



CHUCK SHAW TECHNICAL EDUCATION CENTER OF PALM BEACH COUNTY

Anderson Louis
Assistant Principal
(Day)

Awilda V. Tomas-Andres, Ed.S., M.Ed.
Principal

Dr. Lyudmyla Ziemke
Assistant Principal
(Eve)

SY 2025 - 2026

CAREER AND TECHNICAL EDUCATION COURSE CATALOG



Mission

At Chuck Shaw Technical Education Center, our mission is to deliver high-quality career and technical education that empowers students with the practical skills, industry expertise, and professional values essential for success in today's evolving workforce. Through hands-on training, strong industry partnerships, and a student-centered approach, we prepare graduates for meaningful, high-demand careers and clear career pathways.

We are committed to bridging the gap between education and employment while fostering lifelong learning, cultural understanding, and language development to support learners from all backgrounds. Together, we promote career advancement and success in a dynamic global economy.

Accreditation

Chuck Shaw Technical Education Center is accredited by the Council on Occupational Education since December 2022.



Chuck Shaw Technical Education Center

4260 Westgate Avenue

West Palm Beach, Florida 33409

561-616-7800

Palmbeachschools.org/chuckshaw

Facility: The Chuck Shaw Technical Education Center was built in 2020 as a state-of-the-art educational facility. There are 32 classrooms, including 3 medical sciences labs, testing/skills labs, computer labs, and support staff/administrative offices.

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CHUCK SHAW TECHNICAL EDUCATION CENTER

Administrative Office Specialist

This program offers a sequence of courses that provide coherent and rigorous content. It is aligned with challenging academic standards, relevant technical knowledge, and skills needed to prepare for further education and careers in the Business Management and Administration career cluster. In addition, provides opportunity for technical skill proficiency and competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher-level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

Program Length:

1050 Hours (approximately 12 months)

Days and Times:*

Monday – Friday, 8:00 AM - 2:00 PM

* *The schedule may vary depending on the length of the term.*

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$2677.50
Registration Fee	\$35.00
Books	\$100.00
Certification Fees	\$450.00
Lab Fee	\$50.00
Total Costs	\$3312.50

Industry Certification:

Students will be prepared to take approved industry certification exams (voluntary).

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	OTA0040	Information Technology Asst.	150 hrs
B	OTA0041	Front Desk Specialist	300 hrs
C	OTA0033	Administrative Office Professional	300 hrs
D	OTA0053	Administrative Office Specialist	300 hrs

Admission Requirements:

- High School diploma or equivalent
 - Students without a high school diploma must consult a counselor prior to registration
- Attend mandatory program orientation session
- Documentation
 - Proof of Florida residency for in-state tuition
 - Valid government-issued photo identification
 - Social security card
- Students enrolling in a postsecondary program of 450 hours or more are required to take and pass a basic skills test (CASAS GOALS2) to receive a vocational certificate at the time of program completion.
 - Required scores: (Reading-244 and Math-230)

Basic Skills Test Information:

The CASAS GOALS2 test consists of 2 components, Reading and Math. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the guidance counselor.

Exemptions for the Basic Skills test include:

- You entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. Prospective student must provide an official high school transcript.
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university. Prospective student must provide an official transcript.
- Demonstrate readiness via the 2014 GED®, ACCUPLACER, PERT, ACT, SAT and the Prospective student must provide official test results.
- Active duty member of any branch of the United States Armed Services. Student must produce a military ID card.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled. Student must provide official test results.
- Enrolled in an apprenticeship program that is registered with Florida Department Of Education.

EKG Technician

The program is designed to prepare students for employment as electrocardiograph aides, EKG Technicians, EKG Technicians SOC 29-2031 cardiovascular technologists and technicians or to provide supplemental training for persons previously or currently employed in this occupation. It offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster.

The content includes but is not limited to communication and interpersonal skills, overview of human anatomy and physiology with emphasis on cardiac and vascular systems, medical terminology and transcription, patient care techniques, medical instrumentation, cardiovascular drugs, interpretation of monitoring and testing results, medical ethics, cardiac wellness and rehabilitation, safe and efficient work practices, CPR, Basic Life Support (BLS) and employability skills.

Program Length:

465 Hours (approximately 4 months)

Days and Times:*

Monday - Friday 8:00 AM - 2:00 PM

* The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$1,185.75
Registration Fee	\$35.00
Books	\$71.25
Certification Exam	\$225.00
Physical Assessment Kit	\$105.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$25.00
Total Costs	\$1,843.00

Industry Certification:

Students will be prepared to take an approved state and/or nationally recognized voluntary certification in the field of study. Currently, students who complete this course will sit for the EKG Technician certification exam with the National Healthcare Association (NHA).

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hrs
B	MEA0540	EKG Aide	75 hrs
C	MEA0541	EKG Technician	300 hrs

Admission Requirements:

- High School diploma or equivalent
 - Students without a high school diploma must consult a counselor prior to registration
- Attend mandatory program orientation session
- Documentation
 - Proof of Florida residency for in-state tuition
 - Valid government-issued photo identification
 - Social security card
- Students enrolling in a postsecondary program of 450 hours or more are required to take and pass a basic skills test (CASAS GOALS2) to receive a vocational certificate at the time of program completion. Required scores: (Reading-239 and Math-225)

Basic Skills Test Information:

The CASAS GOALS2 test consists of 2 components, Reading and Math. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the guidance counselor.

Exemptions for the Basic Skills test include:

- You entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. Prospective student must provide an official high school transcript.
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university. Prospective student must provide an official transcript.
- Demonstrate readiness via the 2014 GED®, ACCUPLACER, PERT, ACT, SAT and the Prospective student must provide official test results.
- Active duty member of any branch of the United States Armed Services. Student must produce a military ID card.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled. Student must provide official test results.
- Enrolled in an apprenticeship program that is registered with Florida Department Of Education.

Home Health Aide

This program is designed to prepare students for employment as a home attendant, or home health aide (SOC Code 31-1011) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment, as stated in Rules of the Department of Health Minimum Standards for Home Health Agencies.

Additional content areas to be included are: legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; pet facilitated therapy; and employability skills.

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$420.75
Registration Fee	\$35.00
Books	\$62.25
Physical Assessment Kit	\$105.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$15.00
Total Costs	\$834.00

Program Length:

165 Hours (approximately 2 months)

Days and Times:*

Monday - Thursday 8:00 AM - 1:00 PM

** The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.*

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	HCP0330	Home Health Aide	75 hours

Admission Criteria:

- Age: 18 years or older-Official withdrawal from K-12
 - Students 16 & 17 years old must see a counselor prior to registration
- Attend mandatory program orientation session
- Documentation
 - Proof of Florida residency for in-state tuition
 - Government-issued valid photo identification
 - Social security card
- Mandatory background check
- Health/Medical Records needed for clinical

Industry Certification:

Students will be able to qualify to obtain a Palm Beach County Healthcare Badge upon completion. Additionally, student can sit and challenge the CNA examination upon completion of this program.

Medical Assisting

This program is designed to prepare students for employment as medical assistants, SOC 31-9092. It offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Program Length:

1300 Hours

Days and Times:*

Monday – Friday, 8:00 AM - 2:00 PM

** The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.*

Instruction Type:

Class is offered 100% in person.

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$3,315.00
Registration Fee	\$35.00
Books	\$275.75
Physical Assessment Kit	\$105.00
Scrubs	\$92.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fees	\$409.25
Certification Fees	\$698.00
Total Costs	\$5,080.00

Industry Certification:

Students will be prepared to take an approved state and/or nationally recognized voluntary certification or licensure exam in the field of study. Currently, students who complete this course will sit for the Medical Assisting certification exam with the National Healthcare Association (NHA).

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0002	Introduction to Medical Assisting	250 hours
B	MEA0501	Medical Office Procedures	75 hours
C	MEA0521	Phlebotomist, MA	75 hours
D	MEA0543	EKG Aide, MA	75 hours
E	MEA0581	Clinical Assisting	230 hours
E	MEA0530	Pharmacology for Medical Assisting	90 hours
E	MEA0573	Laboratory Procedures	125 hours
E	MEA0506	Administrative Office Procedures	90 hours
E	MEA0942	Practicum Experience	200 hours

Admission Criteria:

- High School diploma or equivalent
 - Students without a high school diploma must consult a counselor prior to registration
- Attend mandatory program orientation session
- Documentation
 - Proof of Florida residency for in-state tuition
 - Valid government-issued photo identification
 - Social security card
- Mandatory background check
- Health/Medical Records needed for clinical
- Students enrolling in a postsecondary program of 450 hours or more are required to take and pass a basic skills test (CASAS GOALS2) to receive a vocational certificate at the time of program completion.
 - Required scores: (Reading-244 and Math-230)

Phlebotomy Technician

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

Program Length:

165 Hours (approximately 2 months)

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$420.75
Registration Fee	\$35.00
Books	\$57.00
Certification Exam	\$225.00
Physical Assessment Kit	\$105.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$159.25
Total Costs	\$1198.00

Industry Certification:

Students will be prepared to take an approved state and/or nationally recognized voluntary certification or licensure exam in the field of study. Currently students that complete this course will sit for the Phlebotomy Technician certification exam with the National Healthcare Association (NHA).

Days and Times:*

Monday – Thursday, 8:00 AM - 1:00 PM

Friday, 8:00 AM – 11:00 AM

** The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.*

Instruction Type:

Class is offered 100% in person.

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0520	Phlebotomist	75 hours

Admission Criteria:

- High School diploma or equivalent
 - **Students without a high school diploma must consult a counselor prior to registration**
- Attend mandatory program orientation session
- Documentation
 - Proof of Florida residency for in-state tuition
 - Valid government-issued photo identification
 - Social security card
- High school diploma or GED Required for NHA Certification
- Mandatory background check
- Health/Medical Records needed for clinical

Faculty

Administrative Office Specialist:

Shari Alexios, Master of Science, Management and Leadership, Western Governors University

EKG Technician:

Jessie Price, RN, BSN, Palm Beach State College, BSE, Florida Atlantic University

Home Health Aide:

Sandra Stegall, Associate in Science, RN - Palm Beach State College

Dr. Juan Mendieta, MD - Catholic San Pablo University, RN, BSN - International Institute for Health Care Professionals

Jessie Price, RN, BSN, Palm Beach State College, BSE, Florida Atlantic University

Medical Assisting:

Dr. Kaschelea Holland, PharmD, Florida A&M University

Phlebotomy Technician:

Joyah Seaton, Associate in Science, Health Service Administration - Florida Career College

Administration:**Principal:**

Awilda V. Tomas-Andres, Ed.S., M.Ed.

Assistant Principal (Day):

Anderson Louis, M. Ed.

Assistant Principal (Eve):

Dr. Lyudmyla Ziemke, EDD

Specialist

Laura Ruiz, M.S.