2026-2027 CATALOG | CLEARWATER CAMPUS

Revised on 10/7/26

pcs
PINELLAS COUNTY SCHOOLS

CLEARWATER CAMPUS

6100 - 154th Avenue North
Clearwater, FL 33760

(727) 538-7167 • Fax (727) 538-7203
Pinellas Technical College www.pcsb.org/ptc-clearwater

Dr. Jakub Prokop, Campus Director

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

A message from the Director

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

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

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

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

The School Board of Pinellas County, Florida

Dawn M. Peters, Vice Chairperson
Caprice Edmond, Chairperson
Laura Hine
Katie Blaxberg
Lisa N. Cane
Eileen M. Long
Stephanie Meyer

Kevin K. Hendrick, Superintendent of Schools

Stephanie Woodford, Deputy Superintendent

Dr. Dywayne Hinds
Executive Director, Career, Technical and Adult Education

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

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

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

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

Michael Vigue Chief Human Resources Officer, Human Resource Services

Office of Equal Opportunity 301 4th Street, SW, Largo, FL 33770; (727) 588-6000

This publication can be made available in large print or audio tape versions to persons with disabilities. Requests should be made to Pinellas Technical College-Clearwater Campus, 6100 154th Avenue N, Clearwater, FL 33760

(727) 538-7167. Please include your name, address and telephone/ TDD number with your request.

PINELLAS TECHNICAL COLLEGE

Opportunity starts here

Clearwater Campus

6100 154th Avenue North
Clearwater, Florida 33760
(727) 538-7167 • Fax (727) 538-7203
www.myptc.edu

Vision
To be our communities' first choice for technical training.

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

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

As part of the Pinellas County School district, Pinellas Technical College is accredited by Cognia. Cognia is the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

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

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

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

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

GENERAL INFORMATION

School Profile

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

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

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

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

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

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

Pinellas Technical College alumni are in demand in the local job market. Business and industry continue to request Pinellas Technical College graduates because of their quality technical skills.

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

Institutional Advisory Council (IAC)

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

In addition to the IAC, each training program has an occupational advisory committee or apprenticeship committee comprised of professionals working in the area of the specific training program. Input from these committees ensures that desirable, relevant, and current practices are taught for each program. The IAC and program committees are an extremely important element of Pinellas Technical College's success, bringing the expertise of more than 250 business and professional organizations to the Pinellas Technical College career education mission.

Campus Hours
August 11, 2026 – July 15, 2027

Clearwater Campus
Monday – Thursday
7:00 A.M. – 9:00 P.M.
Friday
7:00 A.M. – 3:30 P.M.

2026-2027 Calendar

Tuesday, August 11 ..... *Classes begin – Term 1
Monday, September 7 ..... Labor Day Holiday – school closed
Monday, October 12 ..... School closed for students
Tuesday, October 13 ..... *Classes begin – Term 2
Monday, November 11 ..... School closed for students
Monday - Friday, November 23 – 26 ..... Thanksgiving Holidays – school closed
Monday, December 19 – Monday, January 4 ..... Winter Holidays – school closed
Tuesday, January 5 ..... *Classes begin – Term 3
Monday, January 18 ..... Martin Luther King, Jr. Day Holiday – school closed
Monday, February 15 ..... School closed for students
Monday - Friday, March 15 – 19 ..... Spring Holidays – school closed
Monday, March 22 ..... *Classes begin – Term 4
Friday, March 26 ..... *Classes begin – Term 4
Friday, April 23 ..... School closed for students
Monday, May 31 ..... Memorial Day Holiday – school closed
June TBA..... *Classes begin – Term 5
Monday, June 7 ..... Four-day week begins
Thursday, July ..... Last day for summer classes (pending School Board approval)

***Some programs due to licensure requirements, off-site locations, and other extenuating circumstances necessitate alternative scheduling. Please see a school counselor in the Student Services department for specific program start dates.**

ADMISSION

Enrollment

Students who are at least 16 years of age and not currently enrolled in a secondary education program, are considered adult students. Students are expected to enroll on a full-time basis each fee period. With documentation and administrative approval, students may be eligible to enroll on a part-time basis. Students should meet with a school counselor to discuss program interests and requirements.

1. All students must be registered by the 3rd day of the term. Anyone not registered by the 3rd day of the term will have to request an exception from an administrator. Only continuing students are eligible for a fee extension and only with approval from the Assistant Directors, and past the 5th day only from the Director.
2. Students with administrative approval will be allowed to register up to 3 days late with the understanding that they may not use Bright Futures funding for a partial term of enrollment. Pell students, VA students, and those with other scholarships (if criteria allows) will begin the scheduled hours of the term on the day of their enrollment. Students will not be marked absent on days prior to their enrollment date.
3. Program and schedule changes require approval from Instructor, Financial Aid, School Counselor and/or Administration.
4. These deadlines and processes apply to most Pinellas Technical College full-time programs. Programs with articulation expectations among programs or which otherwise require students to move among programs at times other than term start dates are exempt from these deadlines and processes.

Admissions Policy

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

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

Dual-Enrollment

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

Dual-Enrollment opportunities also exist at a student's home high school during their junior and/or senior year. To learn more about these options potential students and their parents should reach out to their high school guidance department or the Pinellas Technical College Student Services department.

Residency for Tuition Purposes

State Board Rule 6A-10.044 establishes consistent policies for the classification of students as residents for tuition purposes in accordance with criteria set forth in Section 1009.21, F.S. Students are classified as residents, nonresidents, or foreign nationals for the purpose of assessing tuition fees. The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his or her parent. For documentation to be "clear and convincing," it must be credible, trustworthy, and sufficient to persuade the institution that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for at least twelve (12) consecutive months prior to classification - SBR 6A- 10.044(3). To establish legal residency in the state of Florida, the applicant must provide two forms of documentation for proof of residency (with an issue date of a year earlier) – for example:

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

General Admission Process

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

Registration

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

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

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

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

Readmission Procedures

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

Distance Education

Pinellas Technical College offers distance education (online) courses and programs that fall into two major categories: programs and courses that are completely online and can be completed 50% or more off-campus, and programs and courses identified as partially online, blended, or hybrid. A hybrid program can have up to 49% percent of the curriculum available online which is designed to be completed off-campus. Each student is responsible for having a computer or access to a computer, software programs required for the course/program, and Internet access. Online learning offers a flexible, convenient format while maintaining the same standards of instructional quality as our traditional programs. In addition, all online Career Technical Education (certificate) programs have the same accreditation, transfer, and articulation as traditional programs. Financial aid is available to eligible students enrolled in distance education programs with the exception of students eligible for veterans (VA) educational benefits. Financial aid is available to eligible students enrolled in distance education programs with the exception of students eligible for veterans Chapter 35 (VA) educational benefits. Please refer to the Financial Information section of the catalog for further clarification on this topic.

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

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

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

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

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

Course Intent/Definition

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

Career Technical Certificate Program

Students who complete all required courses for a state identified job preparatory program and meet state basic academic skills requirements, as assessed by a state approved basic skills assessment, will be awarded a Certificate of Program Completion. If students have a high school diploma or pass industry certification, they may be exempt from the basic academic skills requirements and should check with their school counselor. Students receive grades, transcripts, and certificates. Upon request, students who exit prior to program completion may be given a certificate to verify courses mastered, pending all financial obligations are met.

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

Industry Certifications

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

Fee-Based Instruction

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

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

Transfer Policy

The programs offered at Pinellas Technical College are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. An incoming student who has previously attended another accredited postsecondary institution may provide an official transcript for credit evaluation. Acceptance of credit completed at another institution will be appropriately awarded provided it occurred during the past three (3) years. A student must present an official transcript from an accredited postsecondary institution and have the credits accepted toward the current program prior to enrollment in order to determine the appropriate length of the program.

Additionally, credit may be given for work experience after evaluation and documentation of skills. Documentation of work experience that occurred during the past three (3) years must be done prior to enrollment. Documentation of work experience can take many forms and is best if clearly related to and identified with course standards/benchmarks. The following are examples of acceptable documentation:

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

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

Student Orientation

The orientation provides students general information about the policies, functions, and personnel of the institution. Orientations are held at the beginning of each term. Specific program information is provided by the instructor.

STUDENT SERVICES

Mission Statement

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

Career Guidance and Counseling Services

Counseling is a vital part of career and technical education. Counseling is an on-going process aimed at assisting students with the gathering of information about careers as well as themselves, their aptitudes, interests, and abilities. The goal is to match the individual with the most appropriate career program available at Pinellas Technical College. Students and prospective students are encouraged to use a variety of resources (public libraries, Internet, and catalogs) to research information about careers. School counselors are also available to assist students with academic and personal counseling issues. Counseling services focus on the needs of the total individual bringing together the resources of the school and the community to achieve the desired goals. Students may request to see counselors on an appointment or walk-in basis.

Career Assessment

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

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

Academic Testing

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

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

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

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

Testing Services

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

The following tests are given in the Testing Center:

- Adult Basic Skills and CASAS
- Adobe Certified Professional in Visual Design- Photoshop, Illustrator
- Ability to Benefit Certified ATB Test (ACCUPLACER) for HVAC
- CareerSource – an interest inventory test that measures and identifies career preferences
- Certified Internet Web (CIW)- Advanced HTML5 & CSS3 Specialist; JavaScript Specialist
- Cisco Computer Networking Exam (Certiport)
- Florida Ready to Work tests for Digital Skills, Employability Skills, and Soft Skills credentials
- International Society of Certified Electronics Technicians (ISCET) certification exam for Electronics System Associate
- Manufacturing Skills Standard Certification (MSSC)- an assessment and certification system for the Certified Production Technician (CPT) credential
- Microsoft Office Specialist (MOS) certification exams in Word, Excel, Outlook, and PowerPoint
- National Healthcare Association (NHA) certification exam for Certified Medical Administrative Assistant (CMAA)
- National Institute for Metalworking Skills (NIMS) certification exams for machining
- National Occupation Competency Testing Institute (NOCTI)- "job ready" assessment exams for various occupations
- Prov examination services for various occupational licensing and certification
- Intuit QuickBooks Online Certified User for accounting
- Test of Essential Academic Skills (TEAS) 7 – entrance exam for the Practical Nursing program
- Test of Essential Academic Skills (TEAS) V for Allied Health- entrance exam for all allied health programs
- National Center for Construction Education and Research (NCCER)
- Yamaha Cape Certification
- On Campus Pearson Vue testing center that offers various industry certifications

Employability Skills

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

Employment Assistance

Employers seeking to hire students provide information on positions available to our Placement Coordinator. Job Opportunities are made available to instructors and students via Career Rocket, the school online network, which is then forwarded to instructors via the school network and posted on bulletin boards. https://pinellas.mycareerrocket.com/

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

Articulation with High Schools and Colleges

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

Commencement Exercises

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

Students with Disabilities

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

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

Services for the Hearing Impaired

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

Bookstore

Textbooks and other supplies may be purchased through our online bookstore. Every attempt is made to have all required and recommended texts available the first day of registration. The bookstore does not sell all program specific tools. The program instructor will assist and advise students regarding locations to purchase required tools. https://bncvirtual.com/ptcclearwater

Food Service

A vending area is available on campus for beverages, sandwiches, and assorted snacks. The culinary program serves a full menu on an announced schedule which is prepared by the culinary students.

Academic Resources

Technical Resource Center

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

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

Adult Basic Education/Academic Skills Building

The Adult Basic Program is designed to upgrade and develop the job-related academic skills of the institution's technical students. The program's major objectives are to enhance the potential of the institution's students to be successful in their technical programs and in the workforce as well as to ensure compliance with the Florida legislature's academic competency requirements for exiting a career technical program as a completer. https://www.pcsb.org/Page/4193

Learning Resource Center

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

FINANCIAL INFORMATION

Fees/Expenses

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

Career Technical Certificate

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

Adult General Education (with or without diploma or GED)

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

$45 for six months/$90 for a full year

Self-Sustaining

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

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

Fee Assessment

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

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

Registration/Fee Payments

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

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

Parking Facilities

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

Student Identification

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

Refund Policy

- If a student withdraws for active military service, the student is given **two** options.
  The student is given a full refund or credit, and the withdrawal is noted for active military duty. OR
  The student is given the opportunity to complete the course(s) at a later date without academic or financial penalty.
- A student may cancel an enrollment at any time before the commencement of a class and shall be entitled to a refund of tuition.
- Students who withdraw from their career technical programs qualify for a refund of tuition and lab fee (see Fees and Expenses). To qualify for a refund, the withdrawal must occur within the first 10 class sessions or first 50 enrollment hours, whichever one occurs first. Notice of withdrawal must be submitted to the records office. See Teachers' Handbook for additional information. The withdrawal period begins with the entry date on the class registration form.
- Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines the student has withdrawn.
- Refunds will be issued for incorrect fee charges, classes that are closed due to low enrollment, or following an administrative decision to refund the student's program fees.
- The application fee, facility fee, parking permit, and student ID fee are nonrefundable.
- Tuition paid by Title IV funding (Pell Grant) will be refunded to the grant according to the Title IV policy.
- Agency scholarships and other student sponsors who provide financial funding to a student for the purpose of tuition and other institutional fees may request a refund if there is a credit balance remaining on the students' account after graduation, or a withdrawal within the 10-day refund period. The request must be in writing at the time the funding is sent to the college. If a request for credit refund is not on file, remaining credit balances will be refunded and disbursed to the student.
- Students enrolled in fee-based instruction classes are not entitled to a refund once the class has commenced.

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

Financial Assistance

Financial aid, which consists of grants and scholarships, is available to eligible students and is used to help students meet their educational expenses. A comprehensive guide of available grants and scholarships and eligibility criteria is available in the Financial Aid office at each campus. For federal financial aid disbursements, a student's attendance is checked at each SAP evaluation period and a student can miss up to 10% of each payment period without having to make up the hours. If they miss more than 10%, they must make up those hours.

Verification

Student aid reports may be subject to verification of information either as directed by the U.S.

Department of Education or the financial aid specialist. Students are responsible for providing requested documentation before financial aid is disbursed. Documentation required may be financial such as tax returns or personal such as social security card and selective service registrations.

Financial Aid Appeal Process

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

Veteran's Benefits

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11
G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

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

Veterans can attend 100% online, but their benefits will reflect this option.

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

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

Veteran's Attendance Policy

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

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

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

Veteran's Satisfactory Academic Progress Policy

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

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

Veteran's Appeal Process

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

Types of Financial Assistance

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

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

Satisfactory Progress Requirements for Financial Aid Students

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

Return of Title IV Funds

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

Gainful Employment

The U.S. Department of Education for Title IV federal student aid eligibility defines a Gainful Employment (GE) program as an educational program offered by an eligible institution that prepares students for gainful employment in a recognized occupation. Please see the individual program pages for program length, completion time, tuition costs, earning potential, field of employment, and certification/licensure information at https://clearwater.myptc.edu/programs/clearwater-full-time-programs.

STUDENT INFORMATION

Academic Policies

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

Attendance

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

Specific attendance policies may be required by individual programs to comply with Veteran benefit guidelines, state board rules, financial aid guidelines, and/or program standards. Students should refer to their program syllabus for specific attendance requirements. Students cannot be more than 15 minutes late to class. A student who is more than 15 minutes late to class will be turned away and marked absent for that day.

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

For federal financial aid disbursements, a student's attendance is checked at each SAP evaluation period and a student can miss up to 10% of each payment period without having to make up the hours. If they miss more than 10%, they must make up those hours.

PTC Attendance Requirements: Students must attend 90% of all program hours to graduate from their program. All students enrolled in a clock hour program will be required to meet all program attendance requirements prior to graduation. Students on financial aid who do not meet the 90% attendance requirement and do not make up allowable hours will have their financial aid (Pell) award prorated to the number of attended hours which will decrease the students' award. Note: Pell Grant Awards will not exceed the standard number of clock hours of the program. Hours dropped during an enrollment period will reduce Pell Grant Awards and may delay Pell Grant disbursement.

Campus Safety and Security

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

Certificate of Attendance

This certificate is awarded upon request to a student who satisfactorily master's a required series of tasks but has not yet completed an occupational completion point (OCP), or to a student that has completed all OCPs but has not met the basic academic skills requirements.

Certificate of Completion Point

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

Certificate of Program Completion

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

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

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

https://clearwater.myptc.edu/school-information/about-us/code-of-student-conduct-for-postsecondary-career-technical-and-adult-education

Crisis Plan

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

Drug Free School Act

Federal legislation has been passed to convey to students receiving federal funds the health risks that exist for those who abuse alcohol or drugs. State law prohibits the consumption and possession of alcoholic beverages for persons under the age of 21. Possession or use of a controlled substance or possession or use of an alcoholic beverage on School Board property is prohibited and may result in disciplinary action up to and including termination and/or referral for prosecution consistent with local, state, and federal law. Tobacco/vaping is not allowed on campus.

Family Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." More information can be found at their website. http:// www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Grades

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

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

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

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

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

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

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

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

Students who have been withdrawn for unsatisfactory progress may be readmitted only after counseling and on a space-available basis. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedure as described in the *Code of Student Conduct for Postsecondary Career, Technical, and Adult Education*. Academic and attendance policies may vary for some programs due to specific program standards or accreditation requirements.

Graduation Requirements

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

Student Complaint/Grievance Procedures

A student is encouraged to resolve any issue at the lowest organizational level possible. Ideally, any concerns will be resolved at the classroom level with the instructor or the guidance counselor. The next level will be for the student to contact their program administrator by filling out a Student Complaint/ Grievance Form or via email with the following information: date, student name, phone number, program name, and the incident explanation. If those levels of review fail to resolve the problem, students should bring the issue to the school director, and lastly to the district CTAE office. See the Code of Student Conduct for Postsecondary Career, Technical, and Adult Education for grievance procedures. If a satisfactory solution is not reached in those levels of appeal, the student can address the issue to Pinellas Technical College's accrediting agency, The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, (770) 396-3898 or 1 (800) 917-2081, FAX (770) 396-3790, website www.council.org. The COE will ask the student to verify he or she has exhausted all local levels of appeal. The student may also contact the college's state authorizing agency, The Florida Department of Education-Division of Career and Adult Education, 325 West Gaines Street, Suite 734, Tallahassee, Florida 32399-0400, Phone: 850-245-0446, Fax:850-245-9052, Email: CareerandAdultEd@fldoe.org; http://www.fldoe.org/policy/cie/file-a-complaint.stml.

Literacy Requirements for Postsecondary Career and Technical Education

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

Standards of Progress

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

Student Procedures for Reporting Alleged Cases of Discrimination

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

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

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

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

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

Withdrawal

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

Work-Based Learning

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

STUDENT ORGANIZATIONS

Career Technical Student Organizations (CTSO)

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

National Technical Honor Society (NTHS)

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

SkillsUSA

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

Student Council

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

PROGRAMS OF STUDY

Accounting Operations

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

Program B200100 consists of a planned sequence of courses.

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

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

Accounting Assistant - Course ACO0044 (300 Hours) Builds on the skills introduced in Course ACO0040. The application of the full accounting cycle will be continued using the computerized accounting method. Advanced concepts in Microsoft Excel, Word, Access, and PowerPoint will be covered. Prerequisites: courses OTA0040 and ACO0040.

Accounting Associate - Course ACO0043 (300 Hours) Reinforces the intended outcomes and skills developed in Course ACO0041. Training in QuickBooks and related software will be used to enhance workplace productivity and performance. Prerequisites: courses OTA0040, ACO0040 and ACO0041.

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

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

Industry Certifications: Microsoft Office Specialist (MOS in Word, Excel, PowerPoint, and Outlook
National Occupational Competency Testing Institute (NOCTI) Accounting-Basic
INTUIT QuickBooks Online Certified User
FL Ready to Work Digital and Soft Skills credentials

Baking & Pastry Arts

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

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

Pastry Cook/Baker – Course FSS 0090 (300 hours) and **Pastry Chef/Head Baker** Course FSS0091 (300 hours) The Baking and Pastry Arts program covers basic and advanced preparation of a wide variety of baked and dessert goods. Topics include breads, breakfast pastries, cookies, chocolate applications, and cake decorating. Students will learn leadership and employability skills as they work in a retail bakery setting. Upon completion of the program, graduates are qualified to work as pastry cooks and bakers under the supervision of a pastry chef or head baker.

Distance Education: Not available at this time

Industry Certification(s): ServSafe® certification

Barbering

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

Program I120403 consists of a planned sequence of courses.

Barber 1A – Course COS0160 (320 hours) Students will learn to use safe sanitary and efficient work practices. Students will learn to identify, prepare, and perform hair shaping (cutting, student will also learn correct procedures for shampooing, conditioning, and scalp treatments.

Barber 2A – Course COS0161 (150 hours) Students will identify and perform hairstyles. Identify Prepare and perform mustache and beard designs. Identify Prepare and perform clients with wet sets, thermal styling, and braided styles.

Barber 3A – Course COS0162 (300 hours) Students will identify, prepare, and perform. Identify, prepare, and perform hairpieces, wigs, and hair attachments. Student will demonstrate knowledge of professional development (employability skills, student will demonstrate knowledge of Florida Law and State Board requires.

Barber 4A – Course COS0163 (130 hours) Students will identify and prepare hair pieces and hair attachments. Students will identify and perform permanent waving/reconstruction and curl/chemical relaxing. Identify and apply temporary /semi-demi permanent and permanent color. Identify and apply lighteners and specialty color techniques.

Distance Education: Not available at this time

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

Services Available: All work is performed by Barbering students and available to the public. To discuss cost and details, please call the program instructor **Clearwater** campus - (727 538-7167, extension 2107 or 2018

Cabinetmaking

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

Program I480704 consists of a planned sequence of courses.

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

Cabinet Finisher - Course BCV0235 (150 Hours Content includes finishing skills, stain systems, cabinets, shelving, and wall coverings.

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

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

Distance Education: Not available at this time

Industry Certification(s: Occupational Safety and Health Administration (OSHA 10-Hour Certification and National Occupational Competency Testing Institute (NOCTI Cabinetmaking

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

***Cabinetmaking 1 and 2 will be coming sometime in the 26-27 school year.**

Child Care Center Operations

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

Program V200206 consists of the following course.

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

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

Classes are held at various locations in Pinellas County.

Distance Education: Available – refer to Distance Learning section

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

Computer Systems & Information Technology (CSIT)

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

Program Y100200 consists of a planned sequence of courses.

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

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

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

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

Articulation Agreement(s):
St. Petersburg College Cybersecurity, A.S. Degree
St. Petersburg College Computer Information Technology, A.S. Degree

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

Diesel Systems Technician 1

Mission: The mission of this program is to prepare and teach students basic skills for entry level employment as Diesel truck and equipment technicians. Students must complete the Diesel Maintenance program prior to enrollment in the Diesel Systems Technician 1 program. This program must be completed to enroll in the Diesel Systems Technician 2 program. This program consists of a planned sequence of courses.

Program T650100 consists of a planned sequence of courses.

Diesel Engine Mechanic/Technician Helper - Course DIM0101 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

Diesel Electrical and Electronics Technician - Course DIM0102 (300 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study general electrical systems, batteries, starting, charging, lighting, gauges, warning devices, and related electrical system diagnostics, service, and repair.

Diesel Engine Technician - Course DIM0104 (300 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, cylinder head, valve train, engine block, lubrication, cooling, air induction, exhaust, fuel, engine brakes diagnostics service, and repair.

Diesel Brakes Technician - Course DIM0105 (300 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air, and hydraulic brakes.

Distance Education: Not available at this time

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

Diesel Systems Technician 2

Mission: The mission of this program is to prepare and instruct students for an advanced and proficient level employment as Diesel truck and equipment technicians. Students must complete Diesel Systems Technician 1 or demonstrate mastery of the program outcomes prior to enrollment in Diesel Systems Technician 2. This program consists of a planned sequence of courses.

Program T650200 consists of a planned sequence of courses.

Diesel Engine Preventive Maintenance Technician - Course DIM0103 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine system, cab and hood systems, electrical/electronic systems, frame and chassis systems diagnostics, service, and repair.

Diesel Heating and Air-Conditioning Technician - Course DIM0106 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of HVAC, and A/C systems.

Diesel Steering and Suspension Technician - Course DIM0107 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of steering, suspension, wheel alignment, wheels, tires, and frame systems.

Diesel Drive Train Technician - Course DIM0108 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of clutch, transmission, driveshaft, universal joint, and drive axle systems.

Diesel Hydraulics Technician - Course DIM0109 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of hydraulic, pumps, filtration/reservoir, hoses, fittings, connectors, control valves, and actuator systems.

Distance Education: Not available at this time

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

Diesel Maintenance Technician

Mission: The mission of this program is to prepare students for employment as Diesel technician helpers and preventative maintenance technicians. Students must complete this program before entering the Diesel Systems Technician 1 program. This program consists of a planned sequence of courses.

Program T440400 consists of a planned sequence of courses.

Diesel Engine Mechanic/Technician Helper - Course DIM0101 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

Diesel Air Brakes Technician – Course DIM0131 (150 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air brakes.

Diesel Engine Preventive Maintenance Technician - Course DIM0103 (300 Hours) Prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, fuel, air induction and exhaust, lubrication, instruments and control, safety equipment, hardware, heating, ventilation, air conditioning systems, electrical/electronic; battery and starting systems, charging systems, and lighting systems; air brakes, hydraulic brakes, drive train, suspension and steering, tires and wheels, frame and fifth wheel systems.

Distance Education: Not available at this time

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

Electricity

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

Program I460312 consists of a planned sequence of courses.

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

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

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

Distance Education: Not available at this time

Industry Certification(s): Hilti Powder-Actuated Tool Certification, NCCER Core and NCCER Electrical Levels 1-4, Occupational Safety and Health Administration (OSHA) 10-hour Safety Certification

Apprenticeship: Available – refer to Clearwater Campus Apprenticeship sections

Electricity 1

Mission: The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues. This program consists of a planned sequence of courses.

Program C400500 consists of a planned sequence of courses.

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

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

Distance Education: Not available at this time

Industry Certification(s): Hilti Powder-Actuated Tool Certification, NCCER Core and NCCER Electrical Levels 1-3, Occupational Safety and Health Administration (OSHA) 10-hour Safety Certification

Apprenticeship: Available – refer to Clearwater Campus Apprenticeship sections

Electronic Systems Integration and Automation

Mission: The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the Electronics Technology Integration industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Electronics Technology Integration industry: technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety, and environmental issues.

Program C700100 consists of a planned sequence of courses.

Electronic System Technician - Course EEV0240 (300 Hours) Content includes identifying differences between types of current and voltage, identifying basic units of measurement, using planning tools, identifying codes, demonstrating applicable safety practices, defining the industry, and explaining the business of residential technologies.

Residential Electronic Systems Technician - Course EEV0241 (300 Hours) Content includes phases of installation, design and construction of racks and cabinets, installation and calibration of audio/video subsystems, and related residential concepts.

Commercial Electronic Systems Technician - Course EEV0242 (150 Hours) Content includes identifying the role/responsibilities of the system designer, applying the basics of project management, designing, and building network infrastructure and wireless networks related to electronics integration and automation, and describing commercial applications of electronics integration and automation.

Distance Education: Not available at this time

Industry Certification: Cobra Ramset Powder-Actuated Tool Certification, NCCER Core, SACA Electrical Systems Specialist and Control Systems Specialist, and Occupational Safety and Health Administration (OSHA) 10-hour Safety Certification.

Fundamental Foodservice Skills

Mission: The mission of the Fundamental Foodservice Skills Program is to provide coherent and relevant commercial foodservice knowledge and skills needed for success in today's commercial kitchens**.**

Program N100520 consists of a planned sequence of instruction that includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry in positions such as steward, prep cook, pantry cook, fry cook, banquet cook, retail, and cafeteria cook & line cook.

Intro to Food Prep – Course HMV0101 (300 hours) The content includes but is not limited to essentials of the hospitality industry, sanitation and safety, commercial tools and equipment, recipe skills, baking preparation skills, knife skills, cooking methods, stock and soup preparation, breakfast cookery and fruit/vegetable skills.

Cooking Methods and Techniques – Course HMV0102 (300 hours) The content includes, but is not limited to salad and sandwich preparation, starch and grains preparation, quantity prep skills, meat, poultry and seafood prep skills, sauces, principles of nutrition and career/employment opportunities.

Distance Education: Not available at this time

Articulation Agreement(s):
St. Petersburg College Hospitality and Tourism, A.S. Degree

Industry Certification(s): ServSafe certification

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1- IET

Mission: Students enrolled in GED Preparation are eligible to participate in IET-HVAC/R which allows students to simultaneously prepare for employment in the HVAC/R industry while completing their GED or high school diploma requirements. The ESOL program is to assist immigrants and other individuals who are English language learners in improving their English and Mathematics with an understanding of the American system of government and citizenship while providing the skills and behaviors needed to secure employment in the HVAC/R industry. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

Program C400410 consists of a planned sequence of courses.

Introduction to HVAC/R - Course ACR0000 (250 hours) Content includes the importance of health, safety and environmental management systems in organizations, regulatory compliance, and the importance of employability, soft skills, entrepreneurship skills and making career plans. Student will be able to identify and use industry tools,demonstrate mathematics knowledge and skills, explain the properties of matter and heat behavior, describe the history and concepts of heating, air-conditioning and refrigeration, analyze fluids, pressures, refrigerants and related codes, evaluate heating, air-conditioning and refrigeration system components and accessories, fabricate and service the piping, tubing and fittings used in the heating, air-conditioning & refrigeration industry, and utilize and operate mechanical refrigeration servicing and testing equipment.

HVAC/R Fundamentals - Course ACR0001 (250 hours) Content includes how to demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment/ Students will be able to demonstrate knowledge of electrical wiring in air-conditioning and refrigeration, troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components, select and test electrical generation and distribution components for commercial heating and air conditioning systems and maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

HVAC/R Service Practices - Course ACR0012 (250 hours) Content includes how to utilize mechanical components of heating air-conditioning and refrigeration systems and operate solid-state electronics as used in heating, air-conditioning and refrigeration systems. Students will be able to read construction documents, assist in the installation of a residential heating and air-conditioning system and determine start-up procedures, conduct start-up and check-out procedures for mechanical heating and air-conditioning systems, use combustion-type heating servicing and testing equipment, troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems, and understand the design of heating and cooling systems.

Distance Education: Not Available at this time

Industry Certification: EPA Refrigerant Handling Certification, ESCO Workplace Readiness Certifications

Interior Decorating Services

Mission: The purpose of this program is to prepare students for employment or advanced training in the interior decorating industry. The content includes but is not limited to, the principles of color and design; techniques applicable to the interior decorating industry; smart home technology; sustainable design; interior decorating components and basic decorative styles; the elements and principles of design; planning and developing a decorating project; and the applications of furniture, fabric, floor coverings, wall and window treatments, and bedding and accessories. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the residential decoration industry and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues. There is a planned sequence of courses.

Program V700100 consists of a planned sequence of courses.

Home Staging Designer/Color Specialist - Course HEV0414 (350 Hours) In this section, students will identify roles and opportunities in the interior design industry. They will be able to explain and apply the principles of socially responsible design and human factors in the interior decorating industry. There will be an understanding of the element and principles of design, color principles, theories, and systems, drafting techniques and basic use of computer-aided (CAD) software to support interior design projects. At the end of the course, students will do a Studio Project that applies and demonstrates a comprehensive understanding of the design process through a remodeling project, creating a professional interior design plan.

SMART Home Specialist/Space Planner - Course HEV0452 (350 Hours) Students will research, analyze, and evaluate the evolution of design periods and movements, understanding their impact on the interior design industry. They will analyze, interpret, and apply current design styles to create personalized and informed design solutions, integrate Smart Home Technology into residential design, interpret, and apply construction documents to support the interior design process. Students will also apply space planning techniques to design functional and aesthetically pleasing interiors and be able to define the new home construction process and how it integrates to interior design practices. At the end of the course, students will do a Studio Project that demonstrates an understanding of the design process through a new home construction project.

Project Management/Sustainability/Kitchen and Bath Designer - Course HEV0453 (300 Hours)
Students will identify products, materials, installation used in residential exteriors, products, materials and installation used in the residential interior as well as evaluate and implement a residential lighting plan. They will be able to demonstrate knowledge of furnishing the interior, understanding of how environmental responsibility informs sustainable design, proficiency in interior design project management, and expertise in bathroom design aligned with industry standards. At the end of the course, students will do a Studio Project that applies industry standards and advanced practices in bathroom design.

Interior Decorator/Entrepreneur - Course HEV0415 (250 Hours) Students will synthesize knowledge and skills to create a comprehensive whole-house design project. They will develop and apply foundational business practices and professionalism within the interior design industry and cultivate and demonstrate employability skills essential for career success in the interior design industry.

Distance Education: Not available at this time

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

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

Machining Technologies

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

Program J200100 consists of a planned sequence of courses.

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

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

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

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

Distance Education: Not available at this time

Program Accreditation: National Institute of Metalworking Skills (NIMS)

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

Apprenticeship: Available - refer to Clearwater Campus Apprenticeship section

Marine Service Technologies

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

Program T400210 consists of a planned sequence of courses.

Marine Rigger - Course MTE0003 (300 Hours) Students will learn entry-level skills for the outboard marine industry. Hands-on training combined with laboratory and classroom experiences gives the students a full understanding of workplace safety and organization, trailer service, various boat materials, 2-stroke outboard engines, fuel systems on boats, marine electrical systems, procedures for preparing boats to customers, capacitor discharge ignition systems, outboard engine fuel systems, and proper use of computer systems related to parts specialization.

Outboard Engine Technician - Course MTE0090 (300 Hours) Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experience gives the student a full understanding of outboard 4-stroke engines, charging systems, battery ignition systems, cranking systems, lubrication systems, cooling systems, lower gear cases, lower units and housing assemblies, employability, and entrepreneurship.

Outboard Engine Diagnostics Technician - Course MTE0074 (150 Hours) Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the students a full understanding of basic computer skills, computer-based diagnostic equipment, electrical, control box, and gauges.

Inboard Gas Technician - Course MTE0092 (300 Hours) Students will learn entry-level skills for the inboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the students a full understanding of basic 4-stroke engines, fuel systems, cooling systems, lubrication systems, ignition systems, and capacitor discharge ignition systems.

Drive Train Technician - Course MTE0093 (150 Hours) Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the students a full understanding of stern drive upper and lower cases, intermediate housings, and inboard gas transmissions.

Inboard Diesel Technician- Course MTE0056 (150 Hours) Students will learn entry-level skills for the outboard marine service industry. Hands-on training combined with laboratory and classroom experiences gives the students a full understanding of diesel fuel, cooling, lubrication, and charging systems.

Distance Education: Not available at this time

Industry Certification(s): Occupational Safety and Health Administration (OSHA), Florida Ready to Work, Yamaha ITOS, Yamaha 2.7L MCP, Yamaha 4.2L MCP, and Mercury M-TEK

Master Automotive Service Technology 1

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

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

Program T400700 consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification.

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

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

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

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

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

Distance Education: Not Available

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

Program Accreditation: ASE Education Foundation

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

Apprenticeship: Available – refer to Clearwater Campus Apprenticeship section

Master Automotive Service Technology 2

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

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

Program T400800 consists of a planned sequence of courses that is based on the Automotive Service Excellence (A.S.E.) certification.

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

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

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

Automotive Heating and Air Conditioning Technician - Course AER0172 (150 Hours) Instruction includes a study of design characteristics and principles of vehicle air conditioning, including basic system operation, heat transfer, proper handling of refrigerants, effects of refrigerants on the environment, component location, and system components. Lab work includes assignments to develop the skills and knowledge required to perform heating and air conditioning service, diagnosis and repair, and recovery and recycling of R134a & R1234-yf refrigerants. Basic electrical system principles, use of a digital multi-meter, and automatic climate control diagnosis will be studied. All students are expected to achieve the Mobile Air Conditioning Society (MACS) Section 609 certification as part of the coursework.

Distance Education: Not Available

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

Program Accreditation: ASE Education Foundation

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

Apprenticeship: Available – refer to Clearwater Campus Apprenticeship section

Medical Administrative Specialist

Mission: The mission of this program is to prepare the Medical Administrative Specialist student with a broad foundation of knowledge in the performance of medical office procedures, medical terminology, and medical transcription. Obtaining skills for employment and to provide supplemental training for persons previously or currently employed in the industry.

Program B073000 consists of a planned sequence of courses.

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

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

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

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

Distance Education: Available - refer to Distance Learning section - You will need the following software to participate online: Microsoft Office 2021/365 (Word, Excel, PowerPoint, Access, and Outlook).

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

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

Network Support Services

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

Program B078000 consists of a planned sequence of courses.

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

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

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

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

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

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

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

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

Articulation Agreement(s):
Statewide Networking Services Technology AS degree
Statewide Computer Engineering Technology AS degree
St. Petersburg College Computer Networking, A.S. Degree
St. Petersburg College Cybersecurity, A.S. Degree

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

Phlebotomy

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

Program H170302 consists of a planned sequence of courses.

Basic Healthcare Worker - Course HSC0003 (90 Hours) Students will be able to demonstrate knowledge of the healthcare delivery system and health occupations, demonstrate the ability to communicate and use interpersonal skills effectively, demonstrate legal and ethical responsibilities, demonstrate an understanding of and apply wellness and disease concepts, recognize and practice safety and security procedures, recognize and respond to emergency situations, recognize and practice infection control procedures, demonstrate an understanding of information technology applications in healthcare, demonstrate employability skills, demonstrate knowledge of blood-borne diseases, including HIV/AIDS, and apply basic math and science skills.

Phebotomist - Course MEA0520 (75 hours) Students will be able to demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy, discuss phlebotomy in relation to the healthcare setting, identify the anatomic structure and function of body systems in relation to services performed by the phlebotomist, recognize and identify collection reagents supplies, equipment, and interfering chemical substances, demonstrate skills and knowledge necessary to perform phlebotomy, practice infection control following standard precautions, practice accepted procedures of transporting, accessioning, and processing specimens, and practice quality assurance and safety.

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

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

Industry Certification(s: Completion of the Phlebotomy program qualifies the graduate to sit for the American Medical Technologist's exam to become a Registered

Phlebotomy Technician - RPT (AMT)

***This program is now on the Clearwater main campus as of 6/1/26.**

Practical Nursing

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

Program H170607 consists of a planned sequence of courses.

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

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

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

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

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

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

Distance Education: Pinellas Technical College offers the Practical Nursing program in an online format.
The online program is exactly like the traditional on-site program with two exceptions: (1) The **majority** of the 675-hour academic theory part of the program is delivered via computer (with a few scheduled campus-based activities) as opposed to having face-to-face classroom instruction and, (2) The remaining 675 clinical hours are scheduled as much as possible on weekends and evenings at various locations in our immediate and surrounding counties. The clinical and lab hours are spread throughout the program with the majority occurring in the second half of the program. The Pinellas Technical College Practical Nursing program is unable to accommodate students who want to participate in clinical at sites other than those approved for use locally.

Articulation Agreement(s:
Statewide Registered Nursing, A.A.S. /A.S. Degree
St. Petersburg College Nursing R.N., A.S. Degree
Pinellas County Schools Centers for Wellness and Medical Professions
Jersey College

This program is approved by the Florida State Board of Nursing

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

***The Professional Nursing Program will be closing in January 2027. Email the program counselor, Merritt Scott, with any questions at scottme@pcsb.org**

Professional Culinary Arts & Hospitality

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

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

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

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

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

Food Service Management - Course HMV0126 (300 hours This course includes the study of purchasing, use, and maintenance of all food service equipment and tools; applying advanced cooking and baking techniques in the classroom and kitchen; the study of international and ethnic cuisine; and the application of math and food science skills.

Distance Education: Not available

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

Industry Certification(s): ServSafe® certification

***Some currciulum updates will be coming in the 26-27 school year.**

Stage Production

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

Program K200200 consists of a planned sequence of courses.

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

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

Distance Education: Not available at this time.

Articulation Agreement(s): Not available

Web Development

Mission: The mission of this program is to prepare students for employment in the tech industry by building key technical skills, industry credentials, and in-demand soft skills.

Program Y700100 consists of a planned sequence of courses.

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

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

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

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

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

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

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

Distance Education: Not available at this time

Articulation Agreement(s: St. Petersburg College: Web Development A.S. Degree, Web Development Specialist Certificate

Industry Certification(s: Certified Internet Web (CIW: Advanced HTML5 & CSS3 Specialist, Knowledge Pillars: HTML/CSS Coding Specialist, JavaScript Coding Specialist, PHP Coding Specialist, SQL Coding Apprentice, WordPress Certified Editor, WordPress Woo Commerce Specialist, WordPress Elementor Specialist, and Adobe Certified Professional in Visual Design: Photoshop

***The Web Development program will be closing on 12/18/26. Email the program administrator, Raylee Fleisch, with any questions at fleischr@pcsb.org**

Welding Technology

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

Program J400400 consists of a planned sequence of courses.

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

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

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

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

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

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

Distance Education – Not available at this time

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

Welding Technology – Advanced

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

Program J400410 consists of a planned sequence of courses.

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

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

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

Distance Education – Not available at this time

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

APPRENTICESHIPS

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

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

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

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

Every Apprenticeship program has a required 2,000 hours of on-the-job-training (OJT) and a minimum of 144 hours of related classroom training each year.

Diesel Apprenticeship (PTSA) Coming Soon

Mission:

Length:

Description:

Distance Education: Articulation Agreement(s):

Industry Certification(s):

Contact Information:
Raylee Fleisch
727-538-7167 ext. 2011
fleischr@pcsb.org

Electrical & Electronics and Hybrid-EV Systems Technician (EE and EV/Hybrid) Automotive Apprenticeship **147061R**

Mission: The mission of the Pinellas Technical College Apprenticeship Program, GNJ. is to train company sponsored employees in the tools and procedures needed for today's technicians.

Length: 1 year

Description: This program covers classroom and lab work to provide the apprentice with the opportunity to become proficient in electrical systems in modern vehicles, hybrid and EV testing and diagnostics.

Industry Certification(s): Coursework prepares the student for the following tests: ASE A6

This apprenticeship is accredited by the Council on Occupational Education (COE).

Contact Information:
Raylee Fleisch
727-538-7167 ext. 2011
fleischr@pcsb.org

Electrician (Bay Area Electrical) Apprenticeship **I46032R**

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

Length: 4 years

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

This apprenticeship is accredited by the Council on Occupational Education (COE).

Cotact Information:
Raylee Fleisch
727-538-7167 ext. 2011
fleischr@pcsb.org

Facilities Maintenance Apprenticeship **I46040R**

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

Length: 2 years

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

This apprenticeship is accredited by the Council on Occupational Education (COE).

Contact Information:
Raylee Fleisch
727-538-7167 ext. 2011
fleischr@pcsb.org

Machining Apprenticeship **I48050R**

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

Length:
Machinist – 3-4 years
Mold Maker – 4 years
Numerical Control Machine Operator – CNC – 4 years
Tool& Die Maker - 4 years

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

This apprenticeship is accredited by the Council on Occupational Education (COE).

Contact Information:
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Bowman, Carson, Jr.
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Fleisch, Raylee
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M.S., Library and Information Studies,
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PINELLAS TECHNICAL COLLEGE- Clearwater
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Windows Programming A.S., St. Pete College
Amazon Web Services Cloud Practitioner
NCCER Craft Instructor – Electronic Systems Technician

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CompTIA Network+
CompTIA Security+
CompTIA CTT+ (Certified Technical Trainer
Cisco CCENT
Microsoft MCP Windows 7
Microsoft MCITP Server 2008 R2 Active Directory
Microsoft MCITP Server 2008 R2 Network Infrastructure Florida
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M.Ed., Educational Leadership
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Bujak, Joanna
M.A., Saint Xavier University

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Circle of Security, Registered Trainer
Diversity, Equity, and Inclusion in the Workforce Certification

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CompTIA Network+ Certification
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CASAS Test Administration Certification

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CMMA Board Certified
(Certified Medical Administrative Assistant) Microsoft
Associate (Word, Excel, PowerPoint certified)

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A.W.S. Certified Welding Inspector
NCCER Certified Instructor/Proctor
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Mobile AC Society (MACS) Certification in AC
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Chemistry (Grades 6-12) Certification
Mathematics (Grades 5-9) Certification

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ASE Master Automobile Technician
ASE Certified Medium Heavy-Duty Truck and Automobile Parts
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Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Credentialed Specialist

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ASE L1 Certified Advanced Diagnostic Technician

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Certified Internet Web (CIW): JavaScript Specialist
HTML/CSS Coding Specialist
JavaScript Coding Specialist
WordPress Certified Editor
Microsoft Office Specialist (Word, Excel, PowerPoint)Microsoft
Technology Associate (HTML5)
IC3 Digital Literacy Certification (GS5 Spark, Key Applications)

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JBL Certified

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Pramik, Charlotte
B.S, and M.Ed. Business Education at
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University of Central Florida,
Administrative Certification

Poynter, Laura

A.S., Accounting Technology
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Read, Robin

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Sams, Susan (Siouxsie

A.A., Graphic Design SPC

Schiller, Douglas
B.S., Business Administration
B.A., Accounting University
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Stephen-Johnson, Lazarina

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Vragovic, Claudio

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Weldon, Susan

Winners, Cynthia

Wright, Michael

ONLINE COURSES

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

SPECIALIZED SERVICES

Office of Workforce Innovation

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

The OWI team strategically approaches its mission from three directions. OWI Business and Industry Specialists focus on building relationships with local business leaders, as well as coordinating, hosting, and attending various events to build county-wide brand recognition of PTC. Student Recruiters focus on maintaining a healthy PTC presence in Pinellas County high schools, middle schools, and adult education centers by sharing information on the myriad programs available. Marketing Professionals create a variety of internal and external promotional materials to support the efforts of OWI and the Technical College. Collectively, OWI is helping to usher in the renaissance of Technical Colleges in Pinellas County, Florida, and the United States. We are committed to finding innovative solutions to the unique problems of new, expanding organizations and businesses in transition. Our centrally located campus is also the perfect host site for professional meetings and conferences.

OWI has a presence on both the Clearwater and St. Petersburg campuses. This department offers customized training for business and industry. A wide range of business courses includes the highly technical and specialized areas of medical, automotive, electronics, construction, manufacturing, and information technology. Additional courses and training programs can be developed to meet the goals of individual industries.

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

Adult Basic Education

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

ESOL

This program offers a self-paced learning environment with experienced instructors in order to help adult students improve their English language proficiency skills, and to help ESOL students increase their basic skills for career/technical programs or college. Day and evening classes are offered, and there are 2 terms per year. For more information about registration, the entrance test, or classes call (727) 538-7167 ext. 2122.

General Education Development

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

Academic Skills Building Program

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

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

Industry Services

Pinellas Technical College – Clearwater offers custom training for business and industry in the highly-technical and specialized areas of medical, automotive, electronics, construction, manufacturing, information technology, and a wide range of business courses and applications. Additional courses and training programs can be developed to meet customer needs.

Training enhancement may be offered at the industry site or at one of the Pinellas Technical College campuses to meet the goals of individual industries. Each phase of the training process is managed by one of our education professionals. Contact Clearwater Campus, 727-538-7167 to schedule a consultation.

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

New Policies

Electric Transportation Devices at School (Policy 5500.09)

An electric transportation device is any mode of transportation powered by an electric battery, regardless of its classification or power, and includes, but is not limited to, electric bikes, electric scooters, and electric skateboards. This is a privilege, not a right. Devices must be parked in designated bike racks/compounds and securely locked by the owner. Personal electric transportation devices cannot be charged using school outlets. Students must walk or carry devices while on school property. Riders under age 16 must wear a helmet when using an electric bicycle. Students are responsible for securing their devices. The School Board is not liable for theft, loss, damage, or vandalism. Students who violate these rules may lose the privilege of bringing devices to school and may face disciplinary action.

Wireless Communication Devices (Policy 5500.10)

Wearable recording devices include smart glasses, AR eyewear, camera-equipped eyewear, and any body-worn device that can record, store, or transmit audio, video, images, or communication. These devices may not be used at school, on school transportation, or during school-sponsored activities. Devices must be turned off and kept out of sight in a secure location (backpack, purse, or pocket). Students may wear smartwatches, but only for telling time and location tracking. All school rules for wireless communication devices also apply to smartwatches.