vocational Certificate	
Ginny	Finsel	Cosmetology	Vocational Certificate	
Sherry	Gaynor	Commercial Foods Culinary Arts	Vocational Certificate	
Rick	Hatton	Teacher on Assignment/Online	Bachelor's Degree	University of South Florida
Deborah	Hehn	ABE/ARC	Bachelor's Degree	Vanderbilt University

<i>FULL-TIME INSTRUCTIONAL STAFF (Continued)</i>				
<i>FIRST NAME</i>	<i>LAST NAME</i>	<i>POSITION</i>	<i>EDUCATION</i>	<i>SCHOOL</i>
Denise	Henry	ESOL	Specialist Degree	Nova Southeastern University
Jodie	Johnson	Intro to Info Technology		
Edward	Lambert	Agriscience	Bachelor's Degree	University of Southern Mississippi
Curtis	Loftis	Commercial Art	Bachelor's Degree	Georgia State University
Anthony	Lowman	Commercial Foods Culinary Arts	Vocational Certificate	
Daniel	Lundberg	Commercial Foods Culinary Arts	Vocational Certificate	
Sandra	Martz	ABE, Adults with Disabilities	Bachelor's Degree	University of North Florida
Hugh	McCombs	Heating, AC & Refrigeration	Vocational Certificate	
Frank	McElroy	EMS/Fire Lead	Master's Degree	Grand Canyon University
Donald	Modesitt	Welding	Bachelor's Degree	Southern Illinois University
Leslie	Vinson	Nursing	A.S. in Nursing	Daytona State College
Kathryn	Weed	Nursing	Master's Degree	University of Phoenix
Mary E.	Wilkie	Nursing	Bachelor's Degree	Barry University
Marie	Williams	Adult Education/ Business Technology	Bachelor's Degree	University of Phoenix

<i>PART-TIME INSTRUCTIONAL STAFF</i>				
<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Education</i>	<i>School</i>
Joseph	Agan	Electrical Apprenticeship	Noncertified	
Michael	Arnold	Fire Science	Associate's Degree	Florida Community College at Jax
Melissa	Arrants	Health Occupations, Nursing	Bachelor's Degree	Saint Leo University
Stephan	Bartlett	Adult Education	Bachelor's Degree	University of North Florida
Paul	Bateman	EMT/Paramedic	Associate's Degree	Central Florida Community College
Tammy	Baubagh	Health Occupations, Nursing	Bachelor's Degree	Florida State College at Jacksonville
Michael	Bilodeau	EMT/Paramedic	Noncertified	
Jason	Boree	EMT/Paramedic	Associate's Degree	Florida Community College at Jax
Paul	Brennan	Fire Science	Noncertified	
Edward	Brown	Culinary Arts	Bachelor's Degree	Florida State University
Gregory	Brown	EMT/Paramedic	Noncertified	
Paul	Bunch	Community Education	Bachelor's Degree	University of San Diego
Raymond	Bullard	EMT/Paramedic	Noncertified	

PART-TIME INSTRUCTIONAL STAFF (Continued)

<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Education</i>	<i>School</i>
Ronald	Burchard	EMT/Paramedic	Noncertified	
Tonia	Carrick	Early Childhood Education	Associate's Degree	Florida Community College
Rosa	Carvalho-Edwards	Early Childhood Education	Bachelor's Degree	Kutztown University
Whitney	Coleman	Practical Nursing	Bachelor's Degree	Florida State University
John	Contestabile	Fire Science	Bachelor's Degree	Flagler College
Charles	Cook	EMT/Paramedic	Noncertified	
Sister Diane	Courtire	Community Education	Bachelor's Degree	Flagler College
Michael	Cuzzort	EMT/Paramedic	Noncertified	
James	Drainer	EMT/Paramedic	Noncertified	
Chad	Edwards	EMT/Paramedic	Noncertified	
Hank	Epperson	EMT/Paramedic	Associate's Degree	Lake City Community College
Luis	Etchenique	Fire Science	Bachelor's Degree	University of Wisconsin
Michael	Ferraro	EMT/Paramedic	Noncertified	
Lisa	Foerster	Nursing	Bachelor's Degree	University of Florida
Carol Ann	Fox	Adult Education	Master's Degree	Fordham University
Kevin	Gallagher	Culinary Arts	Noncertified	
Kathryn	Gaskins	EMT/Paramedic	Bachelor's Degree	Savannah College of Arts
Kathleen	Grabert	Early Childhood Education	Master's Degree	University of Cincinnati
Marc	Grabert	Fire Science	Noncertified	
Robert	Grimm	EMT/Paramedic	Associate's Degree	St. Johns River Community College
Debra	Hackett	Electrical Apprenticeship	Noncertified	
Patrick	Harrell	Electrical Apprenticeship	Noncertified	
Karen	Harvey	Community Education	Master's Degree	American University
Autumn	Heath	Cosmetology	Noncertified	
David	Heibold	Community Education	NA	

PART-TIME INSTRUCTIONAL STAFF (Continued)

<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Education</i>	<i>School</i>
Robert	Herring	Fire Science	Noncertified	
Cynthia	Hersch	Phlebotomy	Bachelor's Degree	Florida International University
Phillip	Hershman	EMT/Paramedic	Noncertified	
Michael	Hines	Fire Science	Bachelor's Degree	Flagler College
Sarah	Highman	Nursing	Bachelor's Degree	Bethune Cookman College
Patricia	Hitchcock	Community Education	Associate's Degree	Isothermal Community College
Vince	Hoelscher	Community Education	Bachelor's Degree	Elon University
Maureen	Hogan	Patient Care Tech	Master of Science Nursing	Old Dominion University
Mary	Holmes	Community Education	NA	Florida Community College at Jax
Matthew	Hooker	EMT/Paramedic	Noncertified	
Ed	Houston II	EMT/Paramedic	Bachelor's Degree	Boston University
Paulette	Hudson	Early Childhood Education	Bachelor's Degree	California University of Pennsylvania
Kelly	Hurst	Health	Associate's Degree	St. Johns Community College
Sean	Jones	EMT/Paramedic	Noncertified	
Kurt	Kaunath	EMT/Paramedic	Noncertified	
Charles	Keller	EMT/Paramedic	Noncertified	
Clifford	Kidwell	EMT/Paramedic	Associate's Degree	Florida Community College at Jax
Victoria	Lane	Community Education	Certified Dance Instructor	Arthur Murray School of Dance
David	Lanier	Fire Science	Bachelor's Degree	Flagler College
Fred	Lanier	Fire Science	Associate's Degree	Vincennes University
Sheryl	Lanier	Fire Science	Noncertified	
Jason	Liska	EMT/Paramedic	Noncertified	
Daniel	Machurick	Fire Science	Associate's Degree	St. Johns River Community College
Amy	Markey	Community Education	Bachelor's Degree	Rutgers University
Mary	Matthews	Practical Nursing	Master's Degree	Iona College
Michael	McClure	EMT/Paramedic	Associate's Degree	College of Health Sciences

PART-TIME INSTRUCTIONAL STAFF (Continued)

<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Education</i>	<i>School</i>
Sarah	Miller	Health Occupations	Bachelor's Degree	University of Virginia
Sherman	Missick	Fire Science	Bachelor's Degree	Flagler College
Charles	Mitzel	EMT/Paramedic	Noncertified	
Eric	Morse	EMT/Paramedic	Noncertified	
Claude	Neal	Electrical Apprentice	Noncertified	
Melanie	Newbern	EMT/Paramedic	Noncertified	
Ronald	Newbern	EMT/Paramedic	Noncertified	
Joanne	Noseworthy	Nursing	Associate's Degree	Central Florida Community College
Andrew	O Quinn	Fire Science	Noncertified	
Christopher	Pacetti	Fire Science	Bachelor's Degree	Flagler College
Guethner	Reetz	Culinary Arts	Noncertified	
Richard	Rochford	Fire Science	Bachelor's Degree	Columbia Southern University
James	Sadler	Electrical Apprentice	Noncertified	
James	Schaudel	EMT/Paramedic	Noncertified	
David	Scott	EMT/Paramedic	Noncertified	
Rick	Sheldon	EMT/Paramedic	Noncertified	
Richard	Sims	EMT/Paramedic	Noncertified	
Brianne	Sinha	Nursing	Master's Degree	University of Florida
David	Slemp	EMT/Paramedic	Noncertified	
David	Squires	Fire Science	Associate's Degree	St. Johns River Community College
William	Staley	Fire Science	Noncertified	
Eric	Sullivan	EMT/Paramedic	Noncertified	
Matthew	Tator	Fire Science	Noncertified	
Dane	Thornton	EMT/Paramedic	Associate's Degree	Florida Community College at Jax
Nancy	Thomas	Health Occupations	Master's Degree	University of North Florida
Shawn	Vitori	EMT/Paramedic	Noncertified	
James	Von Bretzel Jr.	Fire Science	Associate's Degree	Florida Atlantic University

PART-TIME INSTRUCTIONAL STAFF (Continued)

<i>First Name</i>	<i>Last Name</i>	<i>Position</i>	<i>Education</i>	<i>School</i>
Michael	Wallis	EMT/Paramedic	Noncertified	
Pamela	Ward	Adult Education	Master's Degree	Grand Canyon University
Michael	Webber	Fire Science	Bachelor's Degree	University of North Florida
Patrick	Welch	EMT/Paramedic	Noncertified	
Todd	Whaley	EMT/Paramedic	Noncertified	
Todd	Whaley	EMT/Paramedic	Noncertified	
Billy	Winters	EMT/Paramedic	Noncertified	
Jeff	Wittmer	EMT/Paramedic	Noncertified	
Robin	Wood	Early Childhood Education	Bachelor's Degree	Berea College
Brian	Yoeman	EMT/Paramedic	Noncertified	

First Coast Technical College
5 Day Week MASTER CALENDAR

2011-2012 SCHOOL YEAR

Friday	August 12, 2011	Optional Planning Day
Monday	August 15, 2011	Teacher Inservice Day
Tuesday-Friday	August 16-19, 2011	Teacher Pre-Planning
Monday	August 22, 2011	Students Report to Class
Monday	September 5, 2011	Labor Day – <i>Student/Teacher Holiday</i> ✓
Friday	October 21, 2011	First Quarter Ends
Monday	October 24, 2011	Teacher Planning Day - <i>Student Holiday</i> ✓
Friday	November 11, 2010	Veterans' Day – <i>Student/Teacher Holiday</i> ✓
Wed., Thurs & Fri (Nov. 23✓)	Nov. 23, 24, & 25 2011	Thanksgiving Break - <i>Student/Teacher Holidays</i> *
Monday-Monday	Dec. 19, 2011 – Jan 2, 2012	Winter Break – <i>Student/Teacher Holidays</i> *
Tuesday	January 3, 2012	Classes Resume for Students
Friday	January 13, 2012	First Semester Ends (88 Days in Semester)
Monday	January 16, 2012	Martin Luther King, Jr. Day – <i>Student/Teacher</i>
Tuesday	January 17, 2012	Teacher Planning Day - <i>Student Holiday</i> ✓
Tuesday	January 24, 2012	FCTC Graduation
Monday	February 20, 2012	Presidents' Day - <i>Student/Teacher Holiday</i> ✓
Tuesday-Thursday	February 28 – March 1, 2012	FCAT Writing+ (Grades 4, 8 & 10)
Thursday	March 22, 2012	Third Quarter Ends (2 days early)*
Friday	March 23, 2012	Teacher Planning Day- <i>Student Holiday</i> ✓
Monday-Friday	April 2 - 6, 2012	Spring Break - <i>Student/Teacher Holidays</i> *
Monday	April 9, 2012	Teacher Inservice Day – Student Holiday ✓
Tuesday	April 10, 2012	Classes Resume for Students
Monday - Friday	April 16 – 27, 2012	FCAT Testing (Reading, Math & Science)
Tuesday	April 17, 2012	Steering Committee Appreciation Dinner
Tuesday	May 15, 2012	Awards Night
Monday	May 28, 2012	Memorial Day – <i>Student/Teacher Holiday</i>
Tuesday	June 5, 2012	FCTC Graduation
Wednesday	June 6, 2012	Last Day for Students*
Thursday	June 7, 2012	Last Day for Teachers

***ALL Schools** will be dismissed **1 hour** early on December 16, 2011, & June 6, 2012
All District High Schools participate in a weekly early release on Wednesday @ 2:45 p.m.

Interims Issued:	September 20, 2011	Report Cards Issued:	October 31, 2011
	November 28, 2011		January 24, 2012
	February 14, 2012		April 10, 2012
	April 30, 2012		June 6, 2012

✓ Denotes hurricane makeup days

Optional planning day may “flex” for any Planning Day or Post Planning Day as pre-approved by Principal.

FCTC 2012 Summer Session

Monday	June 11, 2012	FCTC Summer Session begins
Monday-Thursday	July 2 – 5, 2012	Fourth of July Break
Thursday	July 26, 2012	Last Day of Summer Session

Christine Cothron
 President

February 24, 2011
 Revised June 7, 2011

First Coast Technical College
4 Day Week MASTER CALENDAR

2011-2012 SCHOOL YEAR

Friday	August 12, 2011	Optional Planning Day
Monday	August 15, 2011	Teacher Inservice Day
Tuesday-Thursday	August 16-18, 2011	Teacher Pre-Planning
Monday	August 22, 2011	Students Report to Class
Monday	September 5, 2011	Labor Day – <i>Student/Teacher Holiday</i> ✓
Thursday	October 20, 2011	First Quarter Ends
Monday	October 24, 2011	Teacher Planning Day - <i>Student Holiday</i> ✓
Friday	November 10, 2010	Veterans' Day – <i>Student/Teacher Holiday</i> ✓
Wed. and Thurs (Nov. 23✓)	Nov. 23 & 24, 2011	Thanksgiving Break - <i>Student/Teacher Holidays</i> *
Monday-Monday	Dec. 19, 2011 – Jan 2, 2012	Winter Break – <i>Student/Teacher Holidays</i> *
Tuesday	January 3, 2012	Classes Resume for Students
Thursday	January 12, 2012	First Semester Ends (88 Days in Semester)
Monday	January 16, 2012	Martin Luther King, Jr. Day – <i>Student/Teacher</i>
Tuesday	January 17, 2012	Teacher Planning Day - <i>Student Holiday</i> ✓
Tuesday	January 24, 2012	FCTC Graduation
Monday	February 20, 2012	Presidents' Day - <i>Student/Teacher Holiday</i> ✓
Thursday	March 22, 2012	Third Quarter Ends (2 days early)*
Thursday	March 22, 2012	Teacher Planning Day- <i>Student Holiday</i> ✓
Monday-Thursday	April 2 - 5, 2012	Spring Break - <i>Student/Teacher Holidays</i> *
Monday	April 9, 2012	Teacher Inservice Day – <i>Student Holiday</i> ✓
Tuesday	April 10, 2012	Classes Resume for Students
Tuesday	April 17, 2012	Steering Committee Appreciation Dinner
Tuesday	May 15, 2012	Awards Night
Monday	May 28, 2012	Memorial Day – <i>Student/Teacher Holiday</i>
Tuesday	June 5, 2012	FCTC Graduation
Wednesday	June 6, 2012	Last Day for Students*
Thursday	June 7, 2012	Last Day for Teachers

***ALL Schools** will be dismissed **1 hour** early on December 16, 2011, & June 6, 2012
All District High Schools participate in a weekly early release on Wednesday @ 2:45 p.m.

Interims Issued:	September 20, 2011	Report Cards Issued:	October 31, 2011
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FCTC 2012 Summer Session

Monday	June 11, 2012	FCTC Summer Session begins
Monday-Thursday	July 2 – 5, 2012	Fourth of July Break
Thursday	July 26, 2012	Last Day of Summer Session

Christine Cothron
 President

February 24, 2011
 Revised June 7, 2011

Student Bell Schedules

Adult Programs Student Bell Schedule (4 day week)

Monday, Tuesday, Wednesday, Thursday

Developmental Skills Lab	7:30 AM	8:30 AM
Morning Session	8:30 AM	11:30 AM
Lunch	11:30 AM	12:10 PM
Afternoon Session	12:10 PM	4:40 PM

High School Program Student Bell Schedule (5 day week)

Monday, Tuesday, Thursday, Friday

1st Period	9:15 AM	10:00 AM
2 nd Period	10:06 AM	10:51 AM
3 rd Period	10:57 AM	11:42 AM
Lunch	11:48 AM	12:18 PM
4th Period	12:24 PM	1:09 PM
5 th Period	1:09 PM	1:54 PM
6 th Period	2:00 PM	2:54 PM
7 th Period	3:00 PM	3:45 PM

Wednesday

1st Period	9:15 AM	9:52 AM
2 nd Period	9:58 AM	10:35 AM
3 rd Period	10:41 AM	11:18 AM
Lunch	11:24 AM	11:54 AM
4th Period	12:00 PM	12:38 PM
5 th Period	12:38 PM	1:16 PM
6 th Period	1:22 PM	2:02 PM
7 th Period	2:08 PM	2:45 PM