



First Coast
Technical College
Your Future Comes First



Applied Cybersecurity Program (Y100300)

Training Contract

2025 - 2026

Applied Cybersecurity Program

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures concerning student health and welfare, attendance, and student progress in alignment with and beyond those in the FCTC Student Handbook. This handbook has been prepared to help you in your orientation to FCTC and the information technology industry.

PROGRAM OVERVIEW

This coursework prepares students for employment in the information technology industry. The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

The program is designed to prepare students for employment as Computer Network Support Specialists (SOC 15-1231). These professionals are responsible for analyzing, testing, troubleshooting, and evaluating existing network systems, such as local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks. They also perform network maintenance to ensure networks operate correctly with minimal interruption.

PURPOSE OF THE PROGRAM

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of two (2) occupational completion points (OCP).

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length
A	CTS0018	Cybersecurity Associate	600 hours
B	CTS0019	Information Security Manager	150 hours

LEARNING OUTCOMES

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge, skill, and application of computer systems.
- 02.0 Demonstrate knowledge of different operating systems.
- 03.0 Develop a familiarity with the information technology industry.
- 04.0 Develop an awareness of microprocessors and digital computers.
- 05.0 Develop an awareness of programming languages.
- 06.0 Develop an awareness of emerging technologies.
- 07.0 Demonstrate an understanding of the Open Systems Interconnection (OSI) models.
- 08.0 Demonstrate an understanding of the TCP/IP model.
- 09.0 Identify computer components and their functions.
- 10.0 Demonstrate proficiency using the Internet to locate information.
- 11.0 Demonstrate an understanding of Internet safety and ethics.
- 12.0 Demonstrate proficiency using common software applications.
- 13.0 Perform email activities.
- 14.0 Demonstrate proficiency in using presentation software and equipment.
- 15.0 Perform decision-making activities in a multimedia environment.
- 16.0 Demonstrate an understanding of cybersecurity, including its origins, trends, culture, and legal implications.
- 17.0 Describe the national agencies and supporting initiatives involved in cybersecurity.
- 18.0 Discuss the underlying concepts of terms used in cybersecurity.
- 19.0 Demonstrate an understanding of basic computer components, their functions, and their operation.
- 20.0 Demonstrate knowledge of different operating systems.
- 21.0 Demonstrate an understanding of the Open Systems Interconnection (OSI) model. The student will be able to:
- 22.0 Demonstrate an understanding of the TCP/IP model
- 23.0 Describe the services and protocols that operate in the application, transport, network, and data link layers of the OSI Model.
- 24.0 Demonstrate proficiency using computer networks.
- 25.0 Describe and differentiate between serial, digital subscriber line (DSL), Metro Ethernet, and cable modem WAN connections.
- 26.0 Demonstrate an understanding of basic security concepts.
- 27.0 Demonstrate an understanding of legal and ethical issues in cybersecurity.
- 28.0 Demonstrate an understanding of virtualization technology.
- 29.0 Recognize and understand the administration of the following types of remote access technologies.
- 30.0 Understand the application of the following concepts of physical security.

- 31.0 Securely configure and maintain the following types of devices.
- 32.0 Understand the societal and security challenges of emerging technologies.
- 33.0 Recognize and be able to differentiate and explain the following access control models.
- 34.0 Understand the security concerns for the following types of media.
- 35.0 Explain the following security topologies as they relate to cybersecurity.
- 36.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 37.0 Demonstrate an understanding of the technical underpinnings of cybersecurity and its taxonomy, terminology, and challenges.
- 38.0 Demonstrate an understanding of common information and computer system security vulnerabilities.
- 39.0 Demonstrate an understanding of common cyber attack mechanisms, their consequences, and motivation for their use.
- 40.0 Be able to identify and explain the following different kinds of cryptographic algorithms.
- 41.0 Demonstrate an understanding of the following kinds of steganographic techniques and their use in cybersecurity.
- 42.0 Understand how cryptography and digital signatures address the following security concepts.
- 43.0 Understand and be able to explain the following concepts of PKI (Public Key Infrastructure).
- 44.0 Demonstrate an understanding of certificates and their role in cybersecurity.
- 45.0 Demonstrate an understanding of intrusion, the types of intruders, their techniques, and their motivation.
- 46.0 Demonstrate an understanding of Intrusion Detection Systems (IDS).
- 47.0 Describe host-based IDS, its capabilities, and its approaches to detection (i.e., anomaly, signature).
- 48.0 Describe network-based IDS, its capabilities, and its approaches to detection (i.e., anomaly, signature).
- 49.0 Demonstrate an understanding of IDS applications.
- 50.0 Demonstrate an understanding of port scanning and network traffic monitoring employed as intrusion detection techniques.
- 51.0 Demonstrate an understanding of firewalls and other means of intrusion prevention.
- 52.0 Demonstrate an understanding of vulnerabilities unique to virtual computing environments.
- 53.0 Demonstrate an understanding of social engineering and its implications to cybersecurity.
- 54.0 Demonstrate an understanding of fundamental security design principles and their role in limiting points of vulnerability.
- 55.0 Demonstrate an understanding of how to configure host systems to guard against cyber intrusion.
- 56.0 Demonstrate an understanding of authentication methods and strategies.
- 57.0 Demonstrate an understanding of methods and strategies for controlling access to computer networks.
- 58.0 Demonstrate an understanding of key network services, their operation, vulnerabilities, and ways in which they may be secured.
- 59.0 Demonstrate an understanding of the processes involved in hardening a computer system or network.

- 60.0 Demonstrate an understanding of Public Key Infrastructure (PKI) management functions, key states, and life cycle/transition considerations.
- 61.0 Demonstrate an understanding of the processes associated with assessing vulnerabilities and risks within an organization.
- 62.0 Demonstrate an understanding of penetration testing, the types of tests and metrics, testing methodologies, and reporting processes.
- 63.0 Demonstrate an understanding of the Incident Response Life Cycle and the activities comprising each phase.
- 64.0 Demonstrate proficiency in cybersecurity risk mitigation planning.
- 65.0 Demonstrate proficiency in establishing a risk management framework.
- 66.0 Demonstrate proficiency in creating a corporate security policy.
- 67.0 Demonstrate proficiency in addressing process risks.
- 68.0 Demonstrate proficiency in addressing physical security risks.
- 69.0 Demonstrate proficiency in cybersecurity contingency planning.
- 70.0 Demonstrate proficiency in cybersecurity disaster recovery planning.
- 71.0 Demonstrate proficiency in cybersecurity business continuity planning.
- 72.0 Demonstrate proficiency in the essential elements of forensic analysis.

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

- 1. Act as a responsible and contributing citizen and employee.
- 2. Apply appropriate academic and technical skills.
- 3. Attend to personal health and financial well-being.
- 4. Communicate clearly, effectively and with reason.
- 5. Consider the environmental, social and economic impacts of decisions.
- 6. Demonstrate creativity and innovation.
- 7. Employ valid and reliable research strategies.
- 8. Utilize critical thinking to make sense of problems and persevere in solving them.
- 9. Model integrity, ethical leadership and effective management.
- 10. Plan education and career path aligned to personal goals.
- 11. Use technology to enhance productivity.
- 12. Work productively in teams while using cultural/global competence.

ACADEMIC SUCCESS

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade. Grades are comprised of scores achieved within CompTIA training materials, written assignments, including assessments, quizzes, and labs. Employability standards, including professional behavior, and projects are also evaluated for grades.

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the student's responsibility to check FOCUS consistently throughout the course for relevant information and messages.

Students unable to meet the academic requirements will not be able to progress to the next course.

Classification	Weight
Assessments	40%
Classwork and Homework	30%
Employability and Labs	30%

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	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.
B	80% - 89%	3	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.
C	70% - 79%	2	The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress, and is sometimes off task. There is evidence of a lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	The student needs to improve attitudes and work habits considerably to meet occupational standards. The student does not participate productively, is often off task and does not take the necessary responsibility.
F	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

Students who fail to meet these academic standards and/or complete the required skills, coursework and remediation will not progress in the program and be withdrawn. Students may apply to retake program courses; however, all associated tuition and fees will be the responsibility of the students.

Honor Graduate Requirements

- Earned a grade of 90% or better in ALL class courses.
- Had NO discipline issues.
- Completed all courses prior to graduation date.
- Attendance of 90% of program instructional hours.

ACADEMIC POLICIES

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating, plagiarism (including AI), violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of FCTC expectations and is subject to immediate disciplinary action including, but not limited to, dismissal from the program.

Academic Course Materials:

There are no outside course materials required for this program.

PROGRAM ACADEMIC SUPPORT

FCTC instructors are committed to student learning and success. Instructors may work with students individually on remediation of skills and/or content to achieve mastery. **Remediation does not add hours to a student's class attendance.** Remediation is intended to be completed outside of the official class time. The responsibility for learning and mastering the program material(s) resides with the student.

If the instructor, along with the Program Dean, determines that the student fails the coursework to such an extent remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, it will be recommended that the student repeat the course and the student will be withdrawn.

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

EQUIPMENT AND LAB PROCEDURES

Treat all equipment with respect and care, and all applicable college and district safety guidelines. Improperly handled electronic equipment poses serious risks to both students and equipment. If you are unsure how to handle a piece of equipment safely, ask the instructor BEFORE you proceed.

Students are not allowed to remain in the classroom or lab area after class hours without the instructor's permission.

USE CARE AND COMMON SENSE IN THE LAB. THINK ABOUT WHAT YOU ARE DOING AND HOW YOU HAVE BEEN TAUGHT TO DO IT. IF YOU ARE NOT SURE, DO NOT DO IT. ASK THE INSTRUCTOR!

Use care and common sense in the classroom. You will be responsible for any damage caused by carelessness with food or beverages on any of the electronic equipment.

NO UNAUTHORIZED ELECTRONICS (Phones, iPad, flash drives, etc.) ARE ALLOWED TO BE PLUGGED INTO ANY SCHOOL WORKSTATION WITHOUT PERMISSION OF THE INSTRUCTOR.

ALL INTERNET TRAFFIC IN THIS ROOM IS SUBJECT TO MONITORING. THERE WILL BE NO UNAUTHORIZED USE OF SOFTWARE OR HARDWARE TOOLS OF ANY KIND ON THE SCHOOL NETWORK.

TOOLS FOR USE IN THE LABORATORY ENVIRONMENT MUST BE PRE-APPROVED BY THE INSTRUCTOR. NO "SHADOW IT" OF ANY KIND IS ALLOWED IN CLASS WITHOUT DIRECT KNOWLEDGE AND PERMISSION OF THE INSTRUCTOR!

COURSE EXPECTATIONS

It is the expectation that students arrive at the classroom on time, prepared, and willing to learn. This means:

- Students are on time each morning when the activities of the day are reviewed, important announcements are made, and pertinent student information is presented
- This means students should arrive in proper dress code (including student ID badge)
- All course assignments must be completed and turned in ON TIME to facilitate better comprehension of content and the ability to engage in a deep level of understanding.
- Assignments not turned in on time will receive a grade of ZERO at the instructor's discretion.
- It is the responsibility of the student to communicate with the instructor a successful course of action to complete all assignments in a timely manner.
- Late assignments may be accepted for partial credit with proper communication with instructor.
- Students will participate in hands-on learning lab opportunities. These opportunities allow for real world experiences and applying problem-solving skills.
- Students will follow all classroom rules and FCTC campus safety protocols.
- Students will keep the classroom neat and professional, which means: all surfaces are clean and free of all working and personal materials and garbage, and chairs neatly arranged and pushed under the tables.
- All food and beverages must be consumed in the appropriate areas designated by FCTC leadership and administration.
- NOTHING (books, chargers, backpacks, etc.) will be left on the desks/tables overnight.

- Students will return all supplies and materials where they belong and stored in an orderly fashion.
- Students are to use the parking lot paved surface areas and not park in the grass.
- Students are required to place a FCTC parking permit in the lower left front portion of their windshield.
- Failure to follow these rules may result in having the vehicle ticketed or towed.

STUDENT CODE OF CONDUCT (CLASSROOM AND LAB SETTING)

Students are expected to conduct themselves in a professional adult manner. All staff are 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 and the St. Johns County School District Student Code of Conduct (<https://www.stjohns.k12.fl.us/schoolservices/conduct/>) up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. 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 instructor's responsibility to teach. To maintain order in the school, rules are established for the good of all.

Students are expected to comply with the legal and ethical standards of the college. 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. All students should exhibit conduct that maintains a person's dignity and respect, and should not be disruptive, antagonistic, or combative.

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.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>)

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not foul language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

PROFESSIONALISM

Students are expected to:

- Be trustworthy and honest in their communications.
- Treat others with courtesy and respect at all times, including listening to differences of opinions. Communication should never involve loud or offensive language, gestures or profanity.
- Take responsibility for their own actions. This includes refraining from displays of temper and not disrupting classroom or lab activities.
- Be fair in dealings with others. Everyone should be treated fairly without regard for their status or position.
- Be kind and considerate of others. Students should treat others as they would like to be treated.
- Be good citizens and foster an attitude of cooperation. This includes obeying school and district rules, sharing information for the common good and providing a timely response when asked for assistance.

CELL PHONES

The use of personal cell phones and ear buds are prohibited during classroom instruction. They are a distraction to learning and a safety hazard. Cell phones may only be used with instructor approval and outside the classroom.

DRESS CODE FOR CLASSROOM AND LAB SETTINGS:

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to the student or others is not permitted.

- **FCTC student identification MUST be worn at all times.**
- **This is NON-NEGOTIATBLE! Students that forget your badge, MUST check in at the main campus lobby (in Building A) and receive a visitor pass for the day. Student will be escorted to the classroom by a FCTC staff member.**
- **Students that lose their badge will be required to purchase another one.**
- Designated FCTC uniforms are mandatory and are to be worn daily and are required to maintain a clean and professional appearance. Students are not permitted to apply any symbols, signs or use any form of marking pencil to deface their uniform. Students are responsible for replacing uniforms when they become permanently damaged. School uniforms shall not be worn during off campus activities in a manner that will negatively reflect the program, profession, or college. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.
- **FCTC logo black polo must be worn daily.** A jacket or sweater is allowed to be worn over the FCTC issued polo.
- **Long pants must be worn daily by all students.** Pants need to be worn at the waistline, not below or at mid-hip as this is a safety hazard.
- All students must wear appropriate business-casual footwear that are clean and neat in appearance. Flip-flops or beach-like footwear are not acceptable.
- Hats, caps, or hoodies are not acceptable professional dress and are not allowed in the classroom.

ATTENDANCE POLICY

FCTC encourages and expects all students enrolled in programs to attend regularly to derive maximum benefit and master the content necessary for successful program completion. It is the expectation that students develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to prepare students with the diverse skill set necessary to be successful in the workforce. Career readiness skills and effective work habits are paramount to students' success and all programs include employability criteria within their grading policy.

The mastery of content and skills are the key for successful completion of programs. All programs will follow the 3%, 6% and 10% attendance policy.

Students MUST attend 90% of the program scheduled hours to successfully complete the program. Students who do not complete 90% of the program are responsible for and must pay for additional program hours if allowed to continue in the program.

Student Attendance Procedure for Adults and Full-Time Dual Enrollment Students

Step 1) Students that miss 3% of the program's instructional hours: the instructor will write a referral and meet with the student to review the attendance policy to offer support for student driven problem-solving options.

Step 2) Students that miss 6% of the program instructional hours: the instructor will write a referral, and the student will meet with the Dean. The Dean will place the student on an attendance contract. The contract will outline possible removal from the program for 10% or more hours missed.

Step 3) Students that miss 10% of the program instructional hours: the instructor will write a referral, and the student will meet with the Dean a second time. At the Dean's discretion, the student can remain in the program. However, the student will be informed by formal notice of the removal from class after missing 15% of instructional hours. The student may be permitted to re-enter at the Dean's discretion, pending program space availability.

Step 4) Students that miss six (6) consecutive days will be immediately removed from the program. Re-entry will only be permitted at the next enrollment at the Dean's discretion, pending program space availability.

Student Attendance Procedure for Dual Enrollment Students

Step 1) Student is absent three (3) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the Student Handbook High School Attendance Policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting.

Step 2) Student is absent five (5) consecutive days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the attendance policy and offer support. The instructor will develop a pro-social action plan (PSAP) for the student. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting and plan of action.

Step 3) Student is absent 10 consecutive days, per grading period, of the CTE program instruction: The instructor will notify the Student Advisor. The Student Advisor will email the student's home high school registrar and/or school counselor and program instructor of possible dismissal.

Step 4) Student is absent 15 total days within the school year: The student is referred to the Dean. With the Director support, the Dean may make the decision to drop the student from the program, and the student will be withdrawn. The Student Advisor will notify the student's home high school registrar and/or school counselor. Full-time Secondary and Dual Enrolled students must follow the adult attendance policy.

Step 5) Student may appeal the Dean's decision to the Review Committee. For all high school testing schedules including exam week(s), students are required to attend their FCTC dual enrollment course(s) provided there is no conflict with their high school exam schedule.

Instructors and/or Deans that have concerns regarding a student's attendance are encouraged to discuss the concern with the student's advisor to determine if additional assistance/intervention is necessary.

Tardiness

Students are required to report to class on time. (Instructors will refer dual enrollment students with excessive tardiness to College Deans. As appropriate, attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary and Dual Enrollment Student Advisors.) Tardiness and absences will impact grades and required program hours.

The student is responsible for managing their absences. Missed instructional hours may impact grades and financial aid awards and/or attendance status.

All anticipated absences by a student should be discussed with the instructor and designated College Dean. Unplanned absences must also be communicated with the instructor before the beginning of class.

This program begins at 8:00 AM and ends at 4:00 PM Monday through Friday. (There is an alternate summer schedule for the months of June and July.) Lunch is 30 minutes. As a clock-hour college, all students MUST sign in and out for each class to receive credit for any hours present.

STUDENTS MAY NOT SIGN ANOTHER STUDENT IN OR OUT. This is considered fraud, and the student may face disciplinary action, including, but not limited to, dismissal from the program.

Course material and assessments missed due to absences are the student's responsibility. Make-up work is due, and assessments must be taken on the next class day unless the instructor has agreed to an alternate schedule.

Zero Tolerance for Crimes and Victimization

This rule implements the policy of zero tolerance for crime and victimization set forth in Florida Statute 1006.13. Zero-tolerance policies apply equally to all students regardless of their economic status, race, or disability.

Weapons and Threat Offenses

Students found to have committed one of the following offenses on School Board property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services at an alternative school, for a period of not less than one full year and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes and School Board Rule 8.01, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school. (Concealed carry permit does not apply to school grounds.)
- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

Tobacco/Alcohol/Illegal Substance Free Policy

All FCTC campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including 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 and vapes are prohibited as well.

FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances. Any students found to have consumed any amount or in possession of any controlled substance (alcohol, drugs, drug paraphernalia, intoxicating substances, look-alikes/counterfeit drugs, or marijuana) while on or off school property during any school sponsored class or activity, shall be subject to disciplinary action. The student will be removed from campus immediately and the local police will be contacted.

DECLARATION OF INTENT

First Coast Technical College's mission is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

Any breach of the FCTC Student Handbook and/or the Applied Cybersecurity Program Training Contract Agreement is subject to Administrative Review and discipline. Depending on the student's infraction, the student may face disciplinary action, including, but not limited to, dismissal from the program.

Students who feel their rights have been denied are entitled to Due Process Procedure and Grievance Procedure as outlined in the FCTC Student Handbook.



I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND APPLIED CYBERSECURITY PROGRAM TRAINING CONTRACT ARE AVAILABLE ON THE FCTC WEBSITE

I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN

I, _____ (student name), understand I am held fully responsible for:

- following the rules, regulations, and policies as written in the FCTC Student Handbook
- following the rules, regulations, and policies as written in the FCTC Applied Cybersecurity Program Training Contract

Any breach of the FCTC Student Handbook and/or the Applied Cybersecurity Program Training Contract is subject to administrative review and discipline. Depending on the student's infraction, the student may face disciplinary action, including, but not limited to, dismissal from the program.

Chef Signature

Date

Student Signature

Date

PARENT/GUARDIAN RESPONSIBILITY (Required if student is under 18 years of age).

Parent/Guardian's Signature

Date



Dual Enrollment Student Contract

As a dual enrollment student of the Applied Cybersecurity Program, you are held to the same standards as the adult students, except for the attendance policy. All dual enrollment students must meet the same requirements. Failure to meet the program requirements as outlined will result in a failing grade and possible dismissal from the program.

I have received, read, and understand the Applied Cybersecurity Program Training Contract.

By signing, I agree to abide by the program policies, rules and guidelines, and understand that this is a condition of acceptance and continuance in the program.

Student Print Name

Student Signature

Date

PARENT/GUARDIAN (required for students 18 years of age or under).

I have carefully read and understand the Applied Cybersecurity Program Training Contract. By signing, I agree to support my student with abiding by the program policies, rules and guidelines, and understand that this is a condition of acceptance and continuance in the program.

Parent/Guardian's Signature

Date