

# School Catalog 2018-2019

*Get on the fast  
track to a  
Career in a Year!*

Main Campus  
4700 Coconut Creek Parkway  
Coconut Creek, FL 33063  
754-321-5100



Arthur Ashe, Jr. Campus  
1700 NW 23rd Avenue  
Fort Lauderdale, FL 33311  
754-322-2800

## Welcome from the Director



**Robert B. Crawford, Director**

**Assistant Directors**

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**Assistant Director**

**Arthur Ashe, Jr. Campus**

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**Assistant Director**

**ESOL Campus at Coconut Creek HS**

**Tonya S. Hefley**

**Alicia Grigull, Director**

**Office of Student Affairs**



On behalf of the entire faculty, staff and student body of Atlantic Technical College and Technical High School, I would like to welcome you to our campuses and to the many educational programs and opportunities that we offer. Our mission is to assist you in any way possible to achieve your academic and career goals. We offer over 30 challenging instructional programs in high-wage, high-skill and high-demand occupations. All of the career and technical programs are aligned with state and national standards. You will have the opportunity to earn industry credentials and articulated college credit to our state college system upon completion of your program.

This catalog has been developed to assist you in understanding our programs of instruction, curriculum design and delivery, and the policies and procedures that govern our technical college. We look forward to working with you and wish you the very best in achieving your goals!

A handwritten signature in black ink, appearing to be "RBC", written over a light blue horizontal line.

Robert B. Crawford, Director

### **Campus Locations**

#### ***Atlantic Technical College and Technical High School***

##### ***Main Campus***

4700 Coconut Creek Parkway  
Coconut Creek, FL 33063  
754-321-5100 • FAX 754-321-5380

#### ***Atlantic Technical College Arthur Ashe, Jr. Campus***

1701 Northwest 23rd Avenue  
Fort Lauderdale, FL 33311  
754-322-2800 • FAX 754-322-2880

#### ***Atlantic Technical College ESOL Campus @ Coconut Creek HS***

1400 Northwest 44th Avenue  
Coconut Creek, FL 33066  
754-321-5350

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# At a Glance

Atlantic Technical College and Technical High School (ATC) is an innovative career and technical education facility that provides a wide range of opportunities for adults and select secondary students in Broward County, Florida. ATC is a public school operating under the authority of the School Board of Broward County, Florida and the Florida Department of Education. Atlantic Technical College places major emphasis on the development and implementation of high-skill, high-wage, and high-demand occupational programs that are designed to meet the current and future needs of business, industry and the community we serve. Our quest is to provide the finest occupational training in the nation.

In August of 1973, Atlantic Technical College officially opened its doors for business and offered technical instruction in 11 different program areas. Over 450 students attended the school during its first year of operation. Fast forward to 2018 and you will see the tremendous growth and expansion that has occurred at our school in 45 years. Not only do we offer over 30 technical programs, but we now have a current enrollment of nearly 6,000 students.

A major event occurred on June 24, 2014, when the School Board of Broward County, Florida officially changed our name to Atlantic Technical College, launching a new era in career, technical and adult education. With the full support of Broward's local businesses, industries and the community, we have seen a significant increase in student enrollment, program completers and job placements.

The ATC Main campus is located on a beautifully landscaped, thirty-acre site in Coconut Creek. The twenty-four buildings and thirty-one portables on the main campus provide classrooms, labs, offices, and support services for our Certificate/Applied

Technology Diploma programs, Pre-College programs (adult general education), apprenticeship programs and a Technical High School. The Arthur Ashe, Jr. Campus is located at 1701 NW 23rd Avenue in Fort Lauderdale and the Atlantic Technical College - ESOL Campus @ Coconut Creek HS is located in portable classrooms on the Coconut Creek High School Campus, only a mile from the main campus.

Career and Technical Education programs are concentrated in occupational clusters: Architecture & Construction; Business Management & Administration; Health Science; Hospitality & Tourism (Culinary Arts); Information Technology; Manufacturing; and Transportation, Distribution & Logistics (Automotive). For those who want to "earn-as-they-learn" ATC serves as the Local Educational Agency (LEA) coordinating the largest apprenticeship training program throughout Florida. Other educational services include: Pre-College programs to include Applied Academics for Adult Education (AAAE); English for Speakers of Other Languages (ESOL); GED® Test Preparation; and Exceptional Student Education (ESE) services; ESE Career Placement Transition; Adult Curriculum for Community, Employment and Social Skills (ACCESS); Veterans Assistance (VA) and Disability Services.

## VISION/MISSION

**Vision:** To change the lives of people from all backgrounds through innovative education.

**Mission:** The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.



## CAMPUS LOCATIONS

### ATC Main Campus

Our main campus, located in Coconut Creek, houses the Technical College and the Technical High School (a magnet high school program). ATC offers a full range of services to students seeking career and technical education, as well as Pre-College programs, like GED® Test Preparation, Applied Academics for Adult Education and ESOL (English for Speakers of Other Languages).

### Arthur Ashe, Jr. Campus

The Arthur Ashe, Jr. Campus located in Fort Lauderdale, offers career and technical education programs, classes in GED® Test Preparation, as well as ESOL classes and Applied Academics for Adult Education (AAAE). Two Certified School Counselors are located on-site to assist with students academic advisement. A Career Advisor is also available to help students with career planning and job search skills. Students are able to register for classes on-site.

### ESOL Campus @ Coconut Creek HS

In order to accommodate a growing need, daytime classes for ESOL students are offered on the Coconut Creek High School Campus.

## ATLANTIC TECHNICAL HIGH SCHOOL

Atlantic Technical College's Technical High School (ATCHS) is a magnet high school program whose unique design allows students to become immersed in a rigorous and challenging learning environment while generating interest in a variety of technical programs. Each student has the opportunity to achieve The FAB Four:

- College Ready High School Diploma: Scholar and Merit
- Technical Program Completion Offering Dual Enrollment Quality Points
- Industry Certification or License
- Articulated Postsecondary State College Credit

Technology is integrated into every aspect of the high school, fostering an innovative learning environment. Small class size creates a high degree of personalization where teachers encourage critical thinking and employ diverse instructional methodologies. This personalization extends to the student's selection of a technical program which becomes their focus in the junior and senior years. This process is thorough and precise, facilitating informed choices by students and their parents.

### Accolades

Our High School is an "A" rated high school in the State of Florida and was named a "National Magnet School of Distinction" from 2008 - 2012. Since 2013, ATCHS has been named a "National

School of Excellence", the highest award given by Magnet Schools of America. These designations recognize the school's innovative curriculum, specialized teaching staff, and the academic achievement of the students. Additionally, the school is designated a "National Model School" by the International Center for Leadership in Education. ATCHS is consistently included in U.S. News & World Report's annual "America's Best High Schools" issue as a Silver Medal recipient and is now considered one of the "America's Most Challenging High Schools" as published in The Washington Post.

### Career Clusters

Technical Program Options:

- Architecture & Construction
- Business Management & Administration
- Health Science (Medical)
- Hospitality & Tourism (Culinary)
- Information Technology
- Manufacturing
- Transportation, Distribution & Logistics (Automotive)

### Extracurricular Clubs and Activities

Atlantic Technical College and Technical High School has more than twenty clubs including, but not limited to: Teen Trendsetters, Students Advocating for Equality (SAFE), Academic Competition, Chess Club, Key Club, Health Occupations Students of America (HOSA), Mathematics Honor Society (Mu Alpha Theta), National Honor Society (NHS), Business Professionals of America (BPA), Student Government, SkillsUSA, and Yearbook.

ATCHS students participate in competitions at the district, state and national levels and have earned numerous awards.



# Start Your Career

## ELIGIBILITY

Atlantic Technical College and Technical High School (ATC) accepts applications on a non-discriminatory basis from anyone having the interest in an occupational training program. ATC admits as postsecondary (adult) students, those individuals who have completed their secondary school education, or who are 16 years of age or older and have officially withdrawn from high school. Secondary (high school) Career Dual Enrollment students apply through their high school guidance department. Technical Magnet High School students apply through the District Innovative Programs office.

## ENROLLMENT PROCESS

### ORIENTATION AND TESTING

We ask all students interested in enrolling in a Career and Technical Education program to attend a program orientation. At this session you will receive information about the programs you are interested in and detailed information on the enrollment process.

#### Step 1 | Attend a program specific orientation:

Get started on a promising new career at Atlantic Technical College by signing up for one of our program Orientations on the Main Campus in Coconut Creek. Go to <http://www.atlanticechnicalcollege.edu/getting-started/>, click on the day of the week that connects to the Career Area you are interested in and you will be taken to a short Orientation sign-up form. Complete the form by answering six (6) simple questions, then check your e-mail for additional information about Orientation. We look forward to seeing you at Orientation and getting you started on a path to a new career! Students interested in Lifelong Learning classes do not need to attend orientation or take the TABE.

#### Step 2 | Take the Tests of Adult Basic Education (TABE) in reading, math and language or meet exemption criteria:

The State of Florida requires that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet minimum basic skill levels in reading, mathematics and language or meet state exemption criteria in order to receive their certificate at the completion of their program. Atlantic Technical College uses the TABE to assess basic skill levels. Applicants must pre-register for the TABE in person 24 hours in advance of taking the test. Testing fees are \$15. The applicant must have a valid picture identification to enter the testing center.

Exemption from testing: Prospective students showing evidence pursuant to State Board Rule 6A-10.040(8) may be eligible to receive an exemption from taking the TABE.

Please see a Counselor/Advisor for the most current information on exemption criteria.

#### Step 3 | Meet with a counselor/advisor:

When you meet with your counselor/advisor you will receive your test results; test scores cannot be given over the telephone. You will work with your counselor/advisor to decide your next steps using your test results as a guide. You will review your program placement, residency requirements, potential special needs, financial aid options, and the registration process. In some cases your counselor/advisor may recommend enrollment in, or referral to a Pre-College program to assist you in building the academic or language skills necessary for you to succeed in your career and technical program.

#### Step 4 | Register/Enroll for Class:

Postsecondary student registration is held three (3) times during the year. Not all programs admit new students during each registration period. Please check with the counselor/advisor for space availability. Students are accepted on a first-come, first-served basis and classes close when full. Classes may be cancelled if there is not sufficient enrollment.



## ORIENTATION AND TESTING FAQ'S

**How long is Orientation?** Orientation is approximately 1 hour.

**Do I need to take the TABE?** The State of Florida requires that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet minimum basic skill levels in reading, mathematics and language or meet state exemption criteria to receive their certificate at the completion of their program. See your program counselor/advisor for the most current information on exemption criteria.

**Should I bring anything to the Testing Center?** You will be provided with testing supplies in the testing center. You must have a valid photo I.D.

**How do I get my test results?** Test results may not be given over the phone. Bring a valid photo ID and meet with your counselor/advisor to discuss your test results.

**How long are my TABE scores valid?** Once scores have been met, TABE scores are valid for up to two (2) years preceding enrollment in a Career and Technical program. Students have 12 months from their original test date to register and begin Adult Academic classes or the student will be required to retake the TABE and pay the testing fee again.

**What if I need accommodations due to a disability?** If you are an adult with a documented disability who needs special testing accommodations, please contact the Disability Services Advisor at 754-321-5259 **before testing** or 754-322-2818 at the Arthur Ashe, Jr. Campus.

**Can my TABE scores be accepted from another institution?** Yes, your TABE scores can be accepted from another institution if they meet the following criteria:

- Must be valid scores from any public institution within the State of Florida as well as transcripts from any accredited postsecondary institute within the U.S.
- Must be less than two (2) years old
- Must be on the appropriate level for your program (your counselor will advise)
- Must be an official, sealed copy



## ORIENTATION - Main Campus Only

Attend a program specific orientation by following these three (3) simple steps:

**Step 1 | Go to <http://www.atlanticttechnicalcollege.edu/getting-started/>.**

**Step 2 | Click on your program area of interest.**

**Step 3 | Select your day and sign-up!**

- Orientation Locations:
  - ❖ Bldg. 6, Rm.158 - Business Management & Administration/ IT/Culinary Arts/Automotive/Architecture & Construction/ Manufacturing
  - ❖ Bldg. 2, Rm. 122 - Health Science/Practical Nursing
- Be sure to arrive at the Orientation Room at least 10 minutes before start time. Doors close 15 minutes after session starts.
- Parking is open, however, there are spaces reserved for Orientation Attendees in the WEST parking lot.
- Following orientation, you may register for testing if needed. Counselors are available to speak with you in Bldg. 10.
- Please do not bring young children to orientation.

## ORIENTATION SCHEDULE

### August 2018 (only)

#### Health Science & Nursing

Tuesdays	8:30 am	8/7, 8/14, 8/21
Wednesdays	4:00 am	8/15, 8/29

#### Business/IT & Cullinary Arts

Wednesdays	8:30 am	8/8, 8/29
Wednesdays	4:00 pm	8/1

#### Automotive/Architecture & Construction/Manufacturing

Thursdays	8:30 am	8/2, 8/9, 8/23
Thursdays	4:00 pm	8/30

### September 2018 through December 2018

Culinary Arts Mondays	Architecture & Construction/Manufacturing Tuesdays	Health Science & Health Wednesdays	Business/IT & Automotive Thursdays	General Evening Tuesdays
8:30 am 2:30 pm	8:30 am 2:30 pm	8:30 am 2:30 pm	8:30 am 2:30 pm	5:00 pm
9/17 10/15	9/4 9/11	9/12 9/5	9/6 9/13	9/11
10/1 11/19	9/18 10/9	10/3 9/26	9/20 10/11	10/9
10/29 12/17	10/2 11/13	10/17 10/10	10/4 11/6	11/13
11/5	10/16 12/11	10/31 10/24	10/18 12/20	12/11
11/26	10/30	11/14 11/7	11/1 11/15	
12/3	11/6	12/5 11/28	11/15	
	11/20	12/19 12/12	12/13	
	12/4			
	12/18			

Orientation is not offered on Mondays, Fridays, holidays, or "days off" that are approved by the School Board of Broward County, Florida.

## TESTING

There is a \$15 fee for the initial assessment test.

Prospective students must present one of the following picture ID's at the time of testing and to receive test results.

- valid Florida Driver's License
- valid Green Card
- valid Passport
- valid Florida I.D.

## TESTING SCHEDULE

### Main Campus

Building 6, Room 157 (enter on south side of building)

Monday, Wednesday & Thursday 1:30 p.m.

Tuesday 9:30 a.m. & 5:30 p.m.\*.

**\*Note:** 5:30 pm Tuesday Evening Testing is available on a rotating schedule. Please check with the Registrar for available dates and times.

There are no tests given on Fridays or School Holidays.

### Arthur Ashe, Jr. Campus

Building 2, Learning Commons

Monday and Wednesday 8:00 a.m. - 12:00 p.m.

# Academic Policies

## Basic Skills Requirements and Program Prerequisites

Individuals interested in enrolling in a career and technical program must take the TABE (Tests of Adult Basic Education) academic assessment, unless exemption criteria have been met. The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, mathematics and language to receive their certificate at the completion of their program. Students not meeting the basic skills requirements will have the opportunity to receive appropriate instruction in order to achieve the required levels prior to completion of their programs. There is a fee for the initial assessment. Once results are received, students meet with a program counselor/advisor to discuss educational options.

State Board policies provide for testing exemptions. Please see your counselor/advisor for the most current exemption policies.

In addition, per State Board Rule 6A-10.040, Section 4, a student may apply for a waiver from meeting the minimum basic skills for the technical program in which they are enrolled. This provision allows for program completion by students with disabilities who meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

Program prerequisites may vary because of occupational requirements, School Board Policy, and/or licensing regulations. Licensure programs that require a high school diploma or equivalent for entry do not accept correspondence diplomas or diplomas from non-accredited schools.

In accordance with requirements set forth by the Joint Commission and the Jessica Lunsford Act, students applying for entrance to any health science education program that requires a clinical experience in a hospital, nursing home, or other health care facility must submit to a Level II criminal background check and a drug screening test. The applicant is responsible for paying the costs of both tests. The results of these tests may prevent the applicant from entering the program. The denial of entry into a program would be necessary due to the student's inability to access clinical facilities for training purposes required as a part of the instructional program. In addition to the background check and drug screening, all students registering for any of the Health Science programs are required to have current immunizations and a yearly physical examination. Other programs may also require drug screenings or fees for liability or other insurance. Applicants are responsible for paying these costs.

## Foreign Transcripts

Students with foreign transcripts are responsible for obtaining their own translation and evaluation, which may be completed by selected outside agencies approved by the School Board of Broward County, Florida. Students should note that a literal translation of their foreign transcript is not sufficient; their educational records must be certified "as being the equivalent to a secondary and/or postsecondary education in the United States."



## International Students

Prospective international students may enroll and attend classes at Atlantic Technical College. International Students (M-1 Student Visa Status) must be enrolled in a program as a full time student (18 - 22 clock hours a week) and should apply to Atlantic Technical College two (2) to four (4) months prior to the term of enrollment. International students are not eligible for annual vacation such as summer break.

No online or distance education classes will count toward an M-1 student's full course of study requirements if such classes do not require the student's physical attendance for classes, examinations, or other purposes integral to complete the class. M-1 student are admitted for a specific educational objective and cannot change that objective while in the United States.

International students are considered temporary residents of the United States and may not be deemed Florida residents for tuition purposes. Therefore, they are required to pay out of state tuition for the duration of their studies. They must maintain lawful M-1 visa status with the U.S. Citizenship & Immigration Services (USCIS) and be in compliance with all the Technical Colleges' rules and regulations.

Please be advised acceptance to Atlantic Technical College does not guarantee a student visa by the U.S. Embassy from abroad; neither does it guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS). International students obtaining the student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

One of the requirements to obtain an international student visa is that the prospective student or sponsor must have sufficient funds to cover tuition and living expenses during the period of intended study.

The U.S. Government and the Department of Homeland Security do not offer financial aid packages to international students.

For complete admissions requirements, documents needed, and what to do after applying for a program, contact the International Student Advisor Vera Fernandez, at 754-321-5737.

### Standards of Academic Progress for International Students

International students must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion. International students whose CGPA falls below a C at the end of any course will be terminated. M-1 students can only miss a full course of study due to medical conditions.

### Attendance Policy for International Students

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. Two (2) additional absences may be allowed for death in the family,

illness, or hospitalization, with appropriate documentation. Refer to Student Handbook "Student Acknowledgements".

### Progress/Evaluation & Grades

ATC students are evaluated on their performance in the classroom and/or in the lab.

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

In many programs, the final grade and/or issuance of a Certificate of Completion will be determined by completion of career and technical courses and a combination of test scores completed within a specified time frame.

### Grade Forgiveness

Grade forgiveness may be applied for students who receives a D or F in a course, which will permit them to complete their program and/or preserving their eligibility to articulate from the technical college for college credit per the Statewide Articulation Agreements. Specific criteria applies and students must schedule an appointment with their assigned counselor to discuss eligibility.

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate coursework from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service, industry certifications, or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Prospective students requesting experiential credit must schedule an appointment to meet with the assigned counselor, teacher, and department head to ensure proper documentation and placement. Administrative approval may be required prior to registration.



## Certificates of Completion/Applied Technology Diplomas

A Certificate of Completion or Applied Technology Diploma is awarded to a student who has successfully mastered all of the requirements of the program and has met the state basic skills testing scores.

Specific objectives and performance criteria are used by instructors to determine course completion.

## College Credit Transfer/Advanced Credit

Upon completion of a technical program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AAS/AS Degree by Broward College or the Florida College System. Students must enroll in Broward College or a Florida State Community College within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

## Cooperative Education – OJT

Cooperative Education provides an on-the-job training component as an additional method of instruction. OJT enhances in-school theory and practical lab activities by allowing the student to work with experienced personnel in their chosen field while under the supervision of the instructor and/or a Cooperative Education Teacher-Coordinator.

To qualify, students must be currently enrolled in a program, have completed over fifty percent (50%) of that program, have attained required basic skills levels, and be recommended by the program instructor.

## Denial of Re-Registration

If it is determined by the instructor and counselor that a student has not made adequate progress within a term due to poor attendance or any other reasons, the student may be denied the privilege to re-register for the next term. Administrative approval is required to deny or rescind re-registration privileges.



## Experiential Credit

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

## Guarantee for Success Plan


Atlantic Technical College and Technical High School (ATC) is committed to teaching the skills you need for the career you want. We are proud to stand behind our graduates and the education they receive. To demonstrate our support, we offer the Guarantee for Success Plan. If a graduate of ATC does not pass the identified, entry-level, industry certification test in his or her field of study, the student is invited to return for additional training and/or test preparation at no additional cost. See the program counselor/advisor for details and conditions.

## Records

Student records are confidential. Parents, guardians and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's records upon request. Additional information on the Family Educational Rights and Privacy Act (FERPA) is available in the Office of Student Affairs and in the Student Rights section of this catalog.

## Transfer of Credit Policy

Students with previous technical training from other institutions may receive credit for that training. A transcript from a Florida public institution documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program. A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the common course numbering system will be accepted in transfer for the same course/program. Transcripts from non-accredited institutions will be evaluated on an individual basis by the department head and the program instructor to determine if advanced placement in a given program is applicable. Adult students who wish to change from one technical program to another at ATC may meet with their counselor/advisor to discuss the feasibility. Different technical programs have different entrance requirements and may have varying start times. Students are notified of their options in a timely manner. High school students may transfer only at the appropriate time so that they do not endanger their credit standing.



# Attendance Policies

It is Atlantic Technical College's responsibility to prepare our students for the workforce by teaching them the skills necessary to be successful employees. Employers recognize that the single most important trait for career success is good attendance. ATC's attendance policies are the minimum acceptable standard to be successful in all Certificate and ATD programs at Atlantic Technical College.

Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student. Students who register for a class, yet fail to attend within the first five (5) days of the enrollment period, will be withdrawn.

More stringent attendance policies exist for students enrolled in licensure programs and students who are receiving Financial Aid or are approved for Veterans Training.

Note that attendance policies for Veteran Affairs (VA) students are different. Please refer to the section on Veterans Education for VA specific policies.

## Pre-College Programs (GED® Test Preparation, AAEE & ESOL)

The following attendance policy has been established by the Department of Education and is in effect for the 2018 – 2019 Workforce Education year:

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

## Certificate & ATD Programs

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

## Online/e-Learning

Effective work habits are essential to student success. Each online/eLearning certificate/diploma program instructor will provide a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have attended in a traditional classroom setting. In addition to

maintaining satisfactory progress according to the course syllabus and pacing chart, students are expected to maintain attendance/activity in the program. Students who have one week of inactivity during the enrollment period will be contacted by the instructor or the counselor/advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

# Veterans Education

## Benefits

Atlantic Technical College gives veterans preference in the admission process.

For complete information on eligibility, students should contact the Department of Veterans Affairs by calling 1-800-442-4551 or go to the VA website [www.gibill.va.gov](http://www.gibill.va.gov). For information pertaining to the school's programs approved for veterans benefits by the State Approving Agency, and for additional information regarding the admissions process, contact the school's Certifying Official at 954-614-1608.



## VA Attendance Policy

Per the Department of Veteran Affairs Policy, veterans enrolled in NCD (non-college degree) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs within 30 days of the veteran's last date of positive attendance when absences/tardy exceeds 20% (using Form 22-1999b to report the termination for unsatisfactory attendance) and will reflect that last date of the student's class attendance before violating this policy.

A veteran may be recertified for VA educational benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veteran meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

## Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0/C by the end of each course completion. A VA student whose CGPA falls below a C at the end of any course will be placed on academic probation for a maximum of two (2) consecutive terms of enrollment. If the VA student's CGPA is still below a C at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0/C.

## Education Benefits/Tuition for VA Students

The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.



# Services for Students

## Career Assessment

Career Assessment Services offer comprehensive assessment programs designed to assist in career planning topics.

## Counseling

Atlantic Technical College is committed to providing our students with the support they need to achieve success in their educational and career goals. Our counselors, advisors and social worker are available to assist our students in making informed choices and providing the resources necessary to successfully complete their program of study and get a job. Guidance and counseling include; career advisement, occupational counseling, veterans information, disability services, exceptional student counseling, international student counseling, financial aid, and job placement assistance.

## Disability Services

A Disability Services Advisor is available to students who have, or believe they have a disability. It is the student's responsibility to disclose and document his/her disability if he/she wishes to access accommodations for that disability.

## Job Placement Assistance

The Career Services Advisor at Atlantic Technical College maintains an effective job referral and placement service to meet students' and community needs by matching student abilities and experience with employers' requirements and, in collaboration with instructors, referring students for interviews. The Career Services Advisor provides employability skills training for students through various instructional presentations and workshops that cover topics ranging from resume writing and cover letter development to interview skills, as well as the soft skills development needed to be successful in the job environment.

The Atlantic Technical College Career Center provides students a modern and professional environment promoting a sense of community, collaboration, and conversation among students, alumni, and the business community. The Career Center is the perfect environment to promote open communication and practical networking experience. Within the Center, students and alumni are able to apply for jobs, create resumes, interview with potential employers and have access to various types of employability information.

## Graduation

A graduation program is held annually in early summer to acknowledge program completers and to give family and friends the opportunity to see graduating students receive their technical certificates and/or diplomas.

Students who complete their programs early in the year are invited to return and participate with their class.

# Certified School Counselors/Career Advisors

Alicia Grigull, Director, Office of Student Affairs  
754-321-5177 | [alicia.grigull@browardschools.com](mailto:alicia.grigull@browardschools.com)  
For information on a specific program, contact the Counselor/Advisor listed below:

## Career Technical Education (CTE) Programs

<a href="mailto:Dana.Allen@browardschools.com">Dana.Allen@browardschools.com</a> Arthur Ashe, Jr. Campus 1701 NW 23rd Avenue   Fort Lauderdale, FL 33309 Practical Nursing	Certified School Counselor	754-322-2818
<a href="mailto:Vania.DePasse-Humphrey@browardschools.com">Vania.DePasse-Humphrey@browardschools.com</a> Architecture & Construction/Manufacturing	Certified School Counselor	754-321-5167
<a href="mailto:Ruth.Eloi@browardschools.com">Ruth.Eloi@browardschools.com</a> Health Science (Medical)	Certified School Counselor	754-321- 5187
<a href="mailto:Doris.Gonzalez@browardschools.com">Doris.Gonzalez@browardschools.com</a> Hospitality & Tourism	Certified School Counselor	754-321-5188
<a href="mailto:Brooke.Lehmejian@browardschools.com">Brooke.Lehmejian@browardschools.com</a> Business Management & Administration Information Technology Transportation, Distribution & Logistics (Automotive)	Program Advisor	754-321-5266

## Pre-College Programs (Adult General Education)

<a href="mailto:Nabila.Bouglata@browardschools.com">Nabila.Bouglata@browardschools.com</a> Pre-College Academic Studies Career Advisor/ Success Coach/GED® Test Preparation	Career Advisor - Adults	754-321- 5263
<a href="mailto:Cindy.Burdick@browardschools.com">Cindy.Burdick@browardschools.com</a> Arthur Ashe, Jr. Campus 1701 NW 23rd Avenue   Fort Lauderdale, FL 33309 Pre-College Program Counselor Adult Career Pathways/Success Coach/GED® Test Preparation	Certified School Counselor - Adults	754-322-2852
<a href="mailto:Mary.Kahn@browardschools.com">Mary.Kahn@browardschools.com</a> Pre-College Academic Studies Career Advisor/ Success Coach/GED® Test Preparation	Career Advisor - Adults	754-321-5257
<a href="mailto:Clevil.Philius@browardschools.com">Clevil.Philius@browardschools.com</a> Pre-College ESOL Career Advisor	Career Advisor - Adults	754-321- 5352

<a href="mailto:Katherine.Soli@browardschools.com">Katherine.Soli@browardschools.com</a>	Career Advisor - Adults	754-321- 5257
Bridge to CTE Career Advisory/Success Coach		

<a href="mailto:Chandler.White@browardschools.com">Chandler.White@browardschools.com</a>	Certified School Counselor - Adults	754-321- 5164
Pre-College Program Counselor Adult Career Pathways/Success Coach		

## Technical High School

<a href="mailto:Cheryl.Fidlow@browardschools.com">Cheryl.Fidlow@browardschools.com</a>		754-321- 5269
Guidance Director - HS Certified School Counselor - 11th & 12th Grade		

<a href="mailto:Kimberly.Jackson@browardschools.com">Kimberly.Jackson@browardschools.com</a>	Certified School Counselor - HS	754-321- 5165
Certified School Counselor - 9th & 10th Grade		

## Support Staff

<a href="mailto:Soraya.Aleman@browardschools.com">Soraya.Aleman@browardschools.com</a>	Director, Office of Financial Aid	754-321-5185
<a href="mailto:Hallema.Collier@browardschools.com">Hallema.Collier@browardschools.com</a>	Magnet Co-ordinator	754-321-5307
<a href="mailto:Elizabeth.de-jesus@browardschools.com">Elizabeth.de-jesus@browardschools.com</a>	Brace Advisor - High School	754-321-5115
<a href="mailto:Meryl.Eisenberg@browardschools.com">Meryl.Eisenberg@browardschools.com</a>	Disability Services Advisor/504 Liaison	754-321-5259
<a href="mailto:DEvangelista@browardschools.com">DEvangelista@browardschools.com</a> (Debbie Evangelista)	ESE Specialist - HS	754-321-5193
<a href="mailto:Roseanne.Farino@browardschools.com">Roseanne.Farino@browardschools.com</a>	Apprenticeship Facilitator	754-321-5119
<a href="mailto:Vera.Fernandez@browardschools.com">Vera.Fernandez@browardschools.com</a>	International Student Advisor	754-321-5737
<a href="mailto:Rebecca.Milller@browardschools.com">Rebecca.Milller@browardschools.com</a>	Career & Technical Education Advisor - HS	754-321-5122
<a href="mailto:Rosemary.Petrill@browardschools.com">Rosemary.Petrill@browardschools.com</a>	Industry Certifications/ Career Dual Enrollment Liaison	754-321-5305
<a href="mailto:Joanne.Santana@browardschools.com">Joanne.Santana@browardschools.com</a>	VA School Certifying Official	954-614-1608
<a href="mailto:Teresa.Skiles@browardschools.com">Teresa.Skiles@browardschools.com</a>	ESE Support Facilitator - High School	754-321-5308
<a href="mailto:Nicole.Willis@browardschools.com">Nicole.Willis@browardschools.com</a>	Career Services Advisor/Job Placement	754-321-5179
<a href="mailto:Tia.N.Wright@browardschools.com">Tia.N.Wright@browardschools.com</a>	Career Services Advisor/Recruitment	754-322-2821

# Financial Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, consumer information must be made available to all Broward Technical Colleges' (BTC) students. The Consumer Information Guide may be found at the following BTC website: <http://www.browardtechnicalcolleges.com/student-resources/>.

## Fees

Fees charged for enrollment in programs/courses are established by the Florida Legislature and are in accordance with a schedule adopted by the School Board of Broward County, Florida. Fees listed in the school schedule are for Florida residents. The program counselor/advisor assists students with residency verification.

## Tuition and Florida Residency Requirements

Applicants to Certificate or Applied Technology Diploma programs must provide documentation showing 12 consecutive months of Florida residency and complete a Workforce Education Florida Residency Declaration for Tuition Purposes form to be eligible for in-state tuition rates. Tuition for out-of-state students is calculated at a higher rate. Staff will review this information and related documentation to verify residency and eligibility for in-state tuition. Registration, books, supplies, insurance, and activity fees are in addition to tuition.

## Payment of Tuition and Federal Taxes

Enrollment and payment of tuition at this institution could affect your federal income tax return, and in some cases, may increase your refund. For this to occur, we must have your social security number at the time of registration to enter you into our secure student database.

Broward Technical College students who have provided their Social Security number and qualify for a 1098-T tax form may access their 1098-T documents from their secure Student Portal. Broward Technical Colleges no longer provide paperbased copies of 1098-T forms.

## Cancelled/Closed Classes

All classes are subject to minimum and maximum enrollment requirements. A class may be cancelled if minimum enrollment requirements are not met by the scheduled start date. Every effort will be made to contact students who are already registered and all fees will be refunded. Closed classes are those which have met the maximum enrollment requirements. These are established based on space availability, equipment and safety reasons. Students will not be added to a closed class without administrative approval.

## Method of Payment

Registration, tuition and testing fees may be paid with cash, debit card, MasterCard, Visa, local check or financial aid. ATC participates in the Florida Bright Futures and Florida Prepaid

programs. If fees paid by check are refunded, the applicant must wait at least ten (10) days for processing the refund. The College is not permitted to cash personal checks.

## Refund Policy (SBBC Policy #6607)

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.
2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science Education fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.
3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.
4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to SBBC Policy #6606) shall be entitled to a refund of fees only if required evidences are presented to the school/college principal or his/her designee within fifteen (15) school days of the beginning of a term.



# Student Rights

## FERPA Notification - Family Educational Rights & Privacy Act (FERPA) Notification - Student Records

The Family Educational Rights and Privacy Act is a federal law that protects the accuracy and privacy of students' education records. Student records are confidential. Parents, guardians, and spouses of students who are 18 years of age or older must have the student's written permission to inspect and review any and all official records. Parents/guardians of students 17 years of age or younger may review their child's records upon request.

The Family Educational Rights and Privacy Act (FERPA), Florida Statutes (F.S.) 1002.22 and 1002.221, and SB Policy 5100.1 affords parents, guardians, or eligible students certain rights with respect to the student's education records. An "eligible student" means a student who has reached the age of 18 or who is attending a postsecondary institution at any age. Once a student becomes an "eligible student," the rights afforded his or her parents under FERPA transfer to that student.

For additional information, refer to SBBC Policy 5100.1, or call the Office of Student Affairs. If you wish to discuss and try to resolve any FERPA concerns before contacting the Family Policy Compliance Office, you may contact the SBBC Privacy Officer at 754-321-1914.

## Learner Rights and Responsibilities

It is our District's responsibility to inform all students that accommodations may be available for basic skills testing as well as instruction, (such as extended time or testing in a separate room). Persons with documented disabilities, including but not limited to, a learning disability, ADHD, emotional disability, orthopedic impairment, or a hearing or vision impairment are protected under law with the right to accommodations in instruction and testing.

**EACH STUDENT** has the right to:

- participate in adult education programs, services, and activities without discrimination.
- choose whether to disclose a disability.
- receive reasonable accommodations in class and on tests.
- meet with staff to discuss his/her needs.

**EACH STUDENT** has the responsibility to:

- self-identify, or notify a teacher or registrar if he or she needs or wishes to request accommodations for testing or instruction.
- provide documentation of their disability. Documentation is required, but will be kept confidential.

5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal or his/her designee may honor a request for full or partial refund of fees providing that: (1) the request is made in writing prior to the date that the course would have normally ended, (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.
6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Student Conduct and Discipline Code.
7. Refunds, when due, will be made without requiring a request from a student.
8. Refunds, when due, will be made within forty-five (45) days: (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or (2) from the date the school/college withdraws the student or determines withdrawal by the student.
9. A student is entitled to a full refund of fees if a course is cancelled by the school/college principal/director or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.
10. Miscellaneous items purchased from the school bookstore (textbooks, uniforms, etc.) may be returned for a full refund provided that the customer supplies a sales receipt, the items are unused and in the original packaging, and currently being used in the instructional program.

## Financial Aid

Financial Aid is a source of monetary support consisting of grants, scholarships, and agency sponsorship for those who qualify. Most financial aid is intended to supplement, not replace the family's financial resources. The Office of Financial Aid is located on the ATC Main Campus, Office of Student Affairs (Building 10).

Information about the Free Application for Federal Student Aid (FAFSA) is addressed at orientation and on ATC's Website. Worksheets are also available in the Office of Student Affairs. The quickest way to apply is online at [www.fafsa.gov](http://www.fafsa.gov).

## Student Activity Fee

A \$20.00 student activity fee is assessed annually to all students. This fee partially defrays the cost of security, parking permits, student identification badges, graduation and other student activities.

Possible accommodations may include, but are not limited to:

- extra time for testing
- frequent breaks
- private work area
- sign Language Interpreters
- alternate test formats (Braille, audiotape, large print)
- assistive devices

If you have ever had, or think you might currently have a learning disability or other disability which affects your ability to learn or to take tests, please let us know as soon as possible. Together, we can determine what assistance you may need in testing and instruction.

## Disability Services

As an Equal Access/Equal Opportunity Institution, Atlantic Technical College and Technical High School assures students with disabilities equal access to all programs, activities, and services, as described in sections 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008, (ADAAA). Specialized services and counseling are provided by trained staff in the Office of Student Affairs and the Exceptional Student Education Department (high school).

A Disability Services Counselor/Advisor is available to students who have, or believe they have a disability.

## Grievance Procedures

Grievance procedures for adult students have been approved by the School Board of Broward County, Florida, and are published in the Atlantic Technical College Student Handbook. Adult students are instructed to access the Student Handbook online at [www.AtlanticTechnicalCollege.edu/atc-student-handbook/](http://www.AtlanticTechnicalCollege.edu/atc-student-handbook/) at the start of their first term, and asked to indicate that they have read and understand the grievance procedures as outlined in the handbook. The acknowledgement is an electronic signature done online. The Grievance Procedures outline a process for the resolution of student grievances for students who feel that they have been treated unfairly under the Conduct and Discipline Code for Adult Students in Career, Technical, Adult, and Community Education, or other rules and regulations.

Grievances can also be addressed to:

The Council on Occupational Education  
7840 Roswell Rd, Building 300 Suite 325 | Atlanta, GA 30350  
Phone: 770-396-3898 or 800-917-2081 | [www.council.org](http://www.council.org)

# Safety and Security

## Conduct and Discipline Code for Adult Students

Students enrolled in classes at ATC are expected to conduct themselves in a manner consistent with the maintenance of a safe and productive learning environment. Students in need of discipline will be subject to reprimand by the teacher, referral for counseling, referral to administration, suspension from class, withdrawal from the College or other policy of this institution. From time to time, legitimate differences of opinion between a student and an instructor may occur. Usually such disputes can be resolved between the student and the instructor. In instances where such disputes are not resolved directly with the student's instructor, the student may pursue the District approved grievance procedures. These written grievance procedures are issued to all students as part of their classroom orientation. For more information, see *Grievance Procedures*.

## Discrimination, Bullying and/or Harassment

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. The School Board of Broward County, Florida, expressly prohibits bullying, including cyber-bullying, cyber-stalking and harassment, by or towards any student or employee. See School Board Policy 5.9: Anti-Bullying for additional information. If any student feels that he or she has been discriminated against, harassed, or bullied, there are specific procedures to report such offenses. The anti-bullying hotline is 754-321-0911.

## Emergency Close/Cancellation of Classes

On rare occasions, the Superintendent of Schools determines that severe weather and/or hazardous conditions make it necessary to temporarily cancel classes. When classes are cancelled, the announcement will be made through the news media. Classes that are subject to this action will not be rescheduled. Classes are not cancelled for thunderstorms or showers.

## Evacuation Drills

Evacuation drills are held at least once each month for the purpose of orienting students, faculty, and staff to the proper procedures to follow in the event of an emergency. Evacuation routes are posted in each classroom. Students are to familiarize themselves with the route to follow in case of an emergency. If the fire alarm sounds, students and staff are to evacuate immediately. It should be assumed that an emergency exists unless informed otherwise over the public address system.

Instructors explain evacuation procedures at the beginning of each enrollment period and drills are held 12 times throughout the year. Emergency procedures outlining the precautionary measures that must be taken in the event of a bomb threat, fire, civil disorder, hurricane, tornado, injury, or illness are made available to all personnel.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. The Student Handbook is published each year to comply with the requirements of the Clery Act and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses.

### **Safety, Health and Security**

To ensure maximum safety and security, Atlantic Technical College and Technical High School employs Security Specialists and a SRO who patrol the campuses during class hours. Cameras around the campus provide 24-hour surveillance.

Instructional units on safety practices are incorporated within the course of study for all programs. Students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are kept in each laboratory/shop. There are defibrillators on campus, and several staff members are trained in the use of the defibrillator and in CPR.

### **Visitors/Volunteers**

In compliance with the Jessica Lunsford Act and to ensure the safety of our schools, the District has implemented the computerized Security Tracking and Response (STAR) system as a tool to screen visitors, volunteers and mentors. Visitors to any campus must first go to the Administration Office to be processed through the STAR System and receive an I.D. badge that must be worn while on campus.

## *Campus Life*

### **Bookstore**

The College operates a bookstore as a service to students, faculty, and staff. Textbooks are available for sale to adult students. In addition to classroom supplies, the bookstore also sells T-shirts, bookbags, and other school-related novelty items.

Transactions in the bookstore are cash, debit card, or MasterCard/Visa. No checks are accepted in the bookstore. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full refund provided that the customer supplies a sales receipt, the items are unused and in the original packaging, and currently being used in the instructional program.

High school students are loaned school-owned textbooks which must be returned upon leaving the program. Failure to return

textbooks will result in a financial obligation which could affect participation in extra-curricular activities or participation in graduation ceremonies.

### **Cell Phones and Wireless Communication Devices**

In the interest of maintaining a respectful, focused and safe learning environment, personal technology devices must be turned off (or silent) and out of sight. No cell phone calls or text messages may be placed or answered while inside any building, classroom, or lab. Personal electronics may be used outside of the buildings during breaks and before and after class. High School students are governed by the policy stated in their "Code of Student Conduct" and may not use cell phones during class.

Phones in the classroom are for staff use only. On the ATC Main Campus, a telephone in the Administration Building (building 1) is available for student use in emergency situations.

### **Children on Campus**

Please do not bring children to orientations or testing. Children are not permitted to wander unsupervised in any area of the campus.

### **Computer Use**

All campuses of Atlantic Technical College and Technical High School are equipped with computers, networks and online telecommunications for student and staff use. All use of this technology must comply with the School Board of Broward County Acceptable Use provisions and the Code of Ethics for Computer Network and Online Telecommunications Users Policy.

### **Bring Your Own Device - BYOD**

The BYOD program allows students to use their personally owned Wi-Fi-enabled devices (laptops, smart phones, tablets) to connect to the District's wireless network. Teachers facilitate the use of student devices by integrating instructional strategies that embed Web 2.0 tools, Internet research, and applications to engage students in curriculum content and collaboration with peers.



## Technical Help/Support

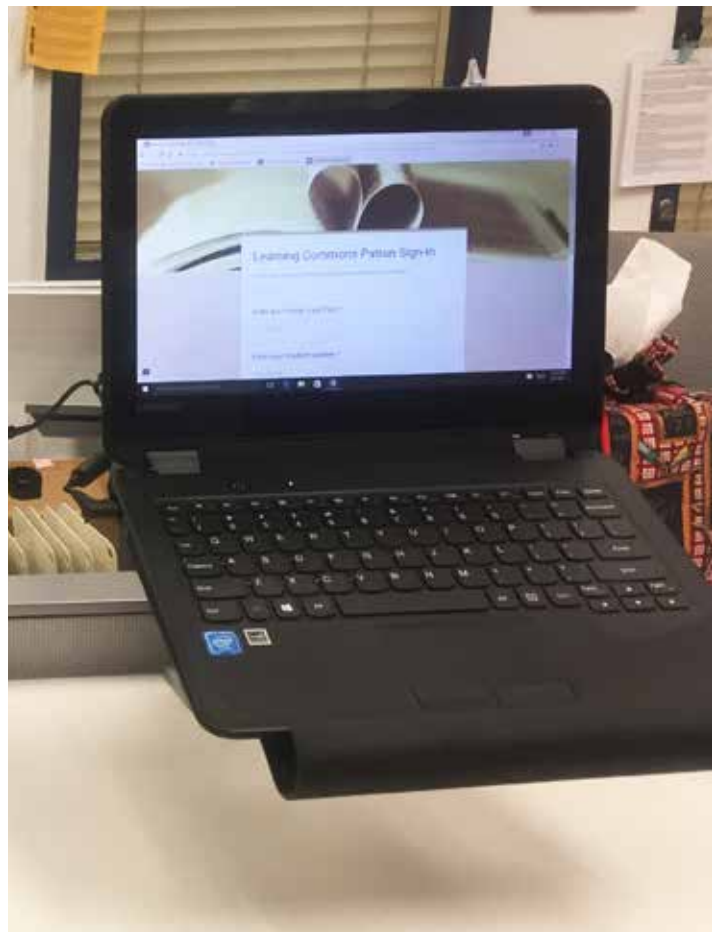
- Device hardware must be maintained by the owner of the device.
- Device software must be maintained by the owner of the device.
- District owned software is not to be installed on a personally owned device

### Broward Guidelines and Policies for ICT Use

BYOD devices connected to the Broward County Public Schools (BCPS) network pose a risk for every other connected device and therefore users must abide by all BCPS Policies and Guidelines.

The following Policies and Guidelines are in place for Information Communication Technology (ICT) use in Broward County Public Schools.

- BCPS Policies - <http://web.broward.k12.fl.us/sbbcpolicies>
- Policy 5306 "School and District Technology Usage"
- Policy 6318 "Copyrighted Materials - Reproduction & Usage"
- Policy 4212 "Intellectual Property Copywriting"
- District Information Security Guidelines - <http://www.broward.k12.fl.us/erp/itsupport/security.html>
- BCPS "Student Code of Conduct" – <http://www.browardschools.com/codeofconduct.asp>
- Digital Citizenship Resources - <http://innovativelearning.browardschools.com/digital-citizenship>



## Cafeteria

The Culinary Arts program on the ATC Main Campus prepares a short order and cafeteria menu that is served in Café Atlantic during student breaks each day and evening. This service is a component of the curriculum and is used as an added competency for students in the program. The food service is entirely self-supporting and is not part of the District school food service program. The District lunch program is available for Technical High School students during their designated lunch period. Vending machines are located around the campus, and offer a variety of snacks and beverages.

The Student Lounges at the Arthur Ashe, Jr. Campus provide the students with a variety of vending options and a comfortable place to eat.

## Dress Code

All students are required to dress neatly, to be clean and well groomed. Students enrolled in career programs are expected to wear clothing that is appropriate to the occupation for which they are training. Revealing or inappropriate clothing is not permitted for any student (GED®, ESOL or Career Technical). For many programs, students are required to wear uniforms and/or safety apparel which may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

## Field Trips

Field trips, both in and out of the county, are an integral part of the learning process. Such trips must be approved by the College Director. Overnight and out of tri-county area trips must have the approval of both the Director and the Office of Service Quality. Students and chaperones must complete all required paperwork prior to participating in any field trip.

## Identification Badges

Identification badges are issued annually to all Atlantic Technical College and Technical High School students. Students are required to wear their I.D. badges on campus at all times. The Student Activity Fee covers the initial cost of the badge, however, a small additional fee will be charged for a replacement badge.

## Illness, Injuries and Insurance

Students who are injured or become ill while at ATC are responsible for any and all medical or emergency services administered. Each student must carry his/her own hospitalization insurance. In-school and 24 hour accident insurance is available to all students for a nominal fee. This insurance is highly recommended.

High school students may purchase this insurance from ATC or from their home high schools. Student insurance information is available in the Office of Student Affairs.

## Learning Commons

### Main Campus

The mission of the Learning Commons is to encourage and support lifelong learning, literacy and independent thinking. The center is available for student and staff use Monday through Friday. Students and staff may check out materials, study, and/or use the available resources. Computer stations with a variety of software programs and internet access are available for student use. A core collection of fiction and nonfiction texts, reference books, and magazines are available, as well as a wide range of online databases and resources. Instructors may reserve materials, the computer lab, and the small meeting rooms. Production equipment is also available for staff use. The school's Media Specialist is available for instruction and assistance with the use of all resources.

### Arthur Ashe, Jr. Campus Learning Commons

The Ashe Learning Commons is a flexible, multi-use facility that features a shared space for information technology, tutoring, collaboration, meetings, reading and independent or group study. The Learning Commons is available for staff and student use Monday through Friday with multiple computer stations, quiet study areas and an enclosed conference room for internal use.

## Lost and Found

Items lost or found on the ATC Main Campus should be reported to the receptionist in the Administration Building (Building 1). Items lost or found on the ATC - Arthur Ashe, Jr. Campus should be reported to the receptionist in the Administration Office (Building 2).

## Parking

Parking space is provided for adult students on all campuses. All vehicles, including motorcycles, must be registered with the school and must display a parking permit on their rearview mirror. Permits are issued to students when they register for class and the cost is included in the student activity fee. All permits are valid for the school year beginning with the start of the August term/trimester.

"No Parking", "Staff Only" and "Fire Lane" designations must be observed and will be enforced by school security and/or local police. Repeated violations will result in a ticket being affixed to the vehicle and/or towing from the campus. The maximum speed limit on campus is 10 mph, and violators may have their parking privileges revoked.

The School Board of Broward County, Florida is not responsible for damage to, or loss from automobiles or any other vehicles parked or operated on school property. Reasonable suspicion may result in a search of person, possessions, and/or vehicle.

## Smoking

In accordance with School Board Policy 2401, no person may smoke any kind of cigarette or electronic cigarette within 100 feet of any School Board owned/leased building, vehicle or school property. This includes, but is not limited to, District offices, athletic practice fields, parking lots and administrative offices.

The No Smoking Policy applies to all of Atlantic Technical College and Technical High School campuses, including their parking lots and adjoining property within 100 feet of the entrance gates.

## Student Organizations

Student organizations are an integral part of the curriculum and are organized to aid in leadership and social skill development. Organizations operate at the local, regional, state, and national levels; and provide the opportunity for students to compete in a collegial setting and demonstrate the technical skills and leadership qualities that they learn in their program. Both adult and high school students are encouraged to join and actively participate in these organizations.

## Transportation

Transportation is provided for high school students by the School Board of Broward County. The Broward County Transit Authority (public transportation buses) also provides service to the campus.



# Apprenticeship Programs

For information on Apprenticeship Programs,  
call 754-321-5261

**Apprenticeship** is a method of training students using a combination of on-the-job skills development and classroom/lab related instruction. There are both union and non-union programs. Apprenticeship training programs in Florida operate in accordance with federal laws, and with state laws and rules promulgated through the Florida Department of Education and governed by the Florida Statutes Chapter 446.092.

Apprenticeship training offers individuals a chance to “earn while they learn.” The student is paid for a forty-hour, on-the-job training work week that is supervised by a journeyman. Apprentices are also required to attend related classroom instruction on selected evenings and/or weekends.

By apprenticeship training standards, the related classroom instruction must be a minimum of 144 hours per year. The actual requirement varies from program to program as stipulated by the program sponsor and approved by the registration agency.

Wage increases are granted as the apprentice gains time in training and acquires experience. Apprenticeship programs vary in length from two (2) to five (5) years.

Atlantic Technical College and Technical High School serves as the Apprenticeship LEA (Local Educational Agency) for Broward County Public Schools, and coordinates the largest apprenticeship training program in Florida. Applicants may choose from a wide variety of occupational opportunities.

Upon completion of an Apprenticeship program and meeting eligibility requirements, students may be able to transfer college credits to Broward College toward an AAS/AS Degree.



- Air Conditioning, Refrigeration & Heating Technology (Installer/Service)
- Brick & Block Masonry (Bricklayer)
- Carpentry (Carpenter)
- Commercial Sign Design & Fabrication (Decorator Trade Show)
- Electrician
- Elevator Constructor/Mechanic
- Glazing (Glaziers)
- Heavy Equipment Operation (Operating Engineers)
- Industrial Machinery Maintenance (Piledriver)
- Industrial Pipefitter (Sprinkler Fitter/Pipefitter)
- Line Erector (Lineman)
- Machining (Machinist)
- Maintenance Repairer, Building (Step-Up)
- Painting & Decorating (Painter)
- Plumbing Technology (Plumber & Pipefitter)
- Roofing
- Structural Steel Work (Ironworker)
- Surveying & Mapping Technology (Surveyor)



# Pre-College Programs



## Pre-College Academic Studies/ESOL

### MAIN CAMPUS

Chandler White | Certified School Counselor | 754-321-5164

### ARTHUR ASHE, JR. CAMPUS

Cindy Burdick | Certified School Counselor | 754-322-2852

### ESOL CAMPUS @ COCONUT CREEK HS

Clevil Philius | Career Advisor | 754-321-5352

### Applied Academics for Adult Education (AAAE) S990001

#### Main Campus/Arthur Ashe, Jr. Campus

This program is designed to provide comprehensive academic support for students who need to improve their reading, math, and language usage in order to meet the state mandated minimum basic skills requirements and achieve success in a career postsecondary program.

Total Cost per Trimester: \$30

### English for Speakers of Other Languages (ESOL) 9900040

#### Main Campus/Arthur Ashe, Jr. Campus/ESOL Campus @ Coconut Creek HS

This program is designed for adult English language learners to acquire skills in listening, speaking, reading, and writing the English language and to facilitate their acculturation process into their community and the workforce.

Total Cost per Trimester: \$30

#### ESOL Class Offerings:

Main campus - Evenings & Saturdays

Arthur Ashe, Jr. campus - Days

Coconut Creek campus - Days

### Accent Reduction - Main Campus only - Saturdays Only

FREE to any ESOL student registered in a daytime or evening class.

This Saturday course will teach you to create sounds of Standard American English and give you confidence to fulfill your professional and personal goals. Instruction will consist of a combination of classroom and computer assisted instruction.

Approx. Total Tuition Cost with 160 hours (August - June): \$320

## GED® Test Preparation

### MAIN CAMPUS

Doris Gonzalez | Certified School Counselor | 754-321-5188

### ARTHUR ASHE, JR. CAMPUS

Cindy Burdick | Certified School Counselor | 754-322-2852

### GED® Test Preparation 9900020

#### Main Campus - English, Spanish and online

#### Arthur Ashe, Jr. Campus - English only

This program provides instruction to prepare students for the Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies exams.

Total Cost per Trimester: \$30



AAAE/ESOL/GED® Test Preparation classes  
are also available online

Authorized  
Pearson Vue Testing Center

# Career and Technical Education Programs

Career and Technical Education Programs' instructional delivery methods are approved by Commission of the Council on Occupational Education (COE), ATC's accreditation agency.

The following are approved delivery methods:

**Traditional (T):** 100% classroom-based

**Hybrid (H):** Less than 50% of required instructional hours available via distance education (online)

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

**For Distance Education/Hybrid Courses:** Students enrolled in distance education (online) and/or hybrid courses should have daily access to a computer with internet and must have a valid e-mail address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.



Indicates programs that can be completed in approx. 1 year or less.

## Architecture and Construction

Certified School Counselor

Vania Depasse-Humphrey | 754-321-5167

### Air Conditioning, Refrigeration & Heating Technology

1470203 - 1350 hours (approx. 12 months)

Delivery Method: Traditional

The program provides lab and classroom experiences that enable the student to become proficient in the installation, troubleshooting, repair, and maintenance of commercial and residential air conditioning, refrigeration, and heating systems.

Instruction includes intensive theory and application of the basic principles of electricity related to the trade, such as reading electrical diagrams and schematics; the operational characteristics of various systems and their components; use of technical manuals; diagnosis of malfunctions; repair, replacement, and/or adjustments of compressors, metering devices, temperature and pressure controls. Students use a variety of instructional methods to develop their skills, with an emphasis on hands-on activities and projects. Qualified students may receive advanced placement in the HVAC/R Apprenticeship program.

Tuition only: \$3,780



[www.atlantictechcollege.edu/  
gainful-employment/AirConditioningRefrigerationandHeating](http://www.atlantictechcollege.edu/gainful-employment/AirConditioningRefrigerationandHeating)

## Carpentry

C510300 - 1200 hours (approx. 12 months)

Delivery Method: Traditional



The Carpentry program prepares students for employment in the Construction and Manufacturing industries by teaching the skills of cutting, shaping, and installing building materials during the construction of buildings, ships, timber bridges, concrete formwork, and so much more. Specialties within the Carpentry field, such as Rough, Finish, Trim, Framing and Formwork, will be explored.

Carpentry students will experience all facets of the carpentry trade including: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

Tuition only: \$3,360



[www.atlanticechnicalcollege.edu/  
gainful-employment/Carpentry](http://www.atlanticechnicalcollege.edu/gainful-employment/Carpentry)



## Drafting

C100200 - 1500 hours

(approx. 14 months - full time including summer)

Delivery Method: Traditional

This program provides specialized learning experiences that emphasize graphics and related technical theory using the drafting laboratory to gather and translate data and specifications. Instruction is designed to provide experience in all aspects of this graphic language and teaches students how to use it to express their individual creative ideas and designs. Students will focus on planning, interpreting, and preparing; architectural, mechanical, civil, structural, plumbing, landscaping, map, welding, electrical, electronic; and other 2-D and 3-D technical drawings/sketches.

Students begin their training by learning drafting principles and techniques using traditional manual drafting boards and tools. They then advance to the extensive use of techniques and technologies utilized to prepare 2-D Computer Aided Design and Drafting (CADD) work using AutoCAD, 3-D Building Information Modeling (BIM) drawings using Revit and advanced mechanical design drawings using SolidWorks.

Tuition only: \$4,200



[www.atlanticechnicalcollege.edu/  
gainful-employment/Drafting](http://www.atlanticechnicalcollege.edu/gainful-employment/Drafting)



## Electricity

I460312 - 1200 hours  
(approx. 12 months)



Delivery Method: Traditional

The program is designed to prepare students for employment in the vast network of jobs in the electrical trades. Instruction includes: basic electricity; residential wiring; commercial wiring; trouble diagnosis and repair procedures; the use of electrical and mechanical tools of the trade for installations and trouble shooting; blueprint reading; and interpretation of electrical symbols. Program content also includes building and wiring codes including the National Electrical Code, splicing and connecting wires, installation of conduit, and safe work practices. Emphasis is placed on skill development, and much of the program is project based.

**Note:** With additional successful testing, the completion of this program may be used as a substitute for the first year of the Electrician Apprenticeship program.

Tuition only: \$3,360



[www.atlantictechcollege.edu/gainful-employment/Electricity](http://www.atlantictechcollege.edu/gainful-employment/Electricity)



## Business Management and Administration

Career Advisor

Brooke Lehmejian | 754-321-5266

## Accounting Operations

B070110 - 900 hours (approx. 10 months)



Delivery Method: Traditional/Hybrid/Distance

The program prepares students for employment as accounting clerks (accounts receivable, accounts payable, payroll) and/or bookkeepers. The content includes double-entry accounting principles, methods of recording business transactions, preparation of financial statements, payroll records and tax forms, account and transaction analysis, inventory methods, the accounts receivable aging process, depreciation, and the application of accounting principles to various entities.

After successfully completing the program, students will be able to perform basic office activities and manual and computerized accounting activities using QuickBooks, Excel, and various other software packages.

Tuition only: \$2,520



[www.atlantictechcollege.edu/gainful-employment/AccountingOperations](http://www.atlantictechcollege.edu/gainful-employment/AccountingOperations)



## Administrative Office Specialist

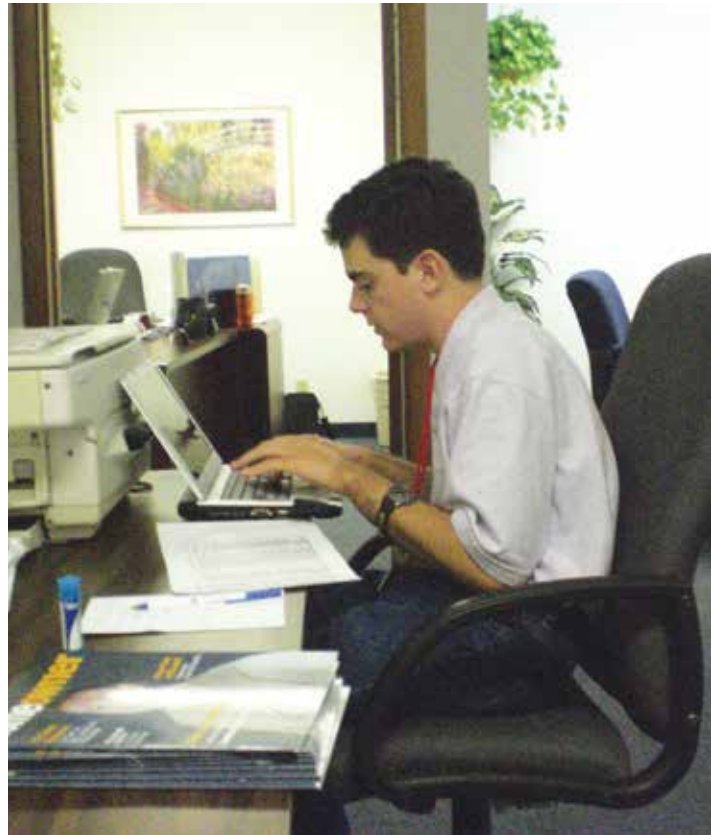
B070330 - 1050 hours (approx. 10 months)

Delivery Method: Traditional/Hybrid/Distance

The program prepares the student for employment as an administrative assistant, administrative specialist, front desk specialist, and information technology assistant.

The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision making skills; the performance of office procedures; the production of quality work in an efficient manner using business software applications; administrative and financial functions; production of desktop publishing quality documents; exploration of new technologies; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Tuition only: \$2,940



[www.atlantictechcollege.edu/gainful-employment/AdministrativeOfficeSpecialist](http://www.atlantictechcollege.edu/gainful-employment/AdministrativeOfficeSpecialist)



## Business Management & Analysis

B060200 - 900 hours (approx. 10 months)

Delivery Method: Traditional/Hybrid



The program prepares students for employment in careers in business, management, and administration. The content includes communication skills, accounting concepts and practices, business law concepts, leadership skills, business computer applications, business ethics, governmental regulations, human resources and management issues, financial and data analysis, database development and queries, and career development.

This program offers a broad foundation of knowledge and skills necessary for management and supervisory careers. The content of the program focuses on technical skill proficiency especially in the areas of spreadsheets, database management and project management. Students will gain proficiency in all phases of communication skills and customer service skills.

Tuition only: \$2,520



[www.atlantictechcollege.edu/gainful-employment/BusinessManagementAnalysis](http://www.atlantictechcollege.edu/gainful-employment/BusinessManagementAnalysis)



## Court Reporting

Total hours 2850: (all 3 courses approx. 28 months)

Delivery Method: Traditional/Hybrid/Distance



### Court Reporting Technology

B600100 - 750 hours (approx. 7 months)

Tuition only: \$2,100

### Court Reporting 2

B700600 - 600 hours (approx. 6 months)

Tuition only: \$1,680

### Court Reporting 3

B700700 - 1500 hours (approx. 15 months)

Tuition only: \$4,200

**This Court Reporting program is approved by the  
National Court Reporters Association.**

The purpose of this program is to prepare students for employment as machine shorthand free-lance court reporters and/or official court reporters. It involves writing verbatim (word-for-word) testimony and producing transcripts of the testimony. Instruction includes an introduction to verbatim writing skills to work with persons with hearing loss (CART – Communication Access Realtime Translation) and provide captioning for television.

Court Reporting is a planned sequence of instruction consisting of three levels: Court Reporting Technology, Court Reporting 2, and 3. Students completing Court Reporting Technology and Court Reporting 2 possess the entry-level skill-set of a scopist

or transcriptionist. To become a Court Reporter, students must complete all three levels of the program. This program places strong emphasis on conflict-free theory, real-time writing, speed development, legal terminology, medical terminology, courtroom procedures, and English language skills.

The program at Atlantic Technical College offers the latest technology in computer-aided transcription and real-time writing, i.e., the ability to have an instantaneous translation of the spoken word by projecting the words onto a television screen for the benefit of persons with hearing loss, or onto computer monitors for the benefit of trial participants. Students utilize real-time and captioning equipment.

A court reporting career, including broadcast captioners, offers an independent lifestyle, prestige, and flexibility, along with a substantial salary. When a student reaches the speed of 200 words a minute, he/she participates in an internship that enables the student to sit in on trials and depositions with a working reporter, thus gaining confidence and skill.

Students shall pass three (3), five-minute tests with 95% accuracy at each of the following speeds: 25 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary. Students shall complete at least 40 verified hours of actual writing time during the internship experience

Tuition only: (all 3 courses): \$ 7,980



[www.atlanticttechnicalcollege.edu/gainful-employment/CourtReportingTechnology](http://www.atlanticttechnicalcollege.edu/gainful-employment/CourtReportingTechnology)

[www.atlanticttechnicalcollege.edu/gainful-employment/CourtReporting2](http://www.atlanticttechnicalcollege.edu/gainful-employment/CourtReporting2)

[www.atlanticttechnicalcollege.edu/gainful-employment/CourtReporting3](http://www.atlanticttechnicalcollege.edu/gainful-employment/CourtReporting3)



## **Legal Administrative Specialist**

B072000 - 1050 hours (approx. 10 months - full time)

Delivery Method: Traditional/Hybrid/Distance

The purpose of this program is to prepare students for employment as a Legal Administrative Specialist, Information Technology Assistant, Front Desk Specialist, and Administrative Support.

The program prepares individuals to perform legal office duties utilizing knowledge of legal terminology and legal office procedures; to transcribe legal documents; to perform legal office functions; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents.

After successfully completing the program, the student will be able to perform legal office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Tuition only: \$2,940



[www.atlanticttechnicalcollege.edu/  
gainful-employment/LegalAdministrativeSpecialist](http://www.atlanticttechnicalcollege.edu/gainful-employment/LegalAdministrativeSpecialist)



## **Medical Administrative Specialist**

B070300 - 1050 hours (approx. 10 months)

Delivery Method: Traditional/Hybrid/Distance

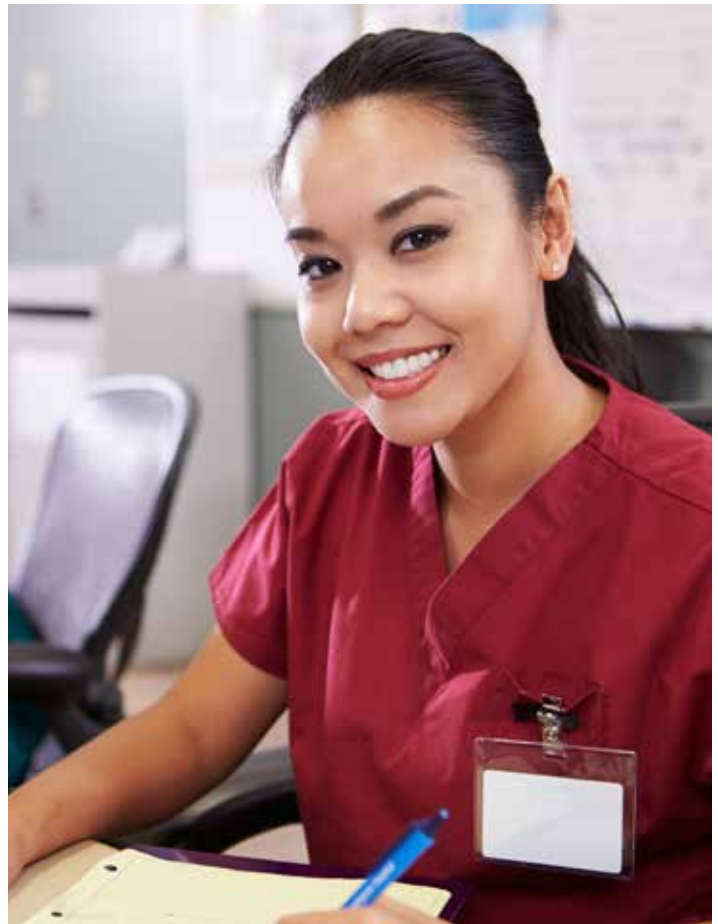
The program prepares students for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists. Students learn to perform medical office duties utilizing a knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job-seeking documents.

After successfully completing the program, the student will be able to perform medical office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

Tuition only: \$2,940



[www.atlanticttechnicalcollege.edu/  
gainful-employment/MedicalAdministrativeSpecialist](http://www.atlanticttechnicalcollege.edu/gainful-employment/MedicalAdministrativeSpecialist)



## HEALTH SCIENCE/PRACTICAL NURSING

Certified School Counselors

Main Campus | Ruth Eloi | 754-321-5188

Arthur Ashe, Jr. Campus | Dana Allen | 754-322-2818

**NOTE:** In accordance with requirements set forth by the Joint Commission and the Jessica Lunsford Act, students applying for entrance into any Health Science program that requires a clinical experience in a hospital, nursing home or other health care facility must submit to a Level II criminal background check and take a drug screening test.

The applicant is responsible for paying the costs of both tests. The results of these tests may prevent the applicant from entering a program. Denial of entry is mandated as clinical training is a requirement in all Health Science programs and clinical facilities will not allow students access if they are not cleared.

In addition to background check and drug screening, all students registering for any of the Health Science programs are required to have current immunizations and a yearly physical exam.

Prospective students who do not have a valid social security number may encounter difficulties within licensure programs. Please contact the program counselor for specific information.

Additionally, all students entering or re-entering the Practical Nursing program must take the Test of Essential Academic Skills (TEAS) and meet minimum requirements.

### Central Sterile Processing Technology

H170222 - 650 hours (approx. 6 months)

Delivery Method: Traditional/Hybrid



This program is designed to prepare students for employment in hospitals or surgical out-patient centers to work as sterile processing technicians, central supply workers, medical equipment preparers, material management workers, and inventory technicians. Student will be taught a variety of skills and competencies using supplies, instruments, and equipment available in the classroom and lab that are similar to those used in the field. Skills covered include how to decontaminate, prepare and sterilize instrument trays for surgical procedures; disinfect patient care equipment and the various methods of inventory control; and storage and distribution of sterile supplies and equipment. A clinical externship in a hospital or outpatient facility is included in the program.

Tuition only: \$1,820



[www.atlantictechnicalcollege.edu/  
gainful-employment/CentralSterileProcessingTechnology](http://www.atlantictechnicalcollege.edu/gainful-employment/CentralSterileProcessingTechnology)

## Dental Assisting Technology & Management

H170113 - 1230 hours (approx. 12 months)

### ATD - APPLIED TECHNOLOGY DIPLOMA



Delivery Method: Traditional

The program provides the Dental Assisting student with the basic knowledge and ability to offer direct chair side assistance to the dentist, expose dental radiographs, and educate and instruct patients in preventive dental techniques. Students are trained in infection control procedures, disease prevention, dental procedures and instruments, and business office procedures.

Upon successful completion of the program and in accordance with state guidelines, students are issued an Applied Technology Diploma in Dental Assisting Technology and Management with Expanded Duties and Dental Radiography.

The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approved without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/en/coda>.

**Note:** High School or High School Equivalency Diploma is required for entry into this program.

Tuition only: \$3,444



[www.atlantictechnicalcollege.edu/  
gainful-employment/DentalAssistingTechnologyandManagement](http://www.atlantictechnicalcollege.edu/gainful-employment/DentalAssistingTechnologyandManagement)



## Electrocardiograph Technology

H170208 - 465 hours (approx. 4 months)



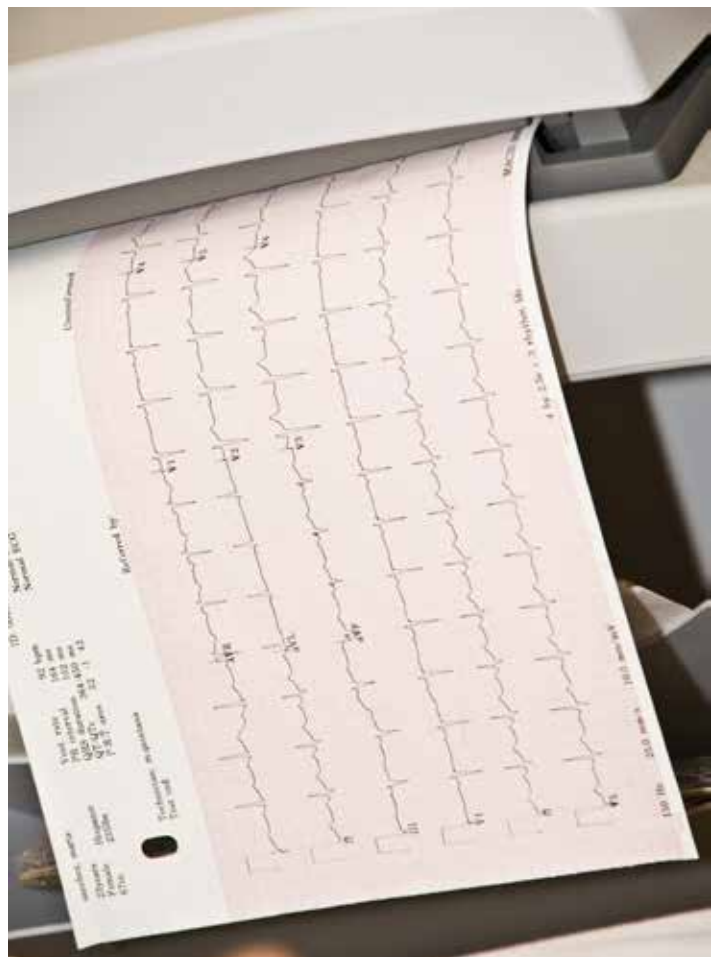
Delivery Method: Traditional/Hybrid

The program prepares students to become EKG/Cardiovascular Technicians who can work in a variety of healthcare facilities including hospitals, nursing homes, clinics, and physician's offices.

Students will learn how to perform a 12-lead EKG, properly maintain diagnostic equipment, recognize normal and abnormal sinus rhythms, and monitor patients for cardiovascular disorders.

An overview of anatomy and physiology, with emphasis on cardiac and vascular systems is taught, along with medical terminology, basic patient care techniques, medical instrumentation, cardiac monitoring and testing, and cardiac wellness and rehabilitation.

Tuition only: \$1,302





## Hemodialysis Technician

H170207 - 600 hours (approx. 6 months)

Delivery Method: Traditional/Hybrid



The Hemodialysis program is designed to prepare students for employment as Hemodialysis Technicians or Dialysis Technicians. Areas of study include: infection control procedures, bloodborne diseases (HIV/AIDS/HBV), renal health and illness concepts, recognition of complications and emergency conditions, CPR/BLS, safety and security measures/procedures, dietary regimens, psychosocial problems, medical terminology, anatomy and physiology, domestic violence, legal and ethical issues, HIPPA, and communication and interpersonal skills.

The Hemodialysis Technician is an integral part of the dialysis team. They usually serve in two capacities: the assembly and maintenance of the dialysis equipment and direct patient healthcare. The technician works with all members of the dialysis team but is most closely aligned with nurses who delegate and supervise patient care.

**Note:** High School or High School Equivalency Diploma is required for clinicals.

Tuition only: \$1,680



[www.atlanticttechnicalcollege.edu/gainful-employment/HemodialysisTechnician](http://www.atlanticttechnicalcollege.edu/gainful-employment/HemodialysisTechnician)



## Medical Assisting

H170515 - 1300 hours (approx. 12 months)

Delivery Method: Traditional/Hybrid



The Medical Assisting program provides students with the opportunity to learn the skills and techniques necessary to become a medical assistant and obtain employment in a variety of healthcare facilities.

This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, X-Ray, basic patient care techniques, and laboratory procedures.

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrists running smoothly. They are involved in direct patient care and assist the physician or other health professional during examinations.

Tuition only: \$3,640



[www.atlanticttechnicalcollege.edu/gainful-employment/MedicalAssisting](http://www.atlanticttechnicalcollege.edu/gainful-employment/MedicalAssisting)

## Medical Coder/Biller

H170530 - 1110 hours (approx. 10 months)

### ATD - APPLIED TECHNOLOGY DIPLOMA

Delivery Method: Traditional

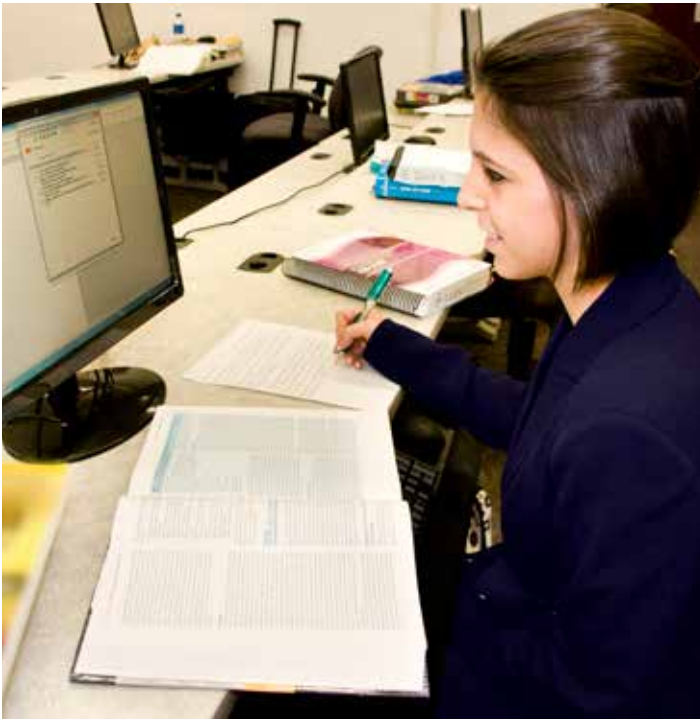
The Medical Coder/Biller program is a comprehensive program that prepares students for employment as entry-level coder/billers. The main role of a Medical Coder/Biller is to review patient medical records and assign codes to diagnoses and procedures performed by healthcare providers so that the treating medical facility can bill insurance for reimbursement. The Medical Coder/Biller is responsible for the accurate flow of medical information and patient data between physicians, patients, and third-party payers. Most Medical Coder/Billers work on-site in hospitals, clinics, physician offices, and for insurance companies. With the introduction of the Electronic Health Record (EHR), experienced medical coders may have opportunities to work from home. An Applied Technology Diploma is awarded to students upon successful completion of the program in accordance with state guidelines.

**Note:** High School or High School Equivalency Diploma is required for entry into this program.

Tuition only: \$3,108



[www.atlanticttechnicalcollege.edu/gainful-employment/MedicalCoderBiller](http://www.atlanticttechnicalcollege.edu/gainful-employment/MedicalCoderBiller)



## Mental Health Technician

H180100 - 480 hours (approx. 5 months)

Delivery Method: Traditional/Hybrid



Students will be trained for employment as Mental Health Technicians, Psychiatric Aides, or Technicians and Nursing Assistants. Mental Health Technicians work in a variety of healthcare facilities under the supervision of a psychiatrist, registered nurse, counselor, or social worker and participate in the development and implementation of therapeutic treatment plans for patients with mental health issues. Students will receive training in physical assessment, psychiatric and substance abuse disorders, developmental disabilities, health/wellness education, crisis intervention, and basic nursing assistant skills. Upon successful completion of the program, students will have the opportunity to take the Certified Nursing Assistant examination given by the Florida Board of Nursing.

Tuition only: \$1,344

## Orthopedic Technology

H170800 - 800 hours (approx. 8 months)

Delivery Method: Traditional/Hybrid



**This is a NAOT Recognized Program**  
(National Association of Orthopaedic Technologist)

The Orthopedic Technology program is a sequence of courses that prepares students to work with orthopedic physicians to treat patients in a variety of health care settings. The program provides the skills and knowledge needed to become a competent orthopedic technologist performing the following services: routine office and departmental procedures and the ability to perform certain basic functions such as, adjusting and removing casts, splints, and braces; setting up, adjusting, and maintaining traction configurations; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopedic injuries.

Graduates may be employed in hospitals, clinics, and orthopedic physicians' offices.

Tuition only: \$2,240



[www.atlanticechnicalcollege.edu/gainful-employment/OrthopedicTechnology](http://www.atlanticechnicalcollege.edu/gainful-employment/OrthopedicTechnology)



## Pharmacy Technician

H170700 - 1050 hours (approx. 10 months)

**ATD - APPLIED TECHNOLOGY DIPLOMA**



Delivery Method: Traditional/Hybrid

Pharmacy Technicians generally work under the supervision of a registered pharmacist and perform tasks related to receiving, dispensing, distributing, controlling, maintaining, compounding, manufacturing, packaging, and labeling of pharmaceutical products. Currently, pharmacy technicians are assuming more responsibility for the routine tasks previously performed by pharmacists, and will be responsible for mastering new pharmacy technology skills. Opportunities for advancement will vary with the pharmacy technician's employer.

Upon successful completion of the Pharmacy Technician program and in accordance with state guidelines, students earn an Applied Technology Diploma.

**Note:** High School or High School Equivalency Diploma is required for entry into this program.

Tuition only: \$2,940



[www.atlanticechnicalcollege.edu/gainful-employment/PharmacyTechnician](http://www.atlanticechnicalcollege.edu/gainful-employment/PharmacyTechnician)

## Practical Nursing

H170605- 1350 hours (approx. 12 months)

ARTHUR ASHE, JR. CAMPUS ONLY



Delivery Method: Traditional

The Practical Nursing (PN) program prepares students to participate in the planning, implementation and evaluation of nursing care in hospitals and extended care facilities. Nursing is a profession in which knowledge, skills, and judgment are critical. Teachers integrate lecture and laboratory instruction with clinical practice. PN students are introduced to the clinical area early in the program and it is essential that the PN student have his/her own transportation.

Practical Nursing classes are offered during the day on a schedule established at the outset of each school year. All classes offered at Atlantic Technical College and Technical High School are full-time.

A certificate is issued at the successful completion of the Practical Nursing program in accordance with state guidelines. Graduates are eligible to take the NCLEX-PN licensure examination. The Florida State Board of Nursing will issue a license to those who pass the examination.

The Broward County Public School District Practical Nursing Program is accredited by:

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

3343 Peach Tree Rd., NE • Ste. 850

Atlanta, GA 30302

Phone: 404-975-5000 • Fax: 404-975-5020

[www.acenursing.org](http://www.acenursing.org)



**Note:** High School or High School Equivalency Diploma is required for entry into this program. Specialized orientation and testing is also required.

Tuition only: \$3,780



[www.atlanticechnicalcollege.edu/gainful-employment/PracticalNursing](http://www.atlanticechnicalcollege.edu/gainful-employment/PracticalNursing)



## Hospitality & Tourism

Certified School Counselor  
Doris Gonzalez | 754-321-588

### Professional Culinary Arts & Hospitality

N100500- 1200 hours (approx. 12 months)

Delivery Method: Traditional

**This program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF) and authorized by the National Restaurant Association Educational Foundation to instruct ServSafe.**



For the individual who is looking to work in the hospitality industry, our program is a comprehensive, practical, hands-on experience for volume food preparation. We immerse the future professional in many aspects of the commercial food industry. Students will be taught through hands-on experiences in setting-up banquets and food preparation, including hors d'oeuvres, sausage, cold sauces, along with baking and pastry basics.

We are a comprehensive, fast-paced classroom where all competencies help to prepare the serious individual for entry level employment in various commercial food service establishments. Our students learn the critical importance of sanitation through attaining their ServSafe Food Safety Manager certification, as well as through nutrition basics and restaurant management within the courses. This program is accredited by the American Culinary Federation Education Foundation (ACFEF).

Students must complete the core competencies before progressing to other courses.

Tuition only: \$3,360

#### Courses included in the Culinary Arts Program

The following blended (online and classroom) courses are National Restaurant Association Education Foundation (NRAEF) Manage First Programs. They are included in the Professional Culinary Arts & Hospitality program. These courses are accepted by the American Culinary Federation Education Foundation (ACFEF). Upon completion of each course and passing an optional exam, the student receives a National Certification.

- Human Resources Management & Supervision
- Nutrition
- Sanitation



[www.atlanticechnicalcollege.edu/gainful-employment/ProfessionalCulinaryArtsHospitality](http://www.atlanticechnicalcollege.edu/gainful-employment/ProfessionalCulinaryArtsHospitality)

## Information Technology

Career Advisor

Brooke Lehmejian | 754-321-5266

### Applied Information Technology

Y300400 - 600 hours (approx. 6 months)



Delivery Method: Distance

This program prepares students for a variety of careers in the Information Technology area. The content includes, but is not limited to, computer application skills including computer hardware, software applications, systems support and maintenance, and network concepts.

After successfully completing this program the student will be able to perform computer support services tasks and be prepared to enter a specialized Information Technology career cluster program at an advanced, accelerated level.

Tuition only: \$1,680



[www.atlanticttechnicalcollege.edu/gainful-employment/AppliedInformation](http://www.atlanticttechnicalcollege.edu/gainful-employment/AppliedInformation)



### Database Application Development and Programming

Y700300 - 1200 hours (approx. 12 months)



Delivery Method: Traditional/Hybrid/Distance

**Database Application Development & Programming is an Approved Oracle Internet Academy**



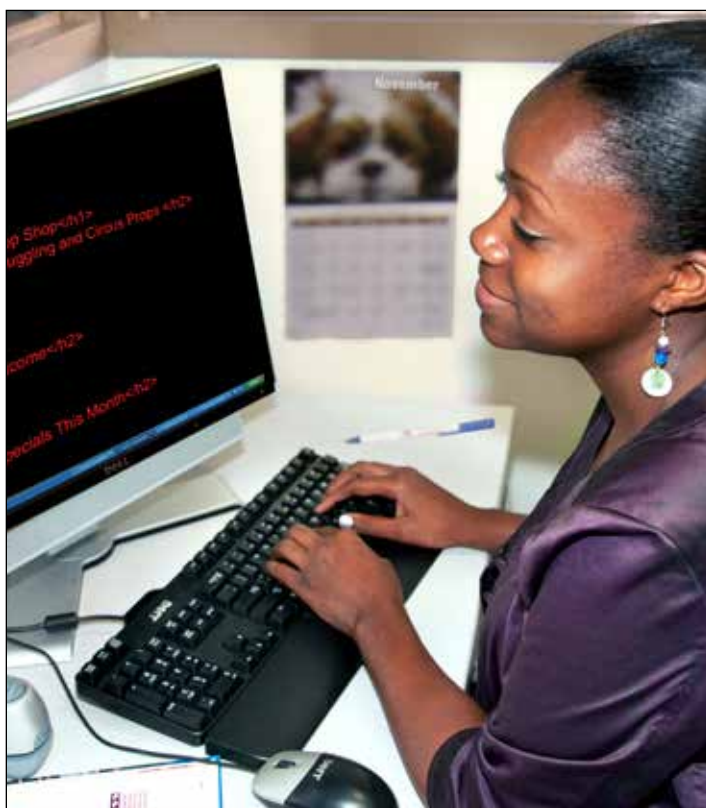
The program prepares students for employment as computer programmer assistants, computer programmers and database programmers, or to provide supplemental training for persons previously or currently employed in these fields.

The content of this program includes, but is not limited to, the fundamentals of programming and software development; procedural and object-oriented programming; creating regular and specialized applications using standard and extended Structured Query Language (SQL), PL/SQL and JavaScript, including testing, monitoring, debugging, documenting, and maintaining database applications.

Tuition only: \$3,360



[www.atlanticttechnicalcollege.edu/gainful-employment/DatabaseApplicationDevelopmentProgramming](http://www.atlanticttechnicalcollege.edu/gainful-employment/DatabaseApplicationDevelopmentProgramming)



## Game/Simulation/Animation Programming

B082300 - 600 hours (approx. 6 months)

Delivery Method: Traditional/Hybrid/Distance

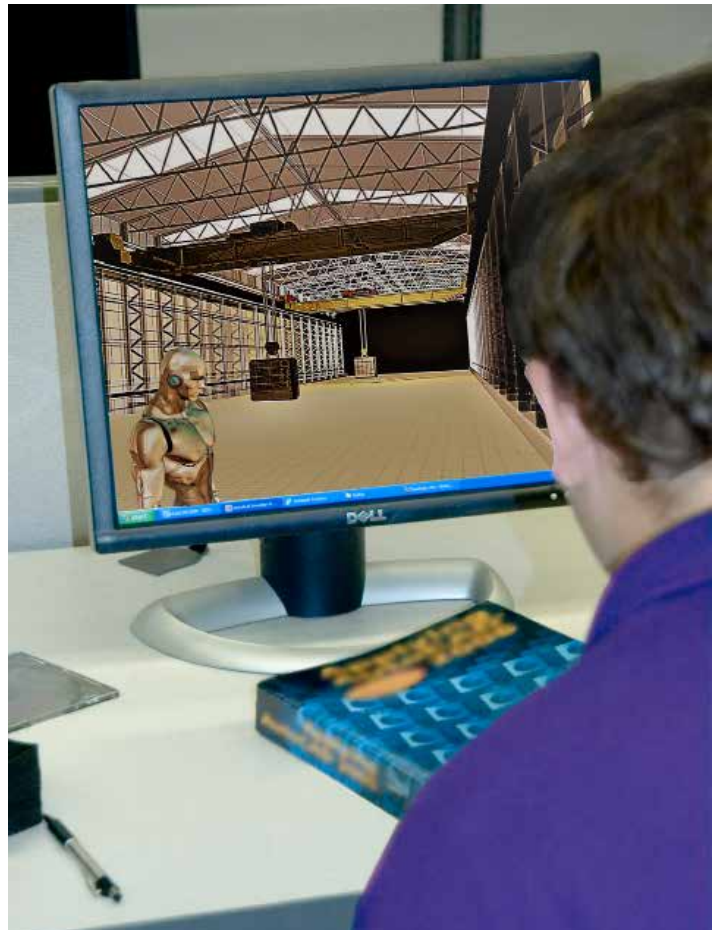
The program prepares students for employment in careers such as a Game/Simulation Designer, Game Programmer, and Game Software Developer.

The content includes, but is not limited to, practical experiences in game/simulation conceptualization, design, storyboarding, development methodologies, essential programming techniques, animation, using game engines, and implementation issues. Specialized programming skills involving advanced mathematical calculations are also integrated into the curriculum.

Tuition only: \$1,680



[www.atlantictechcollege.edu/gainful-employment/GameSimulationAnimationProgramming](http://www.atlantictechcollege.edu/gainful-employment/GameSimulationAnimationProgramming)



## Network Support Services

B078000 - 1050 hours (approx. 10 months)

Delivery Method: Traditional/Hybrid/Distance

**Network Support Services is an  
Approved Cisco Networking Academy**



The program prepares students for employment in network administration as Network Support Specialists. The individual learns to create, monitor, and maintain computer networks and operate computers and peripheral equipment. Laboratory activities are an integral part of this program. Activities include building and maintaining computers, installing operating systems, configuring routers and switches, and demonstrating mastery through culminating case studies.

Earn your Industry Certifications and develop hands-on skills to give you a competitive edge in the IT field.

Tuition only: \$2,940



[www.atlantictechcollege.edu/gainful-employment/NetworkSupportServices](http://www.atlantictechcollege.edu/gainful-employment/NetworkSupportServices)



## Web Development

Y700100 - 1050 hours (approx. 10 months)

Delivery Method: Traditional/Hybrid/Distance

The program prepares students for employment as a Web Designer, a Web Designer/Graphic Designer, and an Assistant Web Designer, or to provide supplemental training for persons previously or currently employed in any of these occupations.

Web Development offers a broad foundation of knowledge and skills to prepare students to design, code, and publish websites that can work with mobile technology, tablets, and desktop formats.

After successfully completing this program, the student will be able to design dynamic and responsive websites and apply their knowledge of website design and coding principals, website management, and digital marketing techniques.

Tuition only: \$2,940



[www.atlantictechcollege.edu/gainful-employment/WebDevelopment](http://www.atlantictechcollege.edu/gainful-employment/WebDevelopment)



## Manufacturing

Certified School Counselor

Vania Depasse-Humphrey | 754-321-5167

## Electronic Technology

(with emphasis on computer technology)

I150303 - 1400 hours (approx. 14 months)

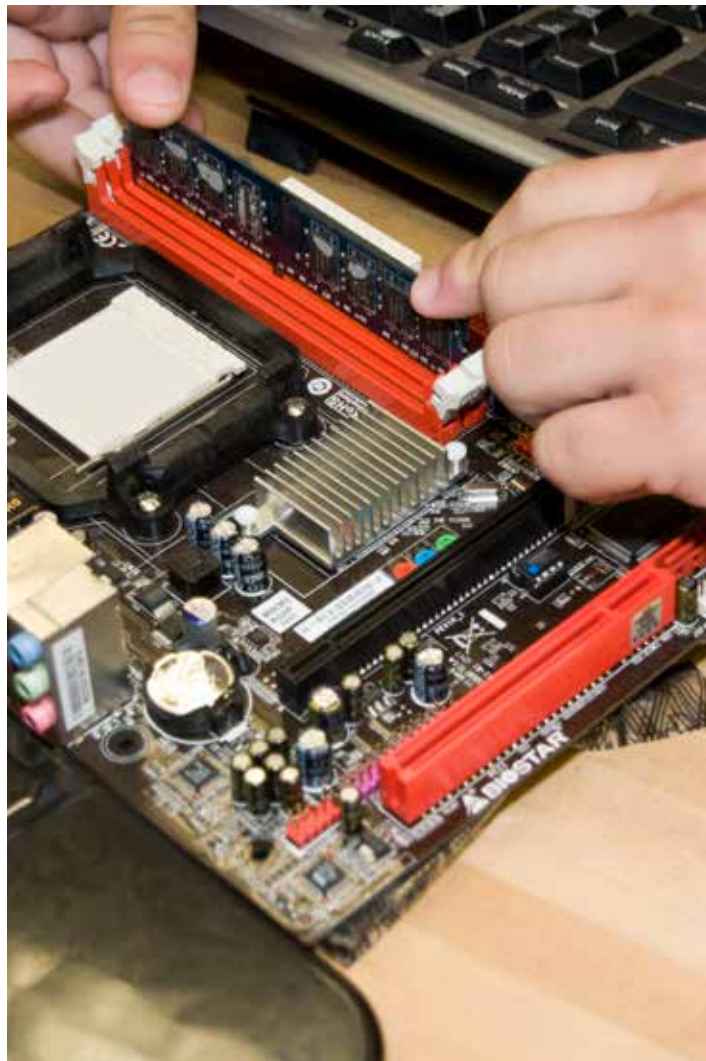
Delivery Method: Traditional

The program is designed to prepare students for employment in the electronics industry as an Electronics Assembler, Electronics Tester, Electronics Equipment Repair Technician, and Electronics Technician. The course content includes, but is not limited to: diagnosing and correcting operational problems in computers and microprocessors caused by mechanical, electrical or electronics, hardware and/or software malfunctions. Also taught are connecting, configuring, and troubleshooting computers for networking connectivity; and maintaining network clients and peripheral using various network operating systems. Laboratory activities provide instruction in the use of tools, test equipment, materials, and processes found in the computer electronics, service and repair, and networking service industry. Students use various types of precision test equipment for analyzing, repairing, and troubleshooting software, computer hardware, electronic devices, and local area networks.

Upon successful completion of the program, students will be prepared to take nationally recognized Industry Certification Exams.

**Note:** Prospective students should have a basic knowledge of computer operating systems.

Tuition only: \$3,920



[www.atlantictechcollege.edu/gainful-employment/ElectronicTechnology](http://www.atlantictechcollege.edu/gainful-employment/ElectronicTechnology)

## Machining Technologies

J200100 - 1500 hours (approx. 14 months)

Delivery Method: Traditional

The program consists of specialized classroom instruction, along with projects and lab experiences, that focus on the machining of metals. Students learn how to set up and operate the following types of machines: contour saw, drill press, lathe, milling machine grinder, and CNC (Computerized Numerical Control) machines. Instruction also includes the use of precision measuring instruments, such as, layout and inspection tools, micrometers, and gauges. Classroom and practical experiences teach students CNC programming, use of CAD/CAM (Computer Aided Design/Computer-Aided Manufacturing) processes, and to set up and perform advanced level machining operations. Related trade math and blueprint reading are taught as a part of the program and are used extensively in laboratory activities.

CAD/CAM processes and CNC machining play an increasingly important role in manufacturing and are integral to the engineering and manufacturing process. A focus of the machining program is the development of the CAD/CAM and CNC machining knowledge and skills necessary to perform the tasks to meet the requirements of manufacturers.

The machinery and materials used are those commonly found in the machine tool industry. Instruction is provided in safe practices, which are critical in this industry, and the use of tools, equipment, materials, and processes found in the machining industry.

Tuition only: \$4,200



[www.atlantictechnicalcollege.edu/gainful-employment/MachiningTechnologies](http://www.atlantictechnicalcollege.edu/gainful-employment/MachiningTechnologies)



## Welding Technology

J400400 - 1050 hours (approx. 11 months)

Delivery Method: Traditional

This Welding Technology program teaches students to use gas and electric welding equipment with various machinery. Students will receive hands-on training working with aluminum, stainless, and milled steel. Applied math and blueprint reading skills that are necessary for success in the welding industry are also taught. Launch your career in demanding fields including; construction, marine, aviation, manufacturing, and many more. Students who show skill mastery are eligible to take the AWS (American Welding Society) certification exam at an additional cost. Taking and passing industry recognized certification exams shows employers you are Job Ready!

Instruction also includes classroom and practical experiences to teach students to fabricate and weld sheet metal, plate, and perform basic fabrication in the area of basic welding. Safety instruction is provided throughout the program and safe practices and procedures are stressed in all lab situations.

Tuition only: \$2,940



[www.atlantictechnicalcollege.edu/gainful-employment/WeldingTechnology](http://www.atlantictechnicalcollege.edu/gainful-employment/WeldingTechnology)



## Transportation, Distribution & Logistics

Career Advisor

Brooke Lehmejian | 754-321-5266

All automotive programs are certified as Master Training Programs by the National Automotive Technicians Education Foundation (NATEF).



TOYOTA • LEXUS  
TECHNICIAN DEVELOPMENT

### Advanced Automotive Service Technology

#### Toyota Technician Training & Education Network (T-TEN)

1470604 - 2400 hours - (24 months)

Delivery Method: Traditional

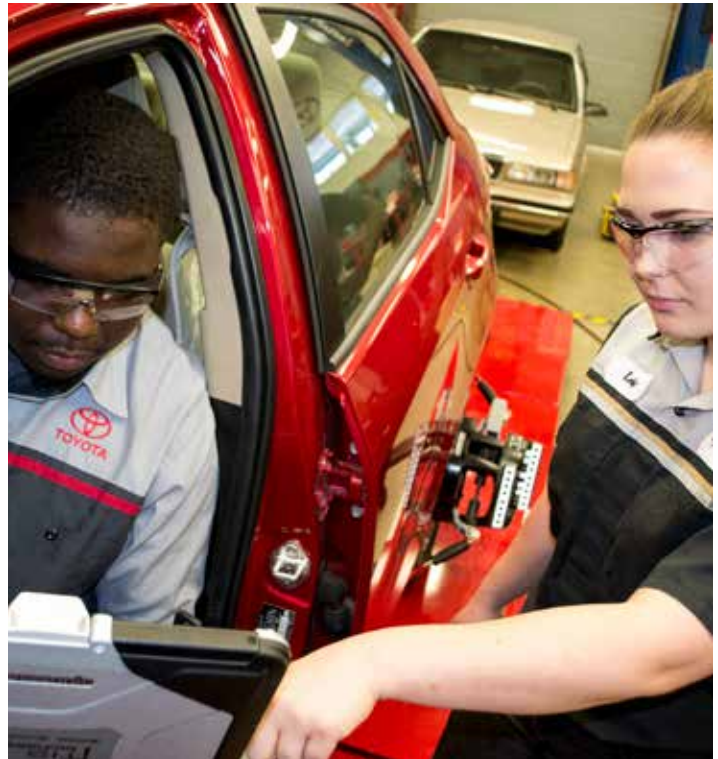
This program is a partnership between Toyota Motor North America, Inc. (TMNA); Southeast Toyota Distributors; Broward College; Atlantic Technical College, and students who recognize the need for state-of-the-art automotive education. This recognition, coupled with extensive Toyota support, results in a program that breaks new ground in automotive technology and technical training.

Students are trained on Toyota/Lexus products, using advanced automotive theory, practical classroom applications, and direct dealership experiences, working alongside qualified Toyota/Lexus technicians. The instructional format is similar to that used in the Automotive Service Technology Program, however, the content is specific to Toyota/Lexus products, using Toyota/Lexus automotive vehicles, trainers, parts, tools and curriculum materials. Instruction also coincides with the eight (8) areas of professional technician certification recognized by the National Institute of Automotive Service Excellence (ASE).

T-TEN students must take ASE Certification exams during their time in the program and pass a minimum of two (2) ASE areas prior to completing the program. Students must also participate in an internship at a Toyota/Lexus dealership under the supervision of a Certified Toyota/Lexus Technician and the Program Teacher-Coordinator.

**Note:** High School or High School Equivalency Diploma is required for entry into this program.

Tuition only: \$6,720



[www.atlantictechnicalcollege.edu/gainful-employment/AdvancedAutomotiveServiceTechnology](http://www.atlantictechnicalcollege.edu/gainful-employment/AdvancedAutomotiveServiceTechnology)



## **Automotive Collision Technology Technician**

1470603 - 1400 hours (approx. 14 months)

Delivery Method: Traditional

This program is an ASE/NATEF Certified Master Collision Repair and Refinish Training Program, specializing in classroom and laboratory experiences concerned with all phases of the repair of damaged vehicle bodies and fenders, including straightening by hammering; smoothing areas by filling, grinding, or sanding; concealment of imperfections; painting; replacement of body parts and components including glass; frame and unibody squaring and aligning; paint systems and undercoats; related welding and mechanical skills; and trim hardware installation and maintenance.

Instruction and training includes use of parts and repair manuals, price lists, flat-rate manuals, computerized systems for estimating and pricing; recordkeeping; and shop safety, and housekeeping. Students will receive comprehensive instruction in the five (5) areas of specialization recognized by the National Institute of Automotive Service Excellence (ASE) for professional technician certification. Students are encouraged to participate in the ASE Certification testing program during their training.

The program uses eco-friendly basecoat solvent which reduces emissions by 90%.

Tuition only: \$3,920



[www.atlanticttechnicalcollege.edu/gainful-employment/AutomotiveCollisionTechnology](http://www.atlanticttechnicalcollege.edu/gainful-employment/AutomotiveCollisionTechnology)



## **Automotive Service Technology**

1470608 - 1800 hours (approx. 18 months)

Delivery Method: Traditional

Instruction in the program includes specialized classroom and laboratory experiences in all phases of the maintenance and repair of automotive vehicles. Students are trained in the use of technical and flat-rate information systems, both electronic and print, as well as a variety of hand and power tools. Instruction and practice are provided in the diagnosis of malfunctions; disassembly of systems; parts inspection; engine overhaul and repair; ignition systems; emission control systems; fuel systems; brakes; transmissions; front-end alignment and repair; engine performance; and the installation of a variety of accessories. Training also includes the use of electronic, diagnostic and other test equipment. Specialty training is provided in such areas as air conditioning, front-end alignment, and the use of computerized automotive repair data systems.

Instruction aligns with the eight (8) areas recognized by the National Institute of Automotive Service Excellence (ASE), and students are encouraged to participate in the ASE Certification testing program during their training.

Tuition only: \$5,040



[www.atlanticttechnicalcollege.edu/gainful-employment/AutomotiveServiceTechnology](http://www.atlanticttechnicalcollege.edu/gainful-employment/AutomotiveServiceTechnology)

# EXCEPTIONAL STUDENT EDUCATION PROGRAMS

**Adult Curriculum for Community, Employment & Social Skills (ACCESS)** is a community-based program for 18-22 year old students with disabilities who have their special or deferred standard diploma. Under the supervision of qualified teachers, job coaches and communication specialists, students learn a variety of work, community living and social communication skills. Program staff and families work together to design an individualized transition plan based on student needs and interests. Students who complete the program are often ready for competitive employment positions and have the skills needed to participate in community activities.

**Career Placement** is a transition service for 18-22 year old students with mild to moderate disabilities who have their special or deferred standard diploma. Career Placement Services enables students to identify career options, access community resources, apply work-related behaviors, and meet industry standards for entry level employment. Career Placement will provide instruction and real world practice opportunities for students to be hired for entry level jobs aimed at further progress towards their desired post-school outcomes related to a career.

Each student participates in a functional curriculum that emphasizes; personal and career goals, self evaluation, self determination, travel training, career counseling and guidance, competitive employment, and independent living skills. Our mission is to assist recent high school graduates who have expressed an interest in competitive entry-level employment to reach their goal of obtaining and maintaining a meaningful job. We foster a strong work ethic in our young people entering the workforce and cultivate the skills necessary for living as self-sufficiently as possible.



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## LIFELONG LEARNING COURSES

**Accent Reduction** - approx. 60 hours of Saturday instruction offered from August - June. Students will enroll during each 9 week term. Create sounds of Standard American English and gain confidence to fulfill your professional and personal goals

Approximate Total Tuition Cost with 160 hours: \$320

**Microsoft Office 2016** - approx. 120 hours of Saturday instruction offered from August - June. Students will enroll during each 9 week term. Each 9 weeks will focus on a different level of the Microsoft Office 2016 suite including, Word, Excel, Access, and PowerPoint.

Approximate Total Tuition Cost with 120 hours: \$36

**QuickBooks** - approx. 138 hours of Thursday evening instruction offered from August - June. Students will enroll during each 9 week term. Fundamental concepts and procedures of QuickBooks for automated bookkeeping. Prerequisite: Bookkeeping Fundamentals or experience in bookkeeping field.

Approximate Total Tuition Cost with 138 hours: \$414



# Certification/Licensure Exams

## *Industry Credentials improve your chances for employment!*

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Students who take and pass their exam(s) may be eligible to receive reimbursement for the cost of their exam(s). Conditions apply - see your Certified School Counselor/Advisor for details. Below is a partial list of certifications available to ATC students. Please be advised that this list is subject to change.

- Adobe Certified Associate (ACA):
  - Adobe Flash
  - Adobe Photoshop Creative Cloud
  - Adobe Dreamweaver
  - Adobe Illustrator
  - Adobe InDesign
- Video Communication w/Adobe–Premiere Pro
- Automotive Service Excellence (ASE)
  - (Individual ASE Exams up through Master Tech)
- Associate Certified Electronics Technician (CETa)
- Certified Drafter – Architecture (ADDA)
- Certified Clinical Hemodialysis Technician (CCHT)
- Certified Coding Associate (CCA)
- Certified Dental Assistant (CDA)
- Certified EKG Technician (CET)
- Certified Food Protection Manager (ServSafe®)
- Certified Health Unit Coordinator (CHUC)
- Certified Internet Web (CIW)
  - Internet Business & Network Technology Assoc.
  - Database Design Specialist
  - E-commerce Specialist
  - JavaScript Specialist
- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Nursing Assistant (CNA)
- Certified Registered Central Service Technician (CRCST)
- Certified SolidWorks Professional-Academic (CSWP)
- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- Comp TIA A+
- Comp TIA Network+
- Comp TIA Security+
- Comp TIA Server+
- Electronics System Associate (ESA)
- EPA 608 Universal
- Food Service Management Professional (FMP)
- Florida Expanded Duties and Dental Radiography
- HVAC Excellence: Electric Heat; Electrical; Gas Heat; Heat Pump; Light Commercial A/C & Refrigeration
- Licensed Practical Nurse (LPN) (NCLEX)
- MasterCam Associate Certification
  - Mill Design & Tool Paths
- Microsoft Office Specialist (MOS)
  - Bundle Certification (3 of 5)
- Microsoft Office Specialist Master
- Microsoft Technology Associate (MTA)
  - (IT Infrastructure & Database)
- NCCER Carpentry (Levels 1 & 2)
- NIMS CNC Milling Operations
- Oracle Certified Associate (OCA) Database
- Orthopaedic Technologist Certified (OTC)
- OSHA 10 Hour Safety Course
- Pharmacy Technician
- Quickbooks Certified User
- Student Electronics Technician (SET)
- Welder
  - 3C 4C FCAW; 3C, 4C SMAW



Atlantic Technical College is a Pearson VUE and Certiport Authorized Testing Center. Pearson VUE and Certiport offer innovative computer-based testing solutions through secure electronic test delivery.



# ATC School Calendars 2018 - 2019



## Career and Technical Education Programs (CTE)

	FALL SEMESTER 2018-19		WINTER SEMESTER 2019		SUMMER 2019
	Term 1 (44 Days)	Term 2 (40 Days)	Term 3 (51 Days)	Term 4 (45 Days)	Term 5 (43 Days)
<b>Re-Registration</b> (current students): <b>Open Registration</b> (new students)	Ongoing	Ongoing	Ongoing	Ongoing	May 16 Ongoing
<b>Term Begins:</b>	<b>August 15</b>	<b>October 22</b>	<b>January 8</b>	<b>April 1</b>	<b>June 6</b>
<b>Early Release Days</b>	October 18	December 21	February 21 March 21	May 9 June 4	N/A
<b>Holiday/School Closed</b>	September 3 September 10 September 19	November 12 Nov. 21-23 Dec. 24-Jan. 4	January 21 February 18 March 25 - 29	April 19 May 27	July 4
<b>No Classes: Planning Day</b>	October 19	November 6 January 7	March 22	June 5	N/A
<b>Last Day of Term</b> (Daytime)	<b>October 18</b>	<b>December 21</b>	<b>March 21</b>	<b>June 4</b>	<b>August 6</b>
<b>Last Day of Term</b> (Evening)	<b>October 18</b>	<b>December 21</b>	<b>March 21</b>	<b>June 4</b>	<b>August 6</b>

## Pre-College Programs

	Tri A 2018-19 (74 Days)	Tri B 2018-19 (75 Days)	Tri C 2019 (74 Days)
<b>Re-Registration</b> (current students): <b>Open Registration</b> (new students)	July 25 Ongoing	November 18 Ongoing	Ongoing
<b>Trimester Begins</b>	<b>August 15</b>	<b>December 10</b>	<b>April 22</b>
<b>Early Release Days</b>	October 18	December 21 February 21 March 21	May 9 June 4
<b>Holiday/School Closed</b>	September 3 September 10 September 19 November 12 November 21 - 23	Dec. 22 – Jan. 6 January 21 February 18 March 25-29 April 19	May 27 July 4
<b>No Classes: Planning Day</b>	October 19 November 6	January 7 March 22	June 5
<b>Last Day of Trimester</b> (Daytime)	<b>December 7</b>	<b>April 18</b>	<b>August 6</b>
<b>Last Day of Trimester</b> (Evening)	<b>December 6</b>	<b>April 18</b>	<b>August 6</b>

# INSTRUCTIONAL STAFF

## FULL-TIME

Aleman, Soraya  
Director, Student Financial Services  
CTE Teachers Certificate  
Broward County, FL

Alleman, Philip  
Drafting Teacher  
Master's Degree  
Florida International University, FL

Allen, Dana J.  
Certified School Counselor  
Master's Degree  
Troy State University, AL

Ambrust, Mark  
Automotive Service Technology Teacher  
AS Degree/ASE Master Tech  
Broward Community College, FL

Babcock, Peter  
Culinary Arts Teacher  
Master's Degree  
Lynn University, FL

Barbieri, David  
Culinary Arts Teacher  
Master's Degree  
Virginia Tech, VA

Barnes, Joan  
Hemodialysis Teacher  
Vocational Certificate  
Broward County, FL

Baskind, Carol  
Special Projects  
Master's Degree  
George Washington Univ., D.C.

Beames, Dale  
Science Teacher  
Master's Degree  
University of Delaware, DE

Berg, Deborah  
Instructional Technology Teacher/Dept. Chair  
Bachelor's Degree  
University of South Florida, FL

Bergmann, Kenneth  
Auto & Tech. Trades Dept. Chair  
AYES/T-TEN Coordinator - T-TEN Teacher  
ASE Master Tech./Adv. Vocational Cert.  
Florida International University, FL

Biazar, Rhonda  
Marketing Coordinator  
Associate of Science Degree  
Miami Dade College, FL

Blackford, James  
A/C, Refrigeration & Heating Teacher  
Vocational Certificate /Certified Master HVAC-R  
Broward County, FL

Boegli, Todd  
Instructional Tech Support  
Bachelor's Degree  
Florida State University, FL

Bond, Daniel  
Automotive Service Technology Teacher  
AS Degree/ASE Master Tech., L1  
Broward Community College, FL

Bowers, Andrea  
Instructional Tech Support  
Master's Degree  
Florida International University, FL

Bowers, Christopher  
Instructional Tech Support  
Master's Degree  
Barry University, FL

Bowling, Tiffany  
Culinary Arts Teacher  
Associates Degree  
Johnson & Wales University, FL

Brown, Peter  
Instructional Tech Support  
Master's Degree  
Nova Southeastern University, FL

Burdick, Cindy, PhD, NBCT  
Certified School Counselor  
Doctoral Degree  
Capella University, MN

Burke, John  
Instructional Tech Support  
Master's Degree  
Barry University, FL

Bush, Brian  
Pre-College ESOL Department Chair  
Bachelor's Degree  
University of Florida, FL

Butler, Terry  
Auto Service Technology Teacher  
ASE Master Tech. /Prof. Ed. Cert.  
State of Florida

Carignan, Jeanine  
Academic Studies Teacher  
Bachelor's Degree  
Florida Atlantic University, FL

Castelli, Catherine  
Teacher/Media Specialist  
Master's Degree  
Florida State University, FL

Cathers-O'Donnell, Lisa  
Health Science Ed./Dept. Chair  
Bachelor's Degree  
University of Florida, FL

Cicos, John  
Science Teacher  
Bachelor's Degree  
Florida International University, FL

Coke, Elaine  
Practical Nursing Teacher/Dept. Chair  
Master's Degree  
University of Phoenix, AZ

Colgate, Rebecca  
Career & Tech Ed. Advisor - HS  
Master's Degree  
Nova Southeastern University, FL

Collier, Hallema  
Magnet Coordinator  
Master's Degree  
Nova Southeastern University, FL

Costantino, James  
Spanish Teacher  
Bachelor's Degree  
University of Illinois, IL

Curts, Leslie  
ESOL Teacher  
Bachelor's Degree  
Viterbo University, WI

Curts, Robert J.  
Technical Trades Teacher  
Vocational Certificate  
Broward County, FL

Dalachinsky, Philip  
Instructional Tech Support  
Master's Degree  
Nova Southeastern University, FL

DePasse-Humphrey, Vania  
Certified School Counselor  
Master's Degree  
Nova Southeastern University, FL

Dietz, Patricia  
English Teacher  
Bachelor's Degree  
University of South Florida, FL

Donoso, Patricio  
English Teacher  
Bachelor's Degree  
Nova Southeastern University, FL

Dorlus, Willy  
ESOL Teacher  
Bachelor's Degree  
Florida Atlantic University, FL

Dougherty, Jean  
Mental Health Technician Teacher  
Bachelor's Degree  
Nova Southeastern University, FL

Eisenberg, Meryl  
Disability Services Advisor  
Bachelor's Degree  
State Univ. of NY @ Cortland, NY

Eloi, Ruth  
Certified School Counselor  
Master's Degree  
St. Thomas University, FL

Ervin, Sandra  
Medical Coder/Biller Teacher  
Associate's Degree  
Broward College, FL

Evangelista, Debra  
ESE Specialist/Department Head  
Bachelor's Degree  
St. Leo University, FL

Evans, Corinth  
Medical Admin. Specialist Teacher  
Educational Specialist Degree  
Florida Atlantic University, FL

Fidlow, Cheryl  
Guidance Director - High School  
Master's Degree  
Nova Southeastern University, FL

Finan, Kevin  
Machining Teacher  
Bachelor's Degree  
Broward College, FL

Franklin, Carla  
Practical Nursing Teacher  
Master's Degree  
University of Phoenix, AZ

Frederique, Alexandra  
Business Technology Teacher  
Bachelor's Degree  
Florida Atlantic University, FL

Gammon, Brad R.  
Science Teacher  
Master's Degree  
Michigan State University, MI

Gauntlett, David  
Technology Support Teacher  
Bachelor's Degree  
Florida Atlantic University, FL

Gay, Kathryn  
Practical Nursing Teacher  
Master's Degree  
Hunter College, NY

Gonzalez, Doris  
Certified School Counselor  
Master's Degree  
University of Rochester, NY

Grigull, Alicia  
Director, Office of Student Affairs  
Bachelor's Degree  
Ithaca College, NY

Guzman-Otero, Nahommy  
Spanish Teacher  
Bachelor's Degree  
Florida International University, FL

Hartwell, Michael  
Auto Collision & Repair Teacher  
ASE Master Tech. /Vocational Cert.  
Broward County, FL

Harvey, Elissa  
COE Liaison  
Master's Degree  
Florida Atlantic University, FL

Harvey, Teresa  
Teacher, Adult Student Support  
Master's Degree  
Nova Southeastern University, FL

Higueros, Analiz  
Critical Thinking Teacher  
Bachelor's Degree  
Florida State University, FL

Hutchison, Michael  
English Teacher  
Bachelor's Degree  
University of West Florida, FL

Iyar, Chandrakasan  
Information Technology Teacher  
Bachelor's Degree  
McGill University, Canada

Jackson, Kimberly  
Certified School Counselor - HS  
Master's Degree  
Nova Southeastern University, FL

Jean-Bart, Philippe  
Central Sterile Processing Teacher  
Bachelor's Degree  
Clark Atlantic University, GA

Johnson, Donna  
Pre-College Academic Studies Teacher  
Bachelor's Degree  
McGill University, Canada

Jurgens, Karen  
Business/Management Teacher  
Master's Degree  
Nova Southeastern University, FL

Kahn, Mary  
Academic Studies Career Advisor  
Master's Degree  
Nova Southeastern University, FL

Keller, Thomas  
Toyota T-TEN Teacher  
ASE Master Tech., L1/Adv. Vocational Cert.  
Florida International University, FL

Kelly, Kathleen  
P.E. Teacher  
Master's Degree  
Florida International University, FL

Kim, Yeo Song  
Pre-College Academic Studies Teacher  
Master's Degree  
University of Florida, FL

King, Michelle A. Dental Assisting & Mgmt. Teacher Bachelor's Degree Ashford University, IA	Minimi, Anthony Bldg/Construction Teacher Voc. Cert./State Cert. Gen. Contractor Broward County, FL	Rojas, Maria Medical Assisting Teacher Doctoral Degree Universidad Del Valle, Colombia	Tulloch, Sharon Practical Nursing Teacher Master's Degree Florida Atlantic University, FL
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