



# 2022-2023 Career and Technical Education Program Catalog

**Withlacoochee Technical College**

1201 West Main Street Inverness, Florida 34450

(352) 726-2430

Student Services – ext. 4301

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

**CITRUS COUNTY SCHOOL BOARD  
NON-DISCRIMINATION INFORMATION**

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2. CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. CCSB prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race (including anti-Semitism), color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
4. Lack of English language skills will not be a barrier to admission and participation. CCSB may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.
5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108.

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Mrs. Karen Davis, Assistant Director of Curriculum

Mrs. Lisa Paprzycki, Assistant Director of Student Services

Chief David Vincent, Director of Public Safety Training Center



Withlacoochee Technical College is accredited by the Council on Occupational Education.

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

Suite 325

7840 Roswell Road, Bldg. 300, Atlanta, GA 30350

(800) 917-2081 or (770) 396-3898

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*Each student is held responsible for the information contained in this catalog.*

*Failure to read and comply with school policies does not exempt the student from this responsibility.*

# **WITHLACOOCHEE TECHNICAL COLLEGE**

## **A MESSAGE FROM THE DIRECTOR:**

Welcome to Withlacoochee Technical College (WTC). The faculty, staff, and administration at WTC are here to help you prepare for a rewarding career. The knowledge and skills you gain at WTC will benefit you in starting your new career, advancing in your present career, or continuing your post-secondary education.

Technology has and will continue to change the way we repair vehicles, build buildings, provide health care, and solve problems. You need to continually embrace these changes and incorporate them into your education. While at WTC you will have the opportunity to earn an industry credential. The industry credential tells employers you have the skills they are looking for in an employee. Completing your program in a timely manner will start you on the path to a successful career. Learning is a lifelong process. You will see from our mission and vision that WTC is committed to providing you with the opportunity to gain a quality education. I encourage you to embrace the opportunities WTC has to offer.

We look forward to providing you the opportunity to achieve your educational and career goals.

Gloria Bishop, Director

## **MISSION STATEMENT**

To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

## **VISION STATEMENT**

To be a nationally recognized technical college of choice providing innovative high-tech education to advance the future of our community.

## **CORE BELIEFS**

- All students can learn
- Students learn best in a safe environment
- Teaching and learning must be relevant
- Positive role modeling is essential for building character
- We learn from each other
- State of the art equipment and diversified instruction are necessary for effective learning
- Planning for the future is constant

## ACCREDITATION

Withlacoochee Technical College (WTC) is accredited by the Council on Occupational Education. Requests for information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett, Executive Director  
Accrediting Commission  
Council on Occupational Education  
7840 Roswell Road, Bldg. 300  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)  
(770) 396-3898  
(800) 917-2081  
FAX (770) 396-3790

A copy of the documents describing the school's accreditation, approval or licensing are available in the administration office. WTC is an approved training site by the Criminal Justice Standards and Training Commission of the Florida Department of Law Enforcement (FDLE), Florida State Board of Cosmetology, Florida State Board of Nursing, Florida Department of Veterans Affairs, Florida Board of Massage Therapy, Automotive Service Excellence (ASE) and HVAC Excellence.

The United States Secretary of Education has determined that WTC satisfies the definition of an eligible institution under the Higher Education Act of 1965. As an eligible institution, WTC is able to participate in the Pell Grant and other federal financial aid programs. All programs offered at WTC are approved and regulated by the Florida Department of Education.

## CAMPUS LOCATION

Withlacoochee Technical College is located on State Road 44 in Inverness, Florida, approximately 75 miles north of Tampa. Inverness is a small city in Citrus County that has both a rural and a suburban character. The campus consists of several buildings located on forty acres near the center of town.

## OPERATION

WTC is a public institution authorized by the State of Florida and operated by the Citrus County School District (CCSD).

## OVERVIEW

**Career and Technical Education** is designed to train students for entry-level employment. Clock hour credit earned in career and technical education certificate programs may transfer for credit to other post-secondary institutions. Certificate of completion and/or licensure eligibility is issued to each student who successfully completes the competencies and meets the basic skills requirement for the career and technical education program in which the student is enrolled. WTC uses a two-session calendar. The fall session, for most programs, starts in the beginning of August and ends in December. The spring session, for most programs, starts in January and ends the latter part of May. Short programs and licensure programs may start earlier or later than this schedule. The school calendar is correlated where possible with the CCSD K-12 calendar for the convenience of adult students who are also parents of school-aged children. Some career and technical education programs, such as Florida Law Enforcement Academy,



are offered in the evenings and on weekends. As a post-secondary institution, WTC is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions (this system pertains only to career and technical education certificate programs). For more information, see the "Transfer of Credit" section in the WTC Student Handbook.

**Work Based Learning Experiences** include opportunities to participate in customer work, internship, externship, clinical, practicum, and/or simulation. These opportunities combine hours of on-the-job training with classroom instruction to enable students to supplement their training experience. These experiences help students transition from school to employment.

**Instructors** hold Florida or Citrus County School District teaching certificates. Non-degreed instructors are experts within their field due to years of industry experience and certification. Career and Technical Education instructors have a minimum of six years of experience in their field or a bachelor's degree with at least two years of experience in their field. All instructors maintain a close relationship with industry trends through their active industry-specific advisory committee members. A list of instructors for certificate programs may be found in the back of this catalog.

**Adult Education Programs:** The mission of WTC's Adult Education department is to provide adult learners with educational opportunities and support services that will enable them to achieve their academic and career goals. The Adult Education department creates an educational environment that respects individual and cultural differences. Adult Education includes Adult Basic Education (ABE); English for Speakers of Other Languages (ESOL); GED® Preparation; and Applied Academics for Adult Education (AAAE). Adult Education classes are offered on the main campus and online.

**ABE** classes are available for those individuals with minimum academic skills. This program is available days, evenings, and online.

**ESOL** classes are available for adult students needing instruction in the English language. This program is available days and evenings.

**GED®** preparation programs prepare students for the Florida High School Equivalency Test through an individualized course of study. This program is available in person and online. Upon completion of study, students who pass the GED® test will be awarded a State of Florida High School Diploma. WTC is an approved GED® test site.

**AAAE** is a support program offered in person and online for students who may need to improve their skills in reading, math and/or language. Students are evaluated and individual study plans are written for each subject. Students work at their own pace using a variety of materials that provide continuous feedback and evaluation.

**IET** is an Integrated Education and Training program that is now available for individuals who want to work on acquiring basic skills (GED®) or learning to speak English (ESOL) while pursuing occupational or industry-specific training. IET participants receive instruction in basic skills as well as training for workforce preparation and employability skills. Students are enrolled in both an Adult Education program (GED® or ESOL) and in a Career and Technical Education (CTE) program and split their time between the two. IET is not available for all CTE programs. Call for more information.

## **CTE ADMISSIONS**

The admissions process must be completed before enrollment and, with a few exceptions, programs are open for enrollment in August and January of each school year. Most programs admit students on a first come, first serve basis. Counselors/career advisors are available for educational and career counseling Monday through Friday during the regular school year. Days of operation during the summer will differ, and the Student Services office is closed most holidays. For operating hours, please visit the college website.

For more information on the admissions process, see the WTC Student Handbook and/or contact Student Services.

## **TOURS**

Persons interested in enrolling in WTC programs are encouraged to discuss their educational goals as part of the admissions process. Student Services will arrange tours of the campus and/or appointments with instructors to view the classroom/shop areas.

## **ARTICULATIONS / EDUCATIONAL PROGRAMS**

Many programs have Career Pathway articulation agreements with local high schools and/or other post-secondary institutions. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school but which the accepting institution has agreed to accept toward clock hour or credit requirements. All articulations have formal agreements with the articulating institution which are on file in the WTC Director's office.

Statewide articulation agreements between technical centers and state colleges allow students to earn articulated credits based upon similar curriculum as determined by the accepting institution. Students earning an industry certification can often be awarded college credit as part of the articulation process.

Students successfully completing an articulated program can be admitted to WTC with advanced status, thereby reducing the amount of time required to complete the student's program. Contact a counselor/career advisor for more information.

## **TRANSFER STUDENTS**

Students transferring to WTC from another institution must file their application with Student Services. All transfers will be considered on an individual basis and in accordance with Florida Statue 1007.24(7). Transfer hours and paperwork must be presented before the program begins.

Students desiring to transfer programs at WTC must meet with a counselor/career advisor.

For more information on transferring to or within WTC, see the WTC Student Handbook and/or contact Student Services.

## **TUITION AND FEES**

Post-secondary students are assessed college fees and program tuition and fees which vary based on the number of clock hours in the program and instructional requirements. Post-

secondary students must meet residency requirements to qualify for in-state tuition rates. See State Board of Education Rule 6A-10.044. Honorably discharged veterans and any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs may qualify for an out-of-state fee waiver. See State Board of Education Rule 6A-14.0305. Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office.

Dual enrolled or shared high school students pay no tuition or fees. For more information, contact Student Services.

Programs may require the purchase of supplies, liability insurance, Florida Department of Law Enforcement background checks, tools, uniforms, or other items. Information on the cost of individual programs may be obtained in Student Services or on the WTC website's program pages.

For more information on tuition and fees, see the WTC Student Handbook, the WTC website, and/or contact Student Services.

## **CLASS SCHEDULE**

Unless otherwise specified for the specific program, full-time post-secondary students attend class Monday through Friday excluding holidays and school breaks as outlined in the current WTC School Calendar which can be found on the WTC website. Daily class times vary and are available by contacting Student Services. There is a scheduled 30-minute lunch break.

## **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain a satisfactory pace of learning to meet program requirements. For students who receive Federal Financial Aid or Veterans educational benefits, students must maintain satisfactory academic progress and meet attendance requirements.

For more information on academic progress, see the WTC Student Handbook, and/or contact Student Services and the Financial Aid Office.

## **CERTIFICATE REQUIREMENTS**

A student must meet specific conditions to earn a Certificate of Program Completion from WTC. Licensing programs have more rigorous program attendance and grade requirements to program complete. WTC does not allow students to program complete early.

For more information on certificate requirements, see the WTC Student Handbook, the WTC website, and/or contact Student Services.

## **NOTIFICATION OF RISK**

Be aware that participating in any lab or clinical setting can be dangerous in nature and involves MANY RISKS OF INJURY. It is understood that the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Because of the dangers of participating in lab and clinical settings, it is important to follow and obey teacher instructions and safety rules and wear proper safety attire.

## **ACCIDENT AND PROFESSIONAL LIABILITY INSURANCE**

The Citrus County School District has arranged for low-cost accident insurance to be available to students. Information is available in the Cashier's Office. WTC strongly encourages students to purchase some type of accident insurance.

Professional liability insurance is required for some programs. It will be listed on the program cost sheet and paid as part of the program fees each session as needed.

## **ACTIVITIES**

Students are encouraged to participate in student organizations such as SkillsUSA. This organization promotes career development and leadership skills through activities such as local chapter meetings, volunteer opportunities, as well as local, regional, state, and national leadership conferences and skills competitions.

WTC seeks student members to serve on the School Advisory Council. This Council provides input into WTC's planning and operation.

WTC has an active chapter of the National Technical Honor Society (NTHS). The NTHS recognizes outstanding achievement of a student in a chosen career pathway.

WTC also has a Trailblazers group. This group provides information and support to students who are in programs nontraditional to their gender.

## **ASSESSMENT CENTER**

WTC has an authorized assessment center on campus for the convenience of students needing to take ability tests, certification or licensure exams, or GED® exams. We expect students to honor this privilege and to abide by the established test procedures.

## **AMERICANS WITH DISABILITIES ACT INFORMATION**

The Citrus County School District is committed to ensuring that students with disabilities have equal access to programs and services, and that their rights to confidentiality are protected. Please contact a WTC counselor/career advisor or your high school's guidance office for more information.

The Citrus County School District is committed to ensure equity in all school programs and shall comply with the Title IX, Title VI, Section 505 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

## **ACCOMMODATIONS**

Any person requiring reasonable accommodations because of a disability or physical impairment should contact Student Services at Withlacoochee Technical College, (352) 726-2430, 4326.

## **FACILITIES**

WTC has made and continues to make improvements to the campus in an effort to correct

accessibility problems as they are discovered. WTC has an ongoing process to ensure that the facilities are in complete compliance with the standards mandated by the Americans with Disabilities Act (ADA). District personnel, responsive to the needs of individuals with disabilities, recommend facility alterations when necessary.

## **CAMPUS SECURITY AND SAFETY**

The WTC campus has an extremely low crime rate. This low crime rate is the result of strict enforcement of rules and conscientious supervision by staff and administration. Responsible supervision is supplemented by the School Resource Officer. The Annual Campus Security Report is located at on the college's website, and individuals may request a paper copy of the report by contacting the Student Services Office.

For more information on campus security and safety, see the WTC Student Handbook, and/or contact Student Services.

## **GRIEVANCE PROCEDURE**

A grievance is the allegation by a student that school officials did not follow policies or rules resulting in an unjust situation for the student. A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to other school personnel. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are as follows:

1. The student must state the grievance in written form to the appropriate school administrator within ten school days of the alleged incident.
2. Within five school days of receiving the grievance, the appropriate administrator and/or committee will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made within five school days of the meeting.
3. Within five school days of administrator/committee decision, a student may appeal the outcome to the Director who will schedule a meeting with the student within ten school days of receiving the appeal. A decision will be made within five school days of that meeting.
4. If the student is not satisfied with the Director's decision, he/she may further appeal to the school district's Assistant Superintendent or designee who will convene an impartial board to review the grievance and render a final decision.

Citrus County School District  
1007 West Main Street, Inverness, Florida 34450  
Phone: (352) 726-1931

If, after following all the procedures above, the student believes that the school is violating its policies, he/she may contact the Council on Occupational Education at:

Council on Occupational Education  
7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350  
(800) 917-2081 or (770) 396-3898  
[www.council.org](http://www.council.org)

OR may contact the Florida Department of Education for additional information.

## **MISCELLANEOUS**

This catalog is provided for information purposes only. It is not meant to be a contract of services or programs. The most up-to-date information can always be obtained from the WTC Student Services Office.

The official school calendar is available on the WTC website or in the Student Services Office.

## **PROGRAMS OF STUDY**

WTC offers programs of study in the following career clusters:

- Architecture and Construction
- Business Management and Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, and Security
- Manufacturing
- Transportation, Distribution, and Logistics

A description of each program offered by WTC is provided on subsequent pages.

# **ARCHITECTURE & CONSTRUCTION**

## **ELECTRICITY I460312**

### **MISSION**

The mission of the Electricity program is to provide students with the skills and work ethics necessary to become competent electrical workers.

### **PROGRAM DESCRIPTION**

The program prepares students for employment or advanced training in a variety of electrical occupations. Students may be employed as an electrician's helper, residential electrician, or commercial electrician.

Specialized classroom instruction coupled with laboratory applications provides students with the skills to install and maintain electrical equipment such as motors, motor controls, programmable logic controllers, photovoltaic systems, as well as power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using test instruments such as the amp meter and the volt-ohm meter.

Instruction includes assembling, installing, maintaining, and repairing electrical systems. Students learn basic electrical theory and regulations as defined by the National Electrical Code. Related instruction includes safety, mathematic computations, employability skills, and entrepreneurship.

### **EMPLOYMENT**

Employees in this field must be capable of lifting tools and equipment up to 50 lbs., working in confined spaces, and working from ladder heights up to 12 feet. Employees need a clean driving record and may need to pass drug screening and background checks.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1200 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work, internship, and externship.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is through the National Center for Construction Education and Research (NCCER) Electricity Levels 1-4.

## **HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION C400400**

### **MISSION**

The mission of the Heating, Ventilation, Air-Conditioning/Refrigeration program is to provide students the opportunity to secure the skills and credentials needed for gainful employment in this industry.

### **PROGRAM DESCRIPTION**

The program prepares students for employment as Heating, Air Conditioning, and Refrigeration Mechanics and Installers. The student should obtain EPA certification prior to leaving school. This certification is required to be employed in any job that requires work with refrigerants.

The program is designed to train the student in the basic theory, fundamental principles, and the practical applications which develop the knowledge and skills necessary for entry into the basic service and installation occupations of the industry. The program also covers the various elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

### **PROGRAM ACCREDITATION**

The Heating, Ventilation, Air-Conditioning/Refrigeration program is accredited by HVAC Excellence. This accreditation ensures students that WTC has the highest level of training standards in the HVAC/R industry.

### **EMPLOYMENT**

Employees in this field must be capable of lifting tools and equipment up to 50 lbs., working in confined spaces, and working from ladder heights up to 12 feet. Employees need a clean driving record and may need to pass drug screening and background checks.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1350 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 10 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work, internship, and externship.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is through HVAC Excellence and includes certification on systems such as Heat Pumps, Air Conditioning, and Electrical.



## **BUSINESS MANAGEMENT & ADMINISTRATION**

### **MEDICAL ADMINISTRATIVE SPECIALIST**

**B070300**

#### **MISSION**

The mission of the Medical Administrative Specialist program is to prepare students, who believe that learning is a lifelong process, to be literate, informed, responsible, productive members of today's society with the skills necessary to become employed in the Medical Administrative Specialist, Medical Office Technologist, Front Desk Specialist, and Information Technology Specialist fields.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a computer user support specialist, a receptionist and information clerk, and a medical secretary. This program also provides supplemental training for persons previously or currently employed in any of these occupations.

The program offers a broad foundation of knowledge and skills expanding the traditional role of the medical secretary. The content includes the use of technology to develop communication skills, higher level thinking skills and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality documents in an efficient manner using advanced features of business software application; research of job opportunities; the production of high quality employment portfolios and job-seeking opportunities.

The program focuses on broad, transferable skills and stresses understanding of the following elements of the medical secretarial industry: planning; management; finance; technical and production skills; underlying principles and technology; labor issues; community issues; and health safety, and environmental issues. Laboratory activities are an integral part of this program and include the use of automated keyboarding systems, calculators, transcription equipment, computers, and other peripheral equipment.

#### **EMPLOYMENT**

Employees in this field must be capable of sitting in front of a computer for extended periods of time and are required to pass a Level II background check.

#### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1050 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 10 and Communications (Reading and Language Arts) 10.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include internship, and externship.

#### **INDUSTRY CERTIFICATION**

The industry certification for this program is Certified Medical Administrative Assistant (CMAA) through the National Healthcareer Association.

## **HEALTH SCIENCE**

### **MASSAGE THERAPY H120406**

#### **MISSION**

Our goal and mission for the Withlacoochee Technical College Massage Therapy program is to provide the highest standard of education in the field of Massage Therapy. We believe that the student will have the knowledge and skills needed to pass the Massage & Bodywork Licensing Exam, in order to gain licensure in the state of Florida. We believe that the student will have the highest level of knowledge and skills needed to assure high quality occupational placement. The skills that the student acquires in our Massage Therapy program will be the foundation and building blocks to their career.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a licensed massage therapist. The program includes, but is not limited to, the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Lab activities will cover mobilization of superficial and deep tissues of the human body through hands-on demonstration. Student practices include massage techniques, and use of hydrotherapy equipment such as steam room, sauna, treatment tables, local/full immersion baths, whirlpool baths, cabinet baths, hot/cold packs, and paraffin baths. Students will develop instructional skills in the use of adjunct modalities and therapeutic exercise.

#### **EMPLOYMENT**

Employees in this field must be capable of lifting 30 lbs. due to transporting and setting up massage tables. Employees must have the physical ability to perform three to four massages in a row, work a flexible schedule that includes weekends, and pass a Level 2 background screening to sit for the licensure exam.

#### **ENROLLMENT**

Post-secondary and dual enrollment students enroll in this program on a full-time basis. The typical student would complete this program in 750 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 10.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

#### **LICENSURE**

It is expected that students will take the appropriate state or national board examinations to practice massage therapy in Florida. To become a licensed massage therapist an individual must be at least 18 years of age or have received a high school diploma or high school equivalency diploma; complete a background screening; complete a course of study at a board approved massage school consisting of 500 or more clock hours; apply, pay fees, and pass the Massage and Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards (FSMTB). Additional requirements may apply.

## **MEDICAL ASSISTING H170515**

### **MISSION**

The mission of the Medical Assisting program is to provide instruction which will enable an individual to pursue a career as a medical assistant. An integral part of this mission is to prepare students to successfully pass three certifications: Certified Phlebotomy Technician, Certified Electrocardiograph (EKG) Technician, and Certified Clinical Medical Assistant.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as medical assistants, phlebotomists, and EKG technicians.

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

### **EMPLOYMENT**

Employees in this field would be required to undergo background checks and drug screenings prior to hiring at potential employment facilities. Employees may be required to do physical lifting up to 50 lbs. and must be capable of standing for extended periods of time. Proof of current immunizations and a physical exam may be required.

### **ENROLLMENT**

Post-secondary and dual enrollment students enroll in this program on a full-time basis. The typical student would complete this program in 1300 hours. The practicum schedule includes an 8 to 10-hour workday, so students must be available for that timeframe in order to complete this portion of the program. Students must also have reliable transportation.

### **PROGRAM ADMISSION REQUIREMENTS**

In addition to WTC admission requirements, the following program requirements apply:

1. Lifting patients is required; therefore, students must be able to lift, bend, and do moderate to heavy activities.
2. Applicants are warned that it can be difficult to become employed in this field with a criminal background. Therefore, an applicant with a criminal background should discuss the situation with the program instructor before enrolling.
3. Provide documentation of having had a physical examination by a qualified healthcare provider, a negative tuberculosis test, and current with required vaccinations by the program's clinical facilities (upon acceptance)

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 10 and Communications (Reading and Language Arts) 10.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include clinical/practicum. Successfully complete a Level 2 background check prior to placement in clinical/practicum. Note: Some clinical sites require students to be at least 18 years old and/or only accept post-secondary students. Contact the instructor for further information.

## **COMPLETION REQUIREMENTS**

In addition to WTC completion requirements, students must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Must pass all required courses in the program with a 78% or better average per course
- Cannot be absent for more than 68 total program hours. Of those 68 hours, no more than 16 hours can be in the clinical/practicum setting.

## **INDUSTRY CERTIFICATION**

The industry certifications for this program are Certified Clinical Medical Assistant (CCMA), Certified EKG Technician (CET), Certified Phlebotomy Technician (CPT) through the National Healthcareer Association (NHA).

NHA requires a high school diploma or equivalent in order to receive any certification. Students not meeting this requirement prior to testing will be issued a provisional certificate until the requirement is met. The student is responsible for providing NHA, within the allowed timeframe, the high school diploma or equivalency, if earned after testing.

## **MEDICAL CODER/BILLER H170529**

### **MISSION**

The mission of the Medical Coder/Biller program is to prepare students, who believe that learning is a lifelong process, to be literate, informed, responsible, productive members of today's society with the skills necessary to become employed in the field of Medical Coding & Billing.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, coding clerk, or medical coder/biller.

The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

### **EMPLOYMENT**

Employees in this field must be capable of sitting in front of a computer for extended periods of time and are required to pass a Level II background check.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1110 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 11.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include internship and externship.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is Certified Billing and Coding Specialist (CBCS) through the National Healthcareer Association.

## **NURSING ASSISTANT (ARTICULATED)**

### **H170690**

#### **MISSION**

The mission of the Nursing Assistant (Articulated) program is to provide the instruction needed by students to become employed as a Certified Nursing Assistant in a variety of healthcare settings.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Certified Nursing Assistant. The program provides instruction both in the classroom and clinical setting. Clinical instruction is provided at long-term care facilities and observational opportunities may be available at assisted living facilities. Instruction includes topics related to patient care, patient room environment, sanitation, hygiene, body elimination, nutrition, comfort, safety measures, first aid, CPR, taking patient vital signs (temperature, pulse, respiration, and blood pressure), anatomy/physiology, record keeping, communications, interpersonal relationships, and employability skills.

#### **EMPLOYMENT**

Employees in this field would be required to undergo background checks and drug screenings prior to hiring at potential employment facilities. Employees may be required to do physical lifting up to 50 lbs. and must be capable of standing for extended periods of time. Proof of current immunizations and a physical exam may be required.

#### **ENROLLMENT**

Post-secondary and dual enrollment students enroll in this program on a full-time or part-time basis depending on availability and enrollment. The typical student would complete the Nursing Assistant (Articulated) program in 165 hours.

#### **PROGRAM ADMISSION REQUIREMENTS**

In addition to WTC admission requirements, lifting patients is required; therefore, students must be able to lift, bend, and do moderate to heavy activities. Applicants are warned that it is extremely difficult to become employed in this field with a criminal background. Therefore, an applicant with a criminal background should discuss the situation with a counselor/career advisor before enrolling.

#### **BASIC SKILLS LEVEL**

There is no required basic skills level to exit this program.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include clinicals and simulations.

#### **LICENSURE**

The licensure for this program is Certified Nursing Assistant offered through Prometric.

# **PRACTICAL NURSING**

## **H170607**

### **MISSION**

The mission of the Practical Nursing program is to provide instruction, which will enable an individual to pursue a career as a licensed practical nurse. An integral part of this mission is to prepare students to successfully pass the state licensing examination.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Licensed Practical Nurse. Instruction takes place in the classroom, laboratory, and various clinical settings. Students give nursing care in local hospitals and geriatric facilities. Learning experiences are also provided in home health care, hospice, doctors' offices, and clinics.

Instruction is given in basic nursing care, nursing nutrition, anatomy, family and community health, growth and development throughout the life span, nursing care of mothers, newborns, and the care of children. Students also receive clinical experience and classroom instruction in the care of medical and surgical patients. The preparation and administration of medication is an integral part of this learning experience. Emphasis is placed on communication skills and employability skills throughout the program.

The WTC Practical Nursing curriculum meets the requirements approved by the Florida Department of Business and Professional Regulation (Division of Medical Quality Assurance - Board of Nursing) and the Florida Department of Education (Division of Workforce Education). Graduates take the examination leading to licensure in Florida as a Licensed Practical Nurse.

### **EMPLOYMENT**

Employees in this field would be required to undergo background checks and drug screenings prior to hiring at potential employment facilities. Employees may be required to do physical lifting while employed as a practical nurse. Personal protective equipment (PPE) will be required to wear for isolation situations. Proof of current immunizations, a valid American Heart Association CPR BLS certification and reliable transportation will be needed.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 1350 hours. The clinical schedule varies. Students must be available at different times during the program to complete the clinical portion of the program. Students must also have reliable transportation.

### **PROGRAM ADMISSION REQUIREMENTS**

In addition to WTC admission requirements, applicants must meet the following requirements:

- a. All applicants must take the National League of Nursing (NLN) Pre-Admission Exam for Practical Nursing and the TABE test. Minimum scores are stated in the admission packet.
- b. Applicants must have a high school diploma or the equivalent
- c. Have sufficient ability to communicate in the English language in order to communicate with staff and patients as well as to successfully pass the state board exam after program completion.

## **OTHER PROGRAM REQUIREMENTS**

- a. Provide documentation of having had a physical examination by a qualified healthcare provider, a negative tuberculosis test, and current with required vaccinations by the program's clinical facilities (upon acceptance)
- b. Successfully complete a Level 2 background check (upon acceptance).
- c. Have a negative drug screen (to be conducted at the start of the program).
- d. Notification to the Florida Board of Nursing of any previous arrest record in which they are convicted or found guilty, regardless of adjudication, prior to being allowed to sit for the state board examination. The Florida Board of Nursing reserves the right to take disciplinary action prior to granting any program graduate permission to sit for the state board exam. (In accordance with Florida Statutes Chapters 464.008, 464.018, 400.512, and 408.809)

**Special Note:** Applicants are warned that licensure may be denied to individuals with a criminal record. Individuals convicted of a crime who are on probation or anyone that has not had their civil rights restored may NOT take the state licensing examination. *Before licensure, the Florida Board of Nursing completes criminal background checks. Therefore, an applicant with a criminal background should discuss the situation with a counselor before applying for enrollment.*

## **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 11 and Communications (Reading and Language Arts) 11.

## **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include clinicals and simulations.

## **COMPLETION REQUIREMENTS**

In addition to WTC completion requirements, students must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Must pass all required courses in the program with a 78% or better average per course
- Must be present for at least ninety-five percent (95%) of the 1350 scheduled class hours with no more than 25 hours of absenteeism in the clinical portion of the program

## **LICENSURE**

To become a licensed Practical Nurse an individual must be at least 18 years of age; possess a high school diploma or equivalent; have successfully completed the Practical Nursing program under rules established by the Florida Board of Nursing (FBN); submit an application to the Board, pay the fees to the FBN and take the NCLEX examination; submit information to the board for statewide criminal background check through FDLE; be in good mental and physical health; and be able to communicate in the English language (Florida Statutes 464.008).

The licensure for this program is the CAT NCLEX-PN Licensing Exam.



## **HOSPITALITY & TOURISM**

### **PROFESSIONAL CULINARY ARTS & HOSPITALITY N100500**

#### **MISSION**

The mission of the Professional Culinary Arts & Hospitality program is to prepare students for employment and advanced study in the hospitality or food service industry.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a food preparation worker, cook, baker's helper or a food service restaurant manager.

This program includes instruction on food preparation, presentation, serving, proper storage, selection, and presentation of a wide variety of foods. Also covered are customer relations, leadership, professional communication, employability skills, entrepreneurship, and safe work practices.

#### **EMPLOYMENT**

Employees in this field must be capable of standing for extended periods of time, lifting product and equipment up to 50 lbs., handling chef knives, moving food in and out of hot ovens, and traversing mildly wet floors throughout a kitchen.

#### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1200 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

#### **INDUSTRY CERTIFICATION**

The industry certification for this program is Certified Food Protection Manager (ServSafe) offered through the National Restaurant Association Educational Foundation.

## **HUMAN SERVICES**

### **COSMETOLOGY D500100 / 8905100**

#### **MISSION**

The mission of the Cosmetology program is to provide the highest quality instruction, which will prepare students for current and emerging careers in a competitive workplace.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a cosmetologist. Specialized instruction and practical experience in hair, nails, and skin care procedures, related chemistry, anatomy, physiology, safety, and Florida cosmetology law are combined with communication and leadership skills to prepare students for success in the cosmetology industry.

Specialized classroom and lab experiences are utilized to enable the student to become proficient in the use of a variety of beauty treatments, including the care and beautification of the hair, complexion, and hands. Instruction includes giving shampoos, rinses, scalp treatments, hair styling, settings, cuttings, tinting, bleaching, permanent waving, facials, manicures and pedicures, and hand and arm massages. Also included in the curriculum are safety, bacteriology, hygiene, sanitation, customer relations, salon management, record keeping, Florida cosmetology law, and employability skills. Time required for completion of the preparatory program is determined by state licensing regulations. Activities of SkillsUSA are included as a part of the instructional program.

#### **ENROLLMENT**

Post-secondary and high school students enroll in this program on a full-time basis. The typical student would complete this program in 1200 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 8 and Communications (Reading and Language Arts) 8.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

#### **LICENSURE**

To sit for the Florida Board of Cosmetology licensing exam, the student must successfully complete 1200 hours of instruction and the designated number of services. To become a licensed cosmetologist an individual must be at least 16 years of age or have received a high school diploma; completed 1200 clock hours in a cosmetology program; apply and pay for licensure by examination. Additional information is available through the Department of Business and Professional Regulation.

The licensure for this program is Cosmetologist provided by the Florida Department of Business and Professional Regulation (DBPR).

## **NAILS SPECIALTY I120414**

### **MISSION**

The mission of the Nails Specialty program is to provide the highest quality instruction, which will prepare students for current and emerging careers in a competitive workplace.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a licensed manicurist and pedicurist. The content includes, but is not limited to communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 180 hours.

### **BASIC SKILLS LEVEL**

There is no required basic skills level to exit this program.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **LICENSURE**

To sit for the Florida Board of Cosmetology licensing exam, the student must successfully complete 180 hours of instruction and the designated number of services. To become a licensed nail specialist an individual must be at least 16 years of age or have received a high school diploma; completed 180 clock hours in a nails specialty program; apply and pay for licensure by examination. Additional information is available through the Department of Business and Professional Regulation.

The licensure for this program is Nail Specialist provided by the Florida Department of Business and Professional Regulation (DBPR).

## **INFORMATION TECHNOLOGY**

### **APPLIED CYBERSECURITY Y100300**

#### **MISSION**

The mission of the Applied Cybersecurity program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

#### **PROGRAM DESCRIPTION**

This program offers a sequence of courses that prepare students for employment in cybersecurity-related careers in the information technology industry.

The program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

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

#### **EMPLOYMENT**

Employees in this field must be capable of lifting equipment of 20 lbs. or more, and of sitting in front of a computer for extended periods of time. Employees need a driver's license, IT certifications, and may need to pass drug screening and background checks.

#### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 750 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

#### **INDUSTRY CERTIFICATION**

The industry certification for this program is Security+ offered through Computing Technology Industry Association (CompTIA).

## **APPLIED INFORMATION TECHNOLOGY Y300400**

### **MISSION**

The mission of the Applied Information Technology program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

### **PROGRAM DESCRIPTION**

The program is designed to prepare a student for entry-level employment as a PC Support Technician. A PC Support Technician helps resolve issues related to computers (end user and server), phones, tablets, internet, networks (wired and wireless), software, printers, and scanners.

The program is challenging and demanding. Students must be completely focused and use their time wisely throughout the course to be prepared for the industry certification exams. The program is competency-based, self-paced with a minimum pace of progression required, and students are responsible for their own progress.

The content includes but is not limited to computer application skills including computer hardware, software applications, and computer programming fundamentals; extensive exploration of information technology careers; strategies for success including goal setting, study skills, organizing skills, learning styles, employability skills, and service learning; and core academic skills with a strong emphasis on effective communication skills.

### **EMPLOYMENT**

Employees in this field must be capable of lifting equipment of 20 lbs. or more, and of sitting in front of a computer for extended periods of time. Employees need a driver's license, IT certifications, and may need to pass drug screening and background checks.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 600 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is HTML5 & CSS3 Specialist offered through Certified Internet Web (CIW). In addition, students may earn an industry certification for Python Coding Specialist offered through Knowledge Pillars.

## **NETWORK SYSTEMS ADMINISTRATION B079300**

### **MISSION**

The mission of the Network Systems Administration program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for entry-level employment as a networking assistant or network support technician.

A typical student enrolling in this program should have good background knowledge of computer systems, operating systems, configuring systems, troubleshooting techniques, repairing equipment, the principles of security and minor networking capabilities. Students little or no experience with computers may be able to fast track the CompTIA A+ basic curriculum which will provide the student with basic computer knowledge. It is important to understand that in order to fast track the A+ basic course, students will need to be extremely productive at all times to complete the networking course.

The program is challenging and demanding. Students must be completely focused and use their time wisely throughout the program to be prepared for the industry certification exam. The program is competency-based, self-paced with a minimum pace of progression required, and students are responsible for their own progress.

This program is a planned sequence of instruction consisting of the following seven (7) occupational completion points: Information Technology Assistant; Computer Support Assistant; Network Support Technician; Systems Administrator; Systems Engineer; Wireless Network Administrator; and Data Communications Analyst. Students learn software fundamentals, computer systems architecture, peripheral equipment, and electronic information exchange and computer security.

### **EMPLOYMENT**

Employees in this field must be capable of lifting equipment of 20 lbs. or more, and of sitting in front of a computer for extended periods of time. Employees need a driver's license, IT certifications, and may need to pass drug screening and background checks.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1050 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is Network+ offered through Computing Technology Industry Association (CompTIA).

## **TECHNOLOGY SUPPORT SERVICES Y100100**

### **MISSION**

The mission of the Technology Support Services program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

### **PROGRAM DESCRIPTION**

The program is designed to prepare a student for entry-level employment as a PC Support Technician. A PC Support Technician helps resolve issues related to computers (end user and server), phones, tablets, internet, networks (wired and wireless), software, printers, and scanners.

Successful students are able to stay on task and complete all required material in this single semester program (600 seat hours). This along with study sessions will help prepare students for the A+ Certification exams offered at the end of the semester.

The program is competency-based, self-paced with a minimum pace of progression required, and students are responsible for their own progress.

### **EMPLOYMENT**

Employees in this field must be capable of lifting equipment of 20 lbs. or more, and of sitting in front of a computer for extended periods of time. Employees need a driver's license, IT certifications, and may need to pass drug screening and background checks.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 600 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 10 and Communications (Reading and Language Arts) 10.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is A+ offered through Computing Technology Industry Association (CompTIA).

## **LAW, PUBLIC SAFETY AND SECURITY**

### **CORRECTIONAL OFFICER P430102**

#### **MISSION STATEMENT**

It is the mission of each program in the Training Center to provide the highest level of ethical, modern, and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow.

#### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Correctional Officer. Instruction covers an introduction to the criminal justice system and the Florida Criminal Justice Standards and Training Commission (CJSTC), correctional laws and rules, inmate control techniques, rights and responsibilities, correctional administration, human skills, and behavior. The curriculum meets the requirements approved by the Florida Department of Law Enforcement.

#### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 420 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

#### **PROGRAM ADMISSION REQUIREMENTS**

In addition to the WTC admission requirements, applicants must complete the following requirements:

1. Attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date.)
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

#### **FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) ADMISSION REQUIREMENTS**

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 18 years of age or older.
- Be a U.S. citizen.
- Have a valid Florida driver's license.
- Have a high school diploma, GED® credential, or equivalent as defined by Florida Statute
- Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).



- Have never been convicted of a felony charge.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.
- Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe, that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

#### **PROGRAM COMPLETION REQUIREMENTS**

In addition to the WTC completion requirements, students must:

- Maintain attendance requirements.
- Pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy. Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include simulations.

#### **LICENSURE**

Upon successful academy completion, graduates are eligible to take the Florida Department of Law Enforcement State Officer Certification Exam. After passing the state exam, students are eligible for employment as a Correctional Officer in the state of Florida.

## **CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER P430125**

### **MISSION STATEMENT**

It is the mission of each program in the Training Center to provide the highest level of ethical, modern, and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Law Enforcement Officer. The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

Within this crossover program instruction includes a combination of theory, laboratory, and supportive courses. Instruction in the criminal justice specialties includes the history and composition of the criminal justice system, law enforcement activities, correctional system activities, police ethics and responsibilities, law enforcement agencies, crime laboratory procedures, arrest and custodial procedures, investigations, trial and court procedures, and record keeping. Supportive instruction is provided in communications, constitutional rights, human relations, social sciences, first responder skills, and self-defense. The curriculum meets the requirements approved by the Florida Department of Law Enforcement.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 518 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

### **PROGRAM ADMISSION REQUIREMENTS**

In addition to the WTC admission requirements, applicants must complete the following requirements:

1. Attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date).
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

### **FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) ADMISSION REQUIREMENTS**

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

1. Be 18 years of age or older.
2. Be a U.S. citizen.
3. Have a valid Florida driver's license.
4. Have a high school diploma, GED® credential, or equivalent as defined by Florida Statute.
5. Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
6. Have never been convicted of a felony charge.
7. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
8. Have good physical agility and hand-eye coordination.
9. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
10. Be of good moral character.
11. Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe, that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

### **PROGRAM COMPLETION REQUIREMENTS**

In addition to the WTC completion requirements, students must:

- Maintain attendance requirements.
- Pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy. Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include simulations.

### **LICENSURE**

Upon successful academy completion, graduates are eligible to take the Florida Department of Law Enforcement State Officer Certification Exam. After passing the state exam, students are eligible for employment as a Law Enforcement Officer in the state of Florida.

# **CROSSOVER FROM LAW ENFORCEMENT OFFICER TO CORRECTIONAL OFFICER P430152**

## **MISSION STATEMENT**

It is the mission of each program in the Training Center to provide the highest level of ethical, modern, and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow.

## **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Correctional Officer. The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

Within this crossover program, selected sections of the Florida Correctional Officer Basic Recruit Training Program have been modified to fit the needs of Law Enforcement Officers desiring certification as Florida Correctional Officers. Instruction covers an introduction to the criminal justice system and the Florida Criminal Justice Standards and Training Commission (CJSTC), correctional laws and rules, inmate control techniques, rights and responsibilities, correctional administration, human skills, and behavior. The curriculum meets the requirements approved by the Florida Department of Law Enforcement.

## **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 198 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

## **PROGRAM ADMISSION REQUIREMENTS**

In addition to the WTC admission requirements, applicants must complete the following requirements:

1. The first step is to attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date).
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

## **FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) ADMISSION REQUIREMENTS**

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 18 years of age or older.
- Be a U.S. citizen.

- Have a valid Florida driver's license.
- Have a high school diploma, GED® credential, or equivalent as defined by Florida Statute
- Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
- Have never been convicted of a felony charge.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.
- Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe, that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

### **PROGRAM COMPLETION REQUIREMENTS**

In addition to the WTC completion requirements, students must:

- Maintain attendance requirements.
- Pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy. Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include simulations.

### **LICENSURE**

Upon successful academy completion, graduates are eligible to take the Florida Department of Law Enforcement State Officer Certification Exam. After passing the state exam, students are eligible for employment as a Correctional Officer in the state of Florida.

## **FLORIDA LAW ENFORCEMENT ACADEMY P430105**

### **MISSION STATEMENT**

It is the mission of each program in the Training Center to provide the highest level of ethical, modern, and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow.

### **PROGRAM DESCRIPTION**

The program is designed to prepare students for employment as a Law Enforcement Officer. Instruction includes a combination of theory, laboratory, and supportive courses. Instruction in the criminal justice specialties includes the history and composition of the criminal justice system, law enforcement activities, correctional system activities, police ethics and responsibilities, law enforcement agencies, crime laboratory procedures, arrest and custodial procedures, investigations, trial and court procedures, and record keeping. Supportive instruction is provided in communications, constitutional rights, human relations, social sciences, first responder skills, and self-defense. The curriculum meets the requirements approved by the Florida Department of Law Enforcement.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. The typical student would complete this program in 770 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

### **PROGRAM ADMISSION REQUIREMENTS**

In addition to the WTC admission requirements, applicants must complete the following requirements:

1. The first step is to attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date).
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

### **FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) ADMISSION REQUIREMENTS**

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 18 years of age or older.
- Be a U.S. citizen.
- Have a valid Florida driver's license.
- Have a high school diploma, GED® credential, or equivalent as defined by Florida Statute.
- Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).

- Have never been convicted of a felony charge.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.
- Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe, that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

#### **PROGRAM COMPLETION REQUIREMENTS**

In addition to the WTC completion requirements, students must:

- Maintain attendance requirements.
- Pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy. Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include simulations.

#### **LICENSURE**

Upon successful academy completion, graduates are eligible to take the Florida Department of Law Enforcement State Officer Certification Exam. After passing the state exam, students are eligible for employment as a Law Enforcement Officer in the state of Florida.

## **MANUFACTURING**

### **INDUSTRIAL MACHINERY AND CONTROLS TECHNICIAN J100300**

#### **MISSION**

The mission of the Industrial Machinery and Controls Technician program is to provide students with the skills necessary to enter a career in the Manufacturing, Distribution, and Process Control field.

#### **PROGRAM DESCRIPTION**

The program prepares students for employment as a Maintenance Technician, Automation Technician, and Instrumentation and Controls Technician. This program focuses on fundamental, transferable industry skills while preparing students utilizing the latest technological equipment and methods. Focus is also on understanding all aspects of the industry as well as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

#### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1200 hours.

#### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

#### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include simulation.

#### **INDUSTRY CERTIFICATION**

The industry certification for this program is through Manufacturing Skill Standards Council (MSSC) in the following areas: Equipment Maintenance, Equipment Repair, and Network Repair.



## **WELDING TECHNOLOGY J400400**

### **MISSION**

The mission of the Welding Technology program is to prepare students to be informed, responsible, and productive members of the welding profession who will be able to flourish in an increasingly complex occupation and who believe learning is a lifelong process.

### **PROGRAM DESCRIPTION**

The program prepares students for employment as a welder or fabricator. Instruction includes learning experiences in the joining and cutting of metal materials with the different welding and cutting processes which industry requires.

Laboratory experiences include the welding of many different joint designs and fabrication of projects such as frames, trailers, and tanks. Classroom activities include learning basic metallurgy, shielded metal arc welding (SMAW) (STICK, ARC), gas tungsten arc welding (GTAW) (TIG, Heliarc), gas metal arc welding (GMAW) (MIG), flux cored arc welding (FCAW), submerged arc welding (SAW), oxyacetylene processes (welding, brazing, soldering, cutting), plasma arc cutting (PAC), pipe welding, welding inspection, welding certification, blueprint reading, and the theory of welding and cutting processes. Related instruction includes safety, basic shop skills, employability skills, and entrepreneurship.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1200 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 9 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is through the National Center for Construction Education and Research (NCCER) Welding Levels 1– 3. Additional certifications can be earned through the American Welding Society (AWS).

# **TRANSPORTATION, DISTRIBUTION & LOGISTICS**

## **AUTOMOTIVE SERVICE TECHNOLOGY**

**I470608**

### **MISSION**

The mission of the Automotive Service Technology program at Withlacoochee Technical College is to develop trained, capable, caring, and dedicated automotive technicians.

### **PROGRAM DESCRIPTION**

The program prepares students for employment as an Automotive Service Technician and Mechanic by using the latest software, simulators, and diagnostic equipment found in all phases of automotive services and electronic technologies. The program combines classroom instruction with hands-on laboratory training to troubleshoot, service, and repair automotive systems. This program provides comprehensive training in the following automotive service areas: engine repair, automatic transmission/transaxles, braking systems, engine performance, manual drive trains/transaxles, suspensions/steering systems, heating and a/c systems and electrical/electronic systems.

The program provides current and future technicians with practical exercises in a wide range of fundamentals as it applies to today's sophisticated vehicles that feature electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, antilock braking systems, and electronic emission control systems. This program develops a mastery of the applications of electronics through practical skills training, problem solving, and real-time simulations coupled with live work experience.

### **PROGRAM ACCREDITATION**

The Automotive Service Technology program is accredited by Automotive Service Excellence (ASE) Education Foundation. This accreditation ensures students that WTC has the highest level of training standards in the auto service industry.

### **EMPLOYMENT**

Employees in this field must be capable of lifting tools and equipment up to 60 lbs., continually standing, stooping, crawling, and kneeling, and operating hand and power tools as well as shop equipment to exacting tolerances. Added emphasis is placed upon coordination, hand use, and manipulation skills with tasks that require sensory demands with color, texture, sound, depth, visual and odor perception and discrimination.

### **ENROLLMENT**

Post-secondary students enroll in this program on a full-time basis. Dual enrollment students enroll in this program on a part-time or full-time basis depending on their high school schedule. The typical student would complete this program in 1800 hours.

### **BASIC SKILLS LEVEL**

Students are required to meet basic skills levels to exit the program as a full program completer. The required scores to exit this program are Computation (Mathematics) 10 and Communications (Reading and Language Arts) 9.

### **WORK-BASED LEARNING**

Opportunities to participate in work-based learning include customer work.

### **INDUSTRY CERTIFICATION**

The industry certification for this program is through Automotive Service Excellence (ASE) Education Foundation in the following areas: brakes, electrical/electronic systems, engine performance, engine repair, heating and air conditioning, manual drive train and axles, and suspension and steering.

## **ADMINISTRATION**

BISHOP, Gloria  
M.A., Nova Southeastern University  
B.S., University of South Florida  
WTC Director since 2015  
Experience prior to current position: 28 years in education

DAVIS, Karen  
M.Ed., University of South Florida  
B.Ed., University of Alaska Anchorage  
WTC Assistant Director since 2015  
Experience prior to current position: 25 years in education

PAPRZYCKI, Lisa  
M.Ed., Grand Canyon University  
B.S., Saint Leo University  
WTC Assistant Director since 2022  
Experience prior to current position: 9 years in education

## **FULL-TIME INSTRUCTIONAL STAFF**

### **APPLIED CYBERSECURITY & NETWORK SYSTEMS ADMINISTRATION**

CONSOL, Keith  
B.S., Colorado State University  
Certified Information Systems Security Professional (CISSP) certification  
WTC Instructor since 2016  
Experience prior to current position: 20 years in technology and information security fields

### **AUTOMOTIVE SERVICE TECHNOLOGY**

IRVING, Robert  
H.S. Diploma, Roosevelt High School, Des Moines, Iowa  
Chrysler Academy Learning Center, Orlando, Florida  
Automotive Service Excellence (ASE) certifications A1 through A8  
119 Chrysler specialty certifications  
WTC Instructor since 2009  
Experience prior to current position: 30 years in automotive industry

### **CORRECTIONAL OFFICER & FLORIDA LAW ENFORCEMENT ACADEMY**

VINCENT, David  
B.S., Criminal Justice Studies, Florida Gulf Coast University  
Public Safety Training Center Director 2014-2017, 2021-Present  
Graduate of FBI National Academy Quantico, VA  
Graduate of Southern Police Institute, A.O.C. Louisville, KY  
28 years Law Enforcement Experience

SANTIAGO, Juan  
A.A., Criminal Justice, St. Petersburg College  
B.A., Public Safety Administration, St. Petersburg College  
M.S., Forensic Psychology, Walden University  
Graduate of the Southern Police Institute  
WTC instructor since 2001  
22 years combined law enforcement and corrections experience

CUNNINGHAM, Dennis  
B.A., Criminal Justice, *summa cum laude*, Saint Leo University  
M.S., Criminology, Florida State University  
Graduate of the Command Officer Management Program, Saint Leo University  
Retired Lieutenant from the Manatee County Sheriff's Office  
Dual certified in law enforcement and corrections  
Experience prior to current position: 19 years of supervisory experience, 10 years of criminal investigation experience.  
WTC instructor since 2021

### **COUNSELOR**

NAUGLE, Ryan  
M.A., Eastern Kentucky University  
B.S., Indiana University  
WTC Counselor since 2009  
Experience prior to current position: 13 years in education

### **COSMETOLOGY & NAILS SPECIALTY**

MINTZ, Keri  
Cosmetology Program, Withlacoochee Technical Institute, Inverness, FL  
Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology  
WTC Instructor since 2019  
Experience prior to current position: 10 years in cosmetology, business owner

### **COSMETOLOGY**

RICHARDS, Brittany  
A.A., College of Central Florida  
Cosmetology Program, Withlacoochee Technical Institute, Inverness, FL  
Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology  
WTC Instructor since 2020  
Experience prior to current position: 11 years in cosmetology, business owner

## **ELECTRICITY**

WOYTHALER, John

H.S. Diploma, Citrus High School, Inverness, FL

Electrical Program, Withlacoochee Vocational Adult Education Center

State Certified Electrical Contractor #EC 13002488

Carrier Generator Certification

NCCER Certified Electrical Instructor

NCCER Certified Core Curricula Instructor

WTC Instructor since 2010

Experience prior to current position: 28 years in the electrical trades industry

## **HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION**

CAMBO, Michael

H.S. Diploma, Patria Soberana, Valencia, Venezuela

Air-Conditioning, Refrigeration, and Heating Technology Program, Withlacoochee Technical Institute, Inverness, FL

Certifications: NCCER HVAC Level 1, 2, 3, 4; EPA608; KMC Direct Digital Control

WTC Instructor since 2019

Experience prior to current position: 15 years as an HVAC/R technician

## **INDUSTRIAL MACHINERY AND CONTROLS TECHNICIAN**

FISSORE, Thomas M.

Associates Degree in Specialized Technology in Electronics, Penn Technical Institute

International Society of Certified Electronics Technicians

Electronics Technicians Association

OSHA Authorized Construction Trainer

MSSC CT-SCA Authorized Instructor

WTC Instructor since 2020

Experience prior to current position: 35 years Industrial Maintenance experience, roles from Journeyman Industrial Electronics Technician to Maintenance Superintendent

## **MASSAGE THERAPY**

WOOD, Jeffery

Suncoast Center for Natural Healing School of Massage Therapy, Tampa, FL

A.S., Daytona Beach Community College, Occupational Therapy Assistant

B.S., Technical Education and Industry Training, University of Central Florida, Orlando, FL

Florida Department of Health, Medical Quality Assurance, Florida Board of Massage Licensed Massage Therapist

WTC Instructor since 2004

Experience prior to current position: 8 years massage therapy, 6 years occupational therapy in orthopedic setting

## **MEDIA SPECIALIST**

DEFELICE, Jeane

B.A., Business Administration, *magna cum laude*, Saint Leo University

A.S., Legal Assisting, Central Florida Community College

WTC Instructor since 2002

Experience prior to current position: 11 years in Business/Industry

## **MEDICAL ADMINISTRATIVE SPECIALIST & MEDICAL CODER/BILLER**

GODWIN, Theresa

A.A., Central Florida Community College, Ocala, FL

Certified Medical Administrative Assistant (CMAA) National Healthcare Association

Administrative Office Assistant Certification (NOCTI)

Microsoft Office User Certified - Word

WTC Instructor since 2010

Experience prior to current position: 17 years in education support and 6 years in the medical field

## **MEDICAL ASSISTING**

CARNEVALE, Pamela (RN)

B.S.N., Thomas Jefferson University, Philadelphia, PA

NHA Certified Phlebotomy Technician (CPT), NHA Certified EKG Technician (CET)

WTC instructor since 2019

Experience prior to current position: 25 years in medical field

## **PRACTICAL NURSING**

DILLARD, Sarah (RN)

M.S.N., Nursing Education, Western Governors University

B.S.N., University of Central Florida

A.D.N., Central Florida Community College

WTC instructor since 2004

Experience prior to current position: 10 years in the medical field

LLERANDI, Donna (RN)

M.S.N., Capella University

B.S.N., Florida International University, Miami, FL

WTC Instructor since 2019

Experience prior to Current Position: 5 years as an Operating Room Nurse, 1 year as a Med-Surg Floor Nurse and 5 years as a Math Instructor, High School and College

## **PROFESSIONAL CULINARY ARTS & HOSPITALITY**

DIGELOROMO, Nicholas

B.A. University of South Florida

Certified by the National Registry of Food Safety Professionals, ServSafe Food Manager

WTC instructor since 2016

Experience prior to current position: 13 years in the commercial food industry

## **TECHNOLOGY SUPPORT SERVICES & APPLIED INFORMATION TECHNOLOGY**

DILLERSBERGER, Andy

A.S. Electronics Engineering Tech (EET), Chipola Junior College, Marianna, FL

B.S University of South Florida, Computer Information Systems

Certified Comp TIA A+

WTC staff member since 2016, instructor since 2019

Experience prior to current position: 10 years in computer systems

## **WELDING TECHNOLOGY**

SHILLING, Jack J

H.S Diploma, Crestview High School, Crestview, FL

NCCER Certified Welding Instructor

NCCER Certified Core Instructor

A.W.S. Certified Welder

WTC instructor since 2016

Experience prior to current position: 20 years in industry

SOBOL, David

B.S., Chicago State University

Certification: 6 G Pipe, Stainless and Carbon Steel

WTC staff member since 2018, instructor 2019

Experience prior to current position: 42 years teaching and working in the field

## **PART-TIME INSTRUCTIONAL STAFF**

### **GED® PREPARATION & ADULT BASIC EDUCATION**

MARSHALL, Pamela

B. A., Pittsburg State University

WTC Instructor since 2010

Experience prior to current position: 24 years in education

PINEAU, Sheryl

B.A., University of South Florida

WTC Instructor since 2008

Experience prior to current position: 30+ years in education

### **ESOL**

MARSHALL, Pamela

B. A., Pittsburg State University

WTC Instructor since 2010

Experience prior to current position: 24 years in education

## **PRACTICAL NURSING**

The Practical Nursing program maintains a part-time staff of one or two registered nurses to supervise and teach at various clinical sites as needed throughout the program schedules.

## **NURSING ASSISTANT (ARTICULATED)**

TBD

## **LAW ENFORCEMENT / CORRECTIONAL OFFICER**

The Law Enforcement Academy maintains a part-time staff of approximately 30 Florida Department of Law Enforcement Certified Adjunct Instructors. They are available to teach a variety of subjects and courses.