

2009-2012 Catalog

Miami Lakes Educational Center



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Miami-Dade County Public Schools

giving our students the world

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Miami Lakes Educational Center has experienced many changes since opening its doors in February of 1976. All of these changes have been consistent with its established mission, and they have enabled the institution to make meaningful contributions to both the community in which it exists as well as to other communities. Representatives of the school participate in the local Chamber of Commerce activities, business association functions and other community events. I am proud to say that the school receives outstanding support from the community in return.

When the school opened in 1976 with approximately four hundred students, it provided training in only sixteen program areas. Steady growth has resulted in continuous additions to program offerings and an expansion of the campus from two to six buildings.

Continuing its reputation for cutting edge educational initiatives, Miami Lakes Educational Center has recently moved in the direction of expanding the population it serves to include full-time secondary students. Approximately 1500 high school students will be enrolled in the upcoming school years. High school students participate in Career Academies and earn standard or college-ready high school diplomas as well as vocational and/or technical certificates. Students entering or attending Access Center high schools as freshmen or sophomores may apply for enrollment in the spring. Miami Lakes Educational Center is dually accredited by the Council on Accreditation and School Improvement of The Southern Association of Colleges and Schools and the Council on Occupational Education.

To assist with educational and career endeavors, this catalog offers pertinent information about programs, course offerings, entrance criteria, and other features that may be of interest to current and prospective students.

I sincerely hope that you will select Miami Lakes Educational Center for your training needs, and that the selection you make will lead to the fulfillment of your personal goals and career expectations.

Educationally Yours,

James V. Parker
Principal

Miami Lakes Educational Center

5780 N.W. 158th Street – Miami Lakes, Florida 33014 – 305-557-1100 – 305-827-9317 (Fax) – MLEC.dadeschools.net

Miami Lakes Educational Center is accredited by the Commission of the Council on Occupational Education

Miami Lakes Educational Center (secondary) is accredited by the Council of Accreditation and School Improvement of

The Southern Association Colleges and Schools



Miami Lakes Educational Center
 5780 NW 158 Street
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Practical Nursing Program
Certified by
National League for Nursing



Advanced Automotive Service Technology
 (Toyota Specific)
 Automotive Service Technology
 Heavy Duty Truck & Bus Mechanics
 And
 Automotive Collision Repair & Refinishing

Certified by
**The National Automotive Technicians Educa-
 tion Foundation, Inc.**
 (NATEF)



Miami Lakes Educational Center is a Post Secondary and Secondary Technical Center and School of Choice and is part of the Miami-Dade County Public Schools System of Miami-Dade County, Florida

GED Testing Center



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**MIAMI-DADE COUNTY SCHOOL BOARD
NON-DISCRIMINATION POLICY**

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or natural origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978, prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Education Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1, 01, 6Gx13- 4A-1.32, and 6Gx13 - 5D-1.10 prohibit harassment and/or discrimination against an employee or student on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability,

Veterans are provided reemployment rights in accordance with P.L. 93 -508 (Federal) and Section 295.07 (Florida Statutes), which also stipulates categorical preferences for employment.

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HISTORY

On October 31, 1970 the State Board of Education authorized the Miami-Dade County School Board to establish a second Vocational Center to meet the increasing demands for post-secondary technical education. This action resulted in the construction of Miami Lakes Technical Education Center.

The Center's first director, Dr. M. Gene Stansell was appointed in 1971, and opened the school in February of 1976 with an enrollment of 400 students.

In 1986, Mr. Noward E.C. Dean, an Assistant Principal since the opening of the school, was appointed Principal of the Center. For fifteen years, Mr. Dean guided the institution through many changes in its efforts to better meet the needs of the students and the community. Before retiring in June of 2001, Mr. Dean oversaw the construction and establishment of a secondary school on the campus. The instructional programs at this new high school were developed around student choices of career academies and were integrated with the post secondary programs. At this time, the institution was renamed *Miami Lakes Educational Center*. The students selected the jaguar as the school mascot, and black and teal as the school colors.

In 2001, Ms. Rosa D. Borgen, a veteran principal since 1988, became the third principal of Miami Lakes Educational center. She continued to develop and augment the secondary programs, while still maintaining the longtime commitment to the post-secondary adult programs. Ms. Borgen hosted the High School Dedication ceremony, and during following her three years tenure, she cultivated the growth of the high school, as the enrollment soared from 200 to 1,700 students. She piloted the Automotive Youth Educational Systems (AYES) program at the center whose goal is to *"encourage bright students with a good mechanical aptitude to pursue careers in the ever-changing fields of automotive service technology, or collision repair/refinish, and to prepare them for entry-level positions or challenging academic options"*. The school also attained the Florida's Best award, and for two consecutive years was awarded the Exemplary Dade Partner's award for its partnership with Toyota and Maytag.

In 2004, Miami Lakes Educational Center welcomed it's fourth principal, Mr. James V. Parker, who is also a veteran, experienced principal since 1997. Mr. Parker has continued to develop the secondary programs while augmenting the long-time commitment to the post-secondary adult programs. In the short time that Mr. Parker has been principal of Miami Lakes Educational Center, our apprenticeship program has grown, and the Florida Power and Light Line Specialist Program has been established to serve both to the post-secondary and vocational programs. The secondary program has raised its academic performance grade from a C to a B. Under his direction Miami Lakes Educational Center looks forward to an array of new educational possibilities, which will serve to fulfill the needs of the students and our community.

Presently, Miami Lakes Educational Center, one of Miami-Dade County's three area technical schools, distinguishes itself by its innovative approach to serving both adult and high school students. The Center currently provides vocational and technical programs on a full and part-time basis with day and evening classes.



GENERAL INFORMATION

Vision Statement

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

Mission Statement

The mission of Miami Lakes Educational Center is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

Physical Facilities

Miami Lakes Educational Center is a 38 acre campus located in beautiful Miami Lakes just off the Palmetto Expressway on Northwest 57th Avenue. It consists of air conditioned classrooms and laboratories equipped with the most modern teaching equipment available. The five main buildings (A, B, C, E and F) contain a student and faculty lounge, reception area and administrative offices. There are two student dining areas. The award winning culinary arts students prepare assorted entrees and pastries for the C Building cafeteria which are available to both secondary and post-secondary students. The menu selection in the F Building, secondary cafeteria, features several mainstream fast food restaurant options as well as more traditional fare. Both facilities have a capacity for several hundred people as well as an additional dining area, the "Arnold Seltzer" room which accommodates up to 48 people for special luncheons or meetings. Adult Registration and Student Services are located in the A Building. Student Services for secondary students is located in the E Building and the gymnasium, auditorium, instructional areas for the arts are located in the F Building which meets the highest standards and requirements of an exemplary traditional high school.

Hours of Operation

The campus has classes in session on Monday through Friday from 7:30 a.m. to 11:00 p.m. to serve the needs of secondary, post-secondary and community school students.

Admission Post-Secondary Adult Division

Anyone who is at least 16 years of age and not currently enrolled in a secondary program may apply for the adult training programs.

To be eligible, students must either be withdrawn from high school or have graduated from high school. Students enrolled in a vocational program of 450 hours or more must demonstrate specific levels of reading, language and mathematic competency prior to receiving a certificate of completion from a vocational program. Students may obtain general information and an application for admission by visiting the center between 8:00 a.m. and 9:30 p.m. Monday through Thursday and from 8:00 a.m. – 6:00 p.m. on Friday.

The application process is as follows:

1. Prospective students obtain an application from the receptionist. Once the application is completed, the student is scheduled to see a counselor.
2. The student meets with a guidance counselor, who assists him/her with determining an appropriate program, gives specific information on basic skills testing requirements. Students who may require assistance with paying their tuition are provided with information about securing financial assistance directly from the federal government or from local agencies.
3. A student wishing to apply for financial aid is scheduled to see a financial aid officer, who will provide specific instructions for eligible students.
4. All other students are directed to a registration clerk, who will process the application.
5. Students are then directed to the cashier where the tuition fee required for the requested course or program is paid.
6. Once these steps are completed, the student is given specific information about reporting to class.

Admission (Visa Students)

Students who have successfully applied for a student Visa, are welcome to attend Miami Lakes Educational Center. Visa students should be aware of the following guidelines:

1. All Visa students must be processed through the Foreign Student Office prior to reporting to Miami Lakes Educational Center for registration. All inquiries, including information regarding procedures and requirements must be directed to:

Foreign Student Advisor
489 East Drive
Miami Springs, Florida 33166
(305) 883-1445

2. Visa student fees are assessed by the District, and may vary depending on the length and type of training program.

Visa students are not permitted to enroll in any program that requires students to be gainfully employed as a part of the training.

Waiting List

When classes are filled to capacity, a chronological waiting list of eligible students is maintained. The prospective student's name is advanced as space becomes available. This process also applies to those students who may have previously been enrolled in a course or program.

Academic Year

The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester begins in August and ends in December. The second trimester begins in January and ends in April. The third trimester begins the of April and ends the in August. ***Please note that the starting and ending dates for the trimester may vary each year because the calendar is determined in a yearly basis by the Miami Dade County**

Attendance

Students absent from career and technical education (vocational) courses for **six** consecutive class sessions are dropped automatically from class rolls. Students absent from Adult General Education courses (A.B.E., E.S.O.L., V.P.I. and GED) will be dropped from class rolls on the **fourth** consecutive absence. Any number of absences which interfere with academic progress may be grounds for excluding a student from class. A student who registers for a class and does not attend for the class by the **third** meeting, will be considered a "no-show" and subsequently withdrawn from class.

Time missed from class due to tardiness will be deducted on the following basis:

- Tardy over 15 minutes - one half hour deducted
- Tardy over 45 minutes - one hour deducted

Students applying for or receiving financial aid have specific attendance requirements. The policies pertaining to attendance for financial aid recipients are distributed to each student by the Financial Aid Office when they apply for aid.

Students displaying excessive tardiness may be referred for counseling. Failure to improve may result in probation and/or being dropped from the class.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran at the time they enroll. These brochures are available in the registration department and may be obtained upon request.

Fees and Charges

Fees for full-time, and short classes are charged at the established hourly rate based on 15 weeks per trimester or on the actual number of hours the class is scheduled to meet. Current fees are listed in the Class Schedule each trimester, and are subject to change without notice.

Fees are as follows:

- A full registration fee is charged from the first day of the trimester through the 21st day.
- Seventy-five percent of the fee is charged from the 22nd through the 49th day.
- Fifty percent of the fee is charged from the 50th day through the end of the trimester.
- Students registering for short term classes will pay a course fee based upon the duration of the course and the total hours of the class.
- **No personal checks will be accepted for tuition. Cash, VISA or MasterCard, Cashier's Check or Money Order only.**

Refund & Withdrawal Policy

1. Upon withdrawal, fees are refunded as follows:
 - a) Withdrawal after registration but before classes begin: Full refund of fees paid.
 - b) Withdrawal after the class begins but without the student attending class: Full refund of fees paid.
 - c) Withdrawal before the end of two full weeks (14 calendar days) after classes begins: Refund of 50% of fees paid).
 - d) Withdrawal two full weeks (14 calendar days) after classes begin: **No refund of fees.**

2. Withdrawal for administrative reasons:
 - a) If the student is withdrawn from the school as a result of administrative action **not** involving disciplinary reasons, the student is entitled to a prorated refund.
 - b) If a student is withdrawn from the school as a result of administrative action involving disciplinary reasons, the student is not entitled to a refund.
3. Withdrawal because of class closing: If a class is closed due to low enrollment and cannot be combined with a similar class, the student may transfer to a similar class in another Miami-Dade County Adult Education Center without further charge. If neither of these options is acceptable, the student's fees will be refunded on a prorated basis.
4. The refund is paid by check or credited to the student's credit card, in accordance with how the tuition was originally paid.
5. The withdrawal policy for Title IV programs is in accordance with Federal guidelines, which determine the amount of aid received based upon the attendance record for a given trimester.

Transfers

Students who transfer between programs do so by initiating a "Request for Transfer" form. This form is signed by both the sending and receiving instructors. If approved, the student is directed to the registration office where the transfer is processed. Students transferring to a higher priced class will be required to pay the difference at the time of the transfer. Students transferring to a lower-priced class will:

1. Be entitled to a refund of the difference if transfer occurs within two weeks from the date of registration.
2. NOT be entitled to a refund if transfer occurs after two weeks from the date of registration. If a student has received a refund for a class and wishes to reenroll, the student's tuition will be charged according to the fee schedule in effect at that time.

Any student desiring a transfer from another institution must request an official copy of their transcript from the sending institution. The transcript is evaluated by a department head at Miami Lakes Educational Center to determine appropriate placement and the number of credits accepted. The student is then directed to complete the enrollment process for the requested program.

Standard of Conduct

The primary objective of Miami Lakes Educational Center and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships. A good learning environment provides order and discipline as evidenced by the absence of distractions, frictions, and disturbances which interfere with effective functioning of the student, the class, and the school. It is also the presence of a safe and friendly, yet businesslike atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

Students may be expelled for conduct reflecting discredit to themselves, other students, the Center, or the community. Some of the behaviors that will be considered grounds for dismissal of a student are:

1. Willful disobedience.
2. Open defiance of the authority of a staff member.
3. Violence against personal property.
4. Profane or indecent language or behavior.
5. Smoking.
6. Attending class under the influence of alcohol, illegal drugs/substances, or the possession of either.
7. Improper conduct causing disturbances in the classroom, hallways, or other places on the school premises.
8. Tampering with fire equipment, safety and evacuation signs, or the setting.
9. Setting a fire or playing with flammables.

* Please be advised that this is **not** an all-inclusive list. For a more comprehensive list please refer to the *Code of Conduct for Adult Students*

Approved Dress Code

The primary purpose of this institution is to prepare students for employment and/or continued post-secondary education. Therefore, students are required to wear attire that is clean and appropriate while attending classes. Items of dress that pose a risk to health and safety, create objectionable noise, or cause classroom disturbances are prohibited. The following specific regulations must be adhered to by all students:

No written messages, pictures or symbols on clothing that portray ideas that are harmful to the health, safety and welfare of students. e.g. messages which relate to drugs, smoking, alcohol, sexual acts and profanity.

No micro-mini skirts or short-shorts will be allowed on campus. No shorts of any kind are permitted in industrial shop areas.

No tube-tops, see-through blouses (without a camisole), bare back or bare midriff shirts, or sleeveless undershirts.

No hats are to be worn in the building except those that are for religious purposes.

No sneakers, thongs or open shoes of any type should be worn in industrial shop areas (safety shoes are recommended).

Certain programs require that students wear uniforms and/or safety apparel appropriate for the training area in which they are enrolled.

Certificate of Completion

Students who have successfully completed all course requirements including basic skills requirements of the program will be issued a certificate of completion which includes the name of the technical program and the total hours of the course or program.

State Board of Education Rules identify the basic skills requirements for the post secondary adult technical education programs. These requirements are as follows:

All students who are enrolled in a career and technical (vocational) program of 450 hours or more, except where indicated, shall complete a basic skills test within the first six (6) weeks from the time of entry (enrollment) into the program.

The examination designated by Miami-Dade County Public Schools is the Test of Adult Basic Education (T.A.B.E.). The exceptions being:

1. Students possessing an Associate of Applied Science degree or higher, or who have passed the College-Level Academic Skills Test (CLAST) and/or who are exempt from the college entry-level examination do not require basic skills testing. Students must present an **official** copy of the degree, transcript, and/or documentation of test scores as evidence of the above.

2. Students enrolled in programs of 450 hours or more that require a state, national, or industry licensure exam as identified by the Department of Education, Workforce Education, for employment must be tested within the 1st weeks after they enroll. If upon program completion, the student documents passage of the licensure exam, the basic skills exit requirement is waived.

Minimum basic skills grade levels in reading, mathematics and language are defined for each technical or vocational program. These basic skills are exit requirements from those programs. They are not used for entry or placement (see program description for required basic skills levels)

- Students who lack the required minimal level of basic skills as measured by the designated examination shall be provided with instruction specifically designed to correct the deficiencies.
- Upon completion of the instruction which is tailored to meet the individual needs, students shall be retested by using the same examination that was used for initial testing.

Adult students with disabilities may require testing modifications. However, consideration of modifications, requires the student to provide written documentation verifying the disability. Testing Modifications may include:

- Flexible scheduling
- Flexible setting
- Flexible responding
- Flexible presentation

Transcript Request

To ensure that transcripts are provided in a timely manner, the following procedures are to be followed:

1. The student may request a transcript in writing indicating name, social security number, date of birth and date(s) of attendance.
2. *Student may fill out a Permission for Release of Records* indicating the reason for the release; the specific records to be released and to whom the records are being released. Transcripts may be released to schools in which the student seeks or intends to enroll without prior consent. The first transcript is provided at no charge. Subsequent requests are charged at two dollars per transcript.

Industrial Cooperative Education

Any student who has completed at least 50% of a industrial education training program and has obtained employment in the field of training may be recommended by his/her instructor for the Industrial Cooperative Education program. Students who qualify for the I.C.E. program should be referred to their program administrator for processing.

Special Training

Miami Lakes Educational Center welcomes the opportunity to provide special training whenever the need arises. Special training is designed to meet a need that may be extracted from an approved curriculum or where a curriculum has not yet been developed.

Articulation Agreements

Articulation Agreements have been developed between Miami Lakes Educational Center the Department of Secondary Education of Miami-Dade County Public Schools and Miami Dade College and Broward Community College.

Post Secondary Credit for High School Vocational Courses

Students who have completed vocational training courses in their high school may earn credits toward completion of vocational training programs at technical centers (Miami Lakes Educational Center, Robert Morgan Educational Center, Lindsey Hopkins Technical Education Center). Students completing vocational training programs at area technical centers may earn credits toward an Associate of Science degree at Miami Dade College. Specifically negotiated agreements between the College and Miami-Dade County Public Schools allow students college credit for vocational program work successfully completed in high school.

COLLEGE CREDIT

Miami Lakes Educational Center has articulation agreements with Miami Dade College (North Campus) and Broward Community College, whereby program completers of selected programs may receive college credit toward an Associate degree. Under this arrangement, the student must present evidence of coursework completed at Miami Lakes Educational Center, and receive credit towards a two-year degree.

Another option permits students to be enrolled at Miami Lakes Educational Center and Miami-Dade College or Broward Community College simultaneously. Under this arrangement both clock hours and college credit can be earned at the same time.

The following programs are included in the articulation agreement with *Miami-Dade College*:

- Comm. Foods & Culinary Arts 12 credits
- Electronic Technology 15+3 credits
- Automotive Service Technology 24 credits
- Advance Automotive Service Tech. (Toyota) 50 credits
- Practical Nursing 9 credits

The following program(s) are included in the articulation agreement with *Broward Community College*:

- Advanced Automotive Service Tech. (Toyota) 50 credits

A special agreement with the Automotive Technician - TOYOTA T-TEN program and Miami Dade College, as well as with Broward Community College, allows students to complete the program with an Associate of Science (A.S.) degree.

Specific questions regarding transferring credit to Miami Dade College or Broward Community College should be directed to the counselors at Miami Lakes Educational Center as well as to Miami Dade College and Broward Community College.

STUDENT SERVICES

Counseling and Placement Services

The Student Services Department offers guidance counseling, vocational testing, financial aid, and job placement services. Counselors are available Monday through Thursday from 8:00 a.m. to 9:30 p.m., and Friday from 8:00 a.m. to 6:00 p.m. in the Registration area, Building A.

Placement service is offered free of charge to currently enrolled students who possess the demonstrated proficiency level required for employment. A full-time Career Specialist assists with job placement for all currently enrolled students and former students who have earned a Certificate of Completion. Teachers also assist with placement.

Ability to Benefit

It is the philosophy of Miami Lakes Educational Center to offer technical education to everyone. However, it is recognized that everyone is not ready to immediately benefit from the training offered.

Therefore, the following procedure has been established to ensure that students have the "Ability-to-Benefit" from our programs:

1. If students have a high school diploma, they are presumed to have their "Ability-to-Benefit".
2. If applicants do not have a high school diploma, the counselor will arrange for students to take an approved standardized test to determine the "Ability-to-Benefit".
3. If test scores so indicate, remedial classes will be added to the applicant's curriculum of study until the prescribed remediation is completed.
4. Applicants will be allowed to retake tests as prescribed by district policy.
5. Students admitted under "Ability to Benefit" may have their eligibility for certain types of financial aid affected by their test scores.

Adult Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that "No qualified handicapped person, shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance".

A disabled individual under Section 504, means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded of having such impairment. If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional program.

Media Center

The Media Center is located in the "F" building and is open daily from 7:00 am to 10:30 pm. The function of the media center is to acquire, organize, and disseminate audiovisual materials that support the school's curriculum. The Media Center maintains a well-rounded source of educational materials to assist the faculty and students in their instructional and educational research. The audiovisual materials may be viewed in the Media Center in designated study areas located throughout the center. Reference books, periodicals, and computers with internet access are available for currently enrolled students. Items may be checked out in accordance with the Media Center policies. Students using computers with internet access must adhere to the Miami-Dade County Public Schools Acceptable Use Policy for Internet Use. (*Copies are available from the Media Specialists*) Further information may be obtained from a counselor or from the Media Center.

Bookstore

The student bookstore in Building "C" sells books and materials necessary for use in the classes taught at Miami Lakes Educational Center. The school accepts only **cash** for books or materials purchased. The bookstore hours are as follows:

Morning

Monday – Friday 11:00 a.m. – 2:30 p.m.

Evening

Monday – Tuesday
and Thursday 5:00 p.m. - 7:00 p.m.

- Please note that the bookstore has a no refund policy unless there are extenuating circumstances which must be approved by the school principal.
- Please note that the bookstore hours are subject to change. Please contact the school for current business hours.

Food Facilities

The Commercial Foods and Culinary Arts class welcomes all students and school personnel to dine in the cafeteria located in Building "C". The cafeteria is open for lunch Tuesday through Friday from 11:00 a.m. – 12:10 p.m. The program is entirely self-supporting and is not part of the Miami-Dade County Schools Lunch Program. The Center also has the cafeteria located in the "F" building that is open for lunch as part of Miami-Dade County's Lunch program as well as an array of outside vendors. Vending machines are available in student lounge areas in Buildings "A" and "B". No food or drinks are allowed in instructional areas.

Housing Facilities

The Center does not have dormitories or rooms available to house students; however, there are rental properties available in the area. Out of town students must make their own arrangements for accommodations.

Bus Information

Miami-Dade Transit Agency (MDT) serves the Miami Lakes Educational Center. Detailed information can be obtained by calling the MDT information office at (305) 770-3131.

Parking

Parking is permitted in designated parking lots on a first-come, first-served basis. Any vehicle parked in restricted areas (i.e. along sidewalks, on the grass, etc.) will be ticketed by the Miami-Dade County Public Safety Department.

Student Health Care

The school does not have facilities or personnel to render medical assistance. If a student has a medical problem which might result in an emergency situation, the instructor and Student Services Department should be notified when the student initially enters the class. School officials will not call for an ambulance but will call the fire rescue. The fire rescue personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring the medical attention is responsible for all costs incurred. First Aid kits are available at various locations throughout the Center.

Student Identification Card

A valid MLEC identification badge must be worn above the waist and be visible at all times. It must be shown to school officials upon request. This badge must be presented whenever requesting refunds, when using school facilities such as the Media Center and Student Bookstore, and when registering for future classes. Student I.D. badges are obtained by paying a nominal fee of \$5.00 every trimester at the time of registration. Lost badges should be reported to the Registration Office immediately. There is a \$5.00 charge for a replacement ID. In the event a student is suspended, expelled, or withdrawn from a class, the I.D. badge must be returned to the Student Services administrator.

Insurance

Student Accident Insurance is available to all students registered in classes at Miami Lakes Educational Center. This insurance may be purchased directly from the insurance company. The forms for the insurance coverage are available from the Registration Department located in Building A.

Students Right to Know

The information listed below is discussed with students during orientation. Copies are made available through the Guidance Office:

- Conduct and Discipline Codes
- Adult Grievance Procedure
- Campus Security Plan
- Program Completion Rate
- Drug and alcohol abuse prevention information

The Family Educational Rights and Privacy Act became a Federal Law in November of 1974, and was further revised in 1975 and 1976. The intent of this law is to protect the accuracy and privacy of students' educational records. Without the prior consent of the parents or eligible students (over 18 years of age), only parents or such students and authorized individuals having legitimate educational interest will have access to a student's educational records. Students may examine their records by appointment in the Guidance Office. A nominal fee will be charged for any copies requested from the student's folder. Student records may only be released in accordance with Miami-Dade County School Board policy.

Day Care

Day care facilities are available to children of employees and currently enrolled students in daytime classes only. Children (18 mo.- 5 yrs.) may attend subject to availability. For more information please contact the Child Care Director at 305-557-1100 ext. 2439.

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GRIEVANCE PROCEDURES

Purpose

The purpose of this grievance procedure shall be to settle equitably, at the lowest administrative level possible, differences and issues relating to school policy. This procedure does not apply to alleged discrimination relating to race, sex, disability, or other federally legislated civil rights. The proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

Definition

An informal grievance is an alleged violation, misunderstanding or misinterpretation of school policy by any member of the student body. Each grievance level shall be observed and used in proper order. Exceptions may be made in emergencies.

Level One (Information Procedures)

The aggrieved person must first discuss their grievance with their immediate supervisor with the objective of resolving the matter informally. It is acknowledged that the teacher is the student's immediate supervisor. The aggrieved person and the supervisor shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. If, as a result of the discussion between the complainant and the supervisor the matter is not resolved to the satisfaction of the complainant, then the aggrieved shall set forth the grievance in writing to the administrator of Student Services to include:

- a. The nature of the grievance within five (5) days
- b. The result of previous discussion
- c. Dissatisfaction with decisions previously rendered

The administrator of Student Services shall communicate the decision to the aggrieved in writing within three (3) school days of the written grievance.

Level Two (Formal Procedures)

Formal grievance procedures for students apply to those situations in which students believe themselves to be victims of discrimination based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

These formal complaint procedures also apply to situations in which students believe themselves to be victims of harassment, including sexual harassment.

If the aggrieved student is not satisfied with the disposition of the grievance at level one, they may within five (5) school days present their grievance to the Principal. The Principal and the aggrieved will meet and the aggrieved may have mutually agreed upon representation present.

Within five (5) days after the meeting, the Principal should render a decision. A copy of the decision shall go to the aggrieved person and all others involved.

If the aggrieved person is not satisfied with the disposition of the grievance at level two, they may file the grievance in writing to:

**Office of Adult/Vocational, Alternative and Community
Education Programs
Miami-Dade County Public Schools
1450 N.E. Second Avenue
Miami, Florida 33132**

This must be done within five (5) school days after the decision from level two.

Miami Lakes Educational Center is accredited by the Accrediting Commission of the Council on Occupational Education. Concerns which cannot be resolved with the School and/or District, may be referred to:

**Accrediting Commission of the Council on Occupational
Education
7840 Roswell Road, Building 300
Suite 325
Atlanta, GA 30350
Phone (770) 396-3898
e-mail: puckettg@council.org**

ACADEMIC POLICIES

Academic Policies

The grading system used for high school and selected adult students by Miami Lakes Educational Center, follows that of the Miami-Dade County Public School system. Specifically, the policy states that academic grades for students shall be "A", "B", "C", "D", "F", OR "I". The letter grade of "I" will be reserved for secondary use only. A brief explanation of the grades used is as follows:

A grade of "A" (90-100%) indicates that the student has demonstrated excellent achievement in the subject and/or the skills area. The student consistently performs academically at a level which is considerably higher than that of the typical student in the same program or course. The student has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of, and an ability to utilize the content of the program effectively. An "A" student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during the grading period.

A grade of "B" (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area. The student consistently performs at a level above that which is expected of the typical student in the same program or subject. The student has mastered skills in content beyond what is required for successful completion of the instructional program prescribed for the individual student. The "B" student will be progressing at a rate enabling achievement of virtually all of the instructional objectives and competencies established for the subject being graded.

A grade of "C" (70-79%) indicates satisfactory academic achievement. The student performs at an average level in terms of mastery of skills/performance standards and/or content of the program prescribed for the individual student. The student's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.

A grade of "D" (60-69%) indicates a minimal acceptable level of mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The student's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.

A grade of "F" (0-59%) indicates a level of academic performance that is unsatisfactory. Students functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program.

A grade of "I" (0) indicates performance insufficient to permit an evaluation. Secondary school students performing at this level may have their grade adjusted upon presentation of the required assignments. An incomplete grade for an annual trimester or semester course must be resolved no later than two grading periods following the issuance of the incomplete grade. Extenuating circumstances may be approved by the principal.

When a numerical equivalent to an assigned letter grade of "A", "B", "C", "D", "F" or "I" is used, the following apply, and shall be communicated to students:

Numerical Value

Grade	Grade Point	Interpretation	Verbal Values
A	90% - 100%	4	Outstanding
B	80% - 89%	3	Good
C	70% - 79%	2	Satisfactory
Minimal			
D	60% - 69%	1	Improvement
F	0 - 59%	0	Unsatisfactory
I Student did not complete and is continuing class in subsequent term			

Students who do not show an acceptable or satisfactory progress, will be referred to a Guidance Counselor for assistance.

FINANCIAL ASSISTANCE

What Can Students Expect to Receive?

The amount of financial aid students will receive depends on financial needs. Financial need is the difference between educational expenses and what the family can reasonably expect to pay. The amount the family can contribute is derived from the "Free Application for Federal Student Aid (FAFSA)". Funds from the FSLP, FSEOG and FCWS programs are awarded based on the student's "need" on a "first-come, first-serve" basis. Eligibility for the other programs are determined by offices or agencies other than the Financial Aid Office. The Financial Aid Office will give the student an award letter listing the type and amount of aid he or she can expect to receive. All applications are available from the Financial Aid Office.

The following Financial Aid is available at Miami Lakes Educational Center.

Federal Pell Grant Program

Federally funded grant funds are awarded by the United States Department of Education to students who demonstrate financial need. The Pell Grant is available to students who enroll in an eligible program and meet all other requirements set by the Department of Education.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federally funded grant awarded to students who demonstrate significant financial need. Awards are calculated by the Financial Aid Office and are determined by need and availability of funds. Students must apply for a Pell Grant for the same academic year. Awards for a full academic year may vary, depending upon the amount of funding available.

Federal Stafford Loan Program (FSLP)

Permits students to obtain loans directly from banks, savings and loans or other lending institutions. These loans are available to students who enroll on a halftime or full-time basis. The interest rate is variable and will not exceed 9%. Repayment will begin 6 months after the student completes the program, or drops below halftime enrollment. Students can borrow up to \$2625 per academic year. Loans will be prorated based upon the length of the program.

Tuition Fee Waiver Program

Tuition waivers are granted to financially needy students. In order to qualify, the student must not be receiving other sources of financial aid from the institution for that trimester. An application must be submitted each term and the applicant must be able to provide documentation to verify financial need.

District Financial Aid Program (DFAP)

DFAP funds are awarded to financially needed students which can be used to pay a partial or full portion of a student's fees. A student applying for the DFAP must be a Florida resident and complete a Financial Aid Application.

Community Organization Book Fund Program

In some cases funds are available to students to assist them in purchasing course related books and supplies. Funds are available due to the generosity of local community organizations. Scholarship applications are available from the guidance counselor.

Veteran Educational Benefits Program

If you are a veteran, you may be eligible for Veteran Educational benefits. Eligibility generally ends ten years from the date of release from active duty. If you need further information, please contact the veteran's clerk in the Student Services Office. Veterans may obtain assistance or information concerning matters dealing with veterans benefits from the Registration Department, Building A. All veterans are advised if their program of study has been approved by the State Approving Agency. Veterans are permitted to receive veteran benefits only for the length of time approved for their course by the State Approving Agency.

Workforce Investment Act

This is a federally funded grant available to economically disadvantaged students. These funds provide for tuition and books. Students will be referred to an intake center where they will complete the necessary applications. This program is coordinated through the Department of Labor and Employment Security.

Skills for Academic, Vocational and English Studies (SAVES)

SAVES is a federally funded project that provides services to individuals granted asylum and refugees from any country who meet the eligibility criteria. SAVES clients receive assistance with scholarships, textbooks, bus passes and child care costs. This is an innovative program that meets the educational needs of adult refugees from all over the world. Any eligible client who is not employed is referred to the employment network. SAVES applicants should present clear copies of immigration documents to establish eligibility. The following documents must be provided to determine eligibility in the program:

- Parole (I-94)
- Social Security Card
- Passport
- Asylum Letter
- Driver's License or Florida Identification card
- Any other additional immigration documents that a person may have

For more information on the S.A.V.E.S. program please contact the S.A.V.E.S coordinator or call (305) 557-1100 and ask to speak to a counselor

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STUDENT ORGANIZATIONS

Distributive Education Clubs of America

The Distributive Education Clubs of America (DECA) is organized around an ambitious goal: to improve educational and career opportunities in marketing, management and entrepreneurship for students. DECA has remained on the cutting edge of educational innovation, working with the business community to integrate academic achievement with career and technical skills.

Effective marketing education gives young people the tools and aptitudes they need to pursue their dreams. Second, marketing education works best when it is part of an integrated education program linking classroom instruction with internship experience for career success.

DECA functions as the companion student organization to over 5,000 marketing education programs in secondary and post-secondary schools across the U.S., its territories and Canada. DECA remains committed to the advocacy of marketing education and the growth of business and education partnerships. **NOTE: The DECA Club at this school is for high school students only.**

Family, Career, and Community

The FCCLA Club is a branch of the Future Homemakers of America (FHA). The mission is to promote personal growth and leadership development through education. Focusing on the multiple roles of family members, wage earners, and community leaders, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation. Students have an opportunity to plan and carry out activities related to child care, themselves, their family, and their community. **NOTE: The FCCLA Club is for high school students only.**

Health Occupations Students of America (HOSA)

Health Occupations Students of America (HOSA) is a National Vocational-Technical organization for secondary and post-secondary students enrolled in Health Occupations Education.

Activities of HOSA are an integral part of the instructional program that provides occupational skills as well as leadership skills. It was officially formed in November 1976 and is comprised of state organizations under the auspices of the State Board of Vocational Education.

Local HOSA chapters provide programs and activities to help individuals develop their physical, mental, and social well-being. Members strengthen their leadership and citizenship through interaction with professional, business, and other student organizations.

The Health Occupations Program at Miami Lakes Educational Center has three chapters.

The chapters participate in local, state and national competitions and have been very successful in their efforts.

PHI BETA LAMBDA (PBL)

PHI BETA LAMBDA is a national, state, and local organization for secondary, post-secondary, and college students enrolled in business, office, or teacher education programs.

The purpose of PBL/FBLA is to provide opportunities for secondary, post-secondary and college students to develop vocational competencies for business and office occupations in addition to business teacher education. It is an integral part of the instructional program which promotes civic and personal responsibility.

Skills USA

SkillsUSA is a national organization serving more than 264,000 high school and post-secondary students and professional members enrolled in training programs in technical, skilled, and service occupations. SkillsUSA is organized into over 13,000 chapters in high schools and college/technical schools in 54 state and territorial associations (including the District of Columbia, Puerto Rico, Guam and the Virgin Islands).

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills.

It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,100 students compete in 75 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

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**SPECIAL
SUPPORT
PROGRAMS**

Technical Resource Center (TRC)

The Technical Resource Center (TRC) is a computer-assisted lab designed to assist individuals in improving their basic skills. Within the lab there are three types of classes:

Vocational Preparatory Instruction (VPI)

The purpose of this program is to prepare students for academic, technical and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The VPI program is based upon the assessed needs of the individual, and the academic and employability requirements related to Florida's comprehensive Vocational Education programs.

Adult Basic Education (ABE)

The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth grade level (0.0 – 8.9). The content develops basic literacy in all areas of knowledge.

General Educational Development (GED)

The purpose of this program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the official GED Test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED, but also to utilize the acquired skills in the workforce and to achieve career and vocational training and job placement success.

GED Center

Miami Lakes Educational Center is home to one of the three approved GED Testing Centers in Miami-Dade County. The GED Tests provide adults with an opportunity to earn a high school diploma that will enable them to obtain jobs, professional advancement, enroll in

higher education, obtain technical training or fulfill a lifelong goal. The GED Tests measure knowledge in five different areas: writing/language arts, mathematics, reading, science, and social studies. The tests are offered in English and Spanish in the State of Florida. Adults who successfully pass the GED Tests in Florida are awarded a State of Florida High School Diploma. The GED diploma is accepted in nearly all United States colleges and universities as a high school equivalency credential.

Adults with special needs may apply for special accommodations for the GED Tests. Documentation of the disabling condition must be submitted with the required forms. Special accommodations may include extended testing time, assistance from a scribe, use of a calculator, testing in a private room and/or frequent breaks. Special editions of the tests are also available in audiocassette, Braille and large print formats.

Adults wishing to register for the GED Tests must do so in person. Candidates **must** provide either a State of Florida Driver License or State of Florida Identification Card and should bring their social security card for further verification of identity. Candidates must complete a GED Demographic Booklet Form and pay for the test at the time of registration.

If candidates are in need of additional study, Miami Lakes Educational Center also offers GED Preparation classes and the GED Fast Track Program.

SECONDARY DIVISION

Introduction

Miami Lakes Educational Center's High School Division, accredited by the Southern Association of Colleges and Schools, is located in the midst of the other buildings on campus. This new state-of-the-art high school opened on August 28, 2000 and was merged with the pre-existing post-secondary facilities. This unique campus provides students with a distinctive educational experience, which is a progressive departure from the traditional high school.

The instructional program is developed around a student's career academy choice. Each academy has several specific career pathways (programs of study), which prepare students for college, post-secondary education, and employment in their chosen area. Ninth grade students must commit to an academy choice when they apply and are asked to identify the career pathway in which they are interested. Tenth grade students must select an academy and a specific career pathway so they can begin the core courses required for completion. Once a student selects a career pathway, they are expected to remain in their chosen program and complete the core curriculum. Sample four-year plans are available from student services personnel at the feeder schools and at Miami Lakes Educational Center. Career pathway offerings are contingent upon student enrollment. Required courses are offered at the regular, honors and advanced placement levels, as per the *Course Code Directory*.

Boundaries

The boundary for attendance at Miami Lakes Educational Center (High School Division with transportation service provided) includes the entire boundary for all Access Center I High Schools: American, Carol City, Hialeah, Hialeah-Miami Lakes, and Barbara Goleman.

(Students from other areas: See Transportation)

Transportation

Transportation with assigned neighborhood pick-up points will be provided for students who live within the prescribed boundaries, and more than two miles from campus. Secondary students who do not reside within the school's boundaries are welcome to apply, but they must provide their own transportation.

Hours of Operation

Regular school hours are from 7:30 a.m. to 2:30 p.m. Parents should consult with teachers and administrators about activities before and after school.

Approved Dress Code

The primary purpose of this institution is to prepare students for employment and/or continued post-secondary education. Therefore, students are required to wear attire that is clean and appropriate while attending classes. Items of dress that pose a risk to health and safety, create objectionable noise, or create classroom disturbances are prohibited. The following specific regulations must be adhered to by all students:

No written messages, pictures or symbols on clothing that portray ideas that are harmful to the health, safety and welfare of students. e.g. messages which relate to drugs, smoking, alcohol, sexual acts and profanity.

No micro-mini skirts or short-shorts will be allowed on campus. No shorts of any kind are permitted in industrial shop areas.

No tube-tops, see-through blouses (without a camisole), bare back or bare midriff shirts, or sleeveless undershirts.

No hats are to be worn in the building except those that are for religious purposes.

No sneakers, thongs, or open shoes of any type should be worn in industrial shop areas (safety shoes are recommended).

Certain programs require that students wear uniforms and/or safety apparel appropriate for the training area in which they are enrolled.

Closed Campus

To enhance student safety, secondary students are not permitted to leave the campus for lunch. They are provided with a forty-minute lunch period and several dining options. Free and reduced breakfast and lunches are available to students who qualify.

High School Academy & Career Pathways

1. **Academy of Communication and Entertainment Technology**
 - * Architectural Drafting
 - * Commercial Art
 - * Music Technology & Sound Engineering
 - * Television Production
 - * Technical Theatre
2. **Academy of Entrepreneurship**
 - * Early Childhood Education
 - * Culinary Arts
 - * Financial Services
 - * International Business
 - * Air Conditioning Refrigeration and Heating
 - * Automotive Collision Repair & Refinishing
 - * Automotive Service Technology
 - * Major Appliance & Refrigeration Technology
3. **Academy of Health Sciences**
 - * Dental Aide
 - * EMT/First Responder
 - * Fire Fighter
 - * Allied Health/Medical Assisting
 - * Nursing Assistant
 - * Allied Health/Pharmacy Aide
 - * Introduction to Practical Nursing
4. **Academy of Information Technology**
 - * Computer Systems Technology (Cisco)
 - * Electronic Technology
 - * Web Design Technology
5. **Academy of Cambridge**
 - * Engineering
 - * Forensic Science
 - * Journalism

Students who successfully complete all requirements for graduation at Miami Lakes Educational Center are eligible to receive a standard or "college ready" high school diploma. Students who meet the additional requirements will earn a certificate of completion in many of the vocational programs offered.

Application for Enrollment

Eligible students must submit an application to be considered for acceptance for the following school-year. Criteria for acceptance, includes a minimum cumulative grade point average of 2.0, satisfactory attendance, conduct and effort. Students must also demonstrate a strong commitment towards preparing for an identified career within the selected academy.

Additional Requirements

Specific career pathway choices may require students to attend summer sessions to facilitate earning a Vocational Certificate, as well as to meet the requirements for graduation or college entry.

Student Activities/Athletics

Students have the opportunity to participate in a wide variety of student activities ranging from interest and service clubs to sport competitions. Students wishing to participate in a regular high school athletic program may do so at their home school.

Student/Parent Contract

Students and parents sign a contract agreeing to follow the rules and policies of the school and district.

Florida Bright Futures Scholarship Program

The Bright Futures Scholarship Program establishes a lottery-funded scholarship for Florida high school graduates with high achievement who enroll in eligible Florida postsecondary institutions. The scholarship may be used for either full-time or part-time enrollment and is renewable. Basic information and qualification requirements are outlined below.

- Must be a Florida resident
- Authorize the release of eligibility information to the Florida Department of Education
- Earn a Florida standard high school diploma or its equivalent from a Florida public or private high school
- Successfully complete certain courses while attaining the grade point average specified in the scholarship type

- Be accepted by and enroll in an eligible postsecondary education program
- Be enrolled for at least six (6) semester credit hours or the equivalent
- Not have been found guilty of or pled no-contest to a felony charge
- Apply for a scholarship from the program by the time of high school graduation
- Use the award within three years of high school graduation

Tech Prep

Under the School to Work initiative, students receive academic and career advisement before enrolling in a Tech Prep pathway. The vigorous academic and technical course requirements for grades 9 through 14 (4+2) are outlined for programs of study that were jointly devised by Miami-Dade County Public Schools and Miami-Dade College. After graduation from high school, students can continue their career-focused education at the community college or area technical center and earn a two-year Associate of Science degree or a two-year certificate. Post-secondary credit can be granted through the articulation agreements which contain a dual enrollment component.

EDUCATIONAL PROGRAMS

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Health Science Education

Dental Assisting H170104

Mission Statement:

The primary mission of the Dental Assisting program is to provide quality educational training designed to meet the current and future needs of the Dental Health Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed as Dental Assistants; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Dental Assisting Program provides students with the technical knowledge and skills for employment as Dental Assistants. Instruction is designed to prepare students to successfully pass the Dental Assisting National Board Examination. Instruction includes a combination of classroom theory and practical experiences through practice on patients in dental clinics. Students are eligible to join HOSA.

Program Content:

- Basic Healthcare Worker
- Dental Sterile Technician
- Safe and Efficient Work Practices
- Dental Assisting
- Manipulative Skills
- Use of Chemicals, Implements, and Equipment
- Employability Skills & Entrepreneurship

Length of Program:

The average length of this program is 1230 (approximately 28 months) for adult students attending part time. Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for a position.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program three (3) times a year. Entry is dependent upon space availability. Interested persons may call (305)557-1100 for additional information.

Career Opportunities:

Dental Assistant, Front Desk Receptionist, Office Manager.

Medical Assisting H170503.A1

Mission Statement:

The primary mission of the Medical Assisting program is to provide quality training designed to meet the current and future needs of the Health Science Community by:

- Assisting and preparing students for success in a medical environment
- Respecting individual rights and coordinating the needs of the student with the requirements of the medical industry
- Promoting the formulation of positive, ethical and professional attitudes
- Generating a will to excel in mastery of administrative and clinical skills
- Providing a fluid curriculum, designed to meet and exceed the changing needs of this exciting profession

Program Outlook:

This is one of the most rapidly expanding professions within the allied health field. The role of the skilled medical assistant has a status of vital importance in the medical profession. Administrative office techniques include oral and written communications, medical records management, and billing and collection techniques. The clinical competencies include: learning first aid and CPR; assisting the physician with medical and surgical procedures; taking vital signs, EKGs and basic X-rays; administering medications; and performing selected laboratory procedures including capillary stick and venipuncture. The student receives supervised practical experience in a physician's office, clinic, or walk-in care facility following completion of the theory portion of the program. Students are encouraged to join the Health Occupations Students of America (HOSA) and are eligible to be nominated by their instructor to join the National Vocational-Technical Honor Society. Students who successfully complete the requirements may receive college credits toward an Associated in Science Degree at Miami-Dade Community College.

Detailed information is available from a counselor in the Registration Office.

Program Content:

- Core Curriculum
- Vocational Adjustments
- Electro cardiology
- Pulmonary Function Testing
- Medical Ethics
- Basic X-ray Procedures
- Medical Office Emergencies
- Anatomy and Physiology
- Pharmacology
- Medical Terminology
- Communication
- Body Structure
- Psychology
- Administrative Procedures
- Clinical Procedures
- Laboratory Procedures
- Typing and Transcriptions
- Drugs and System Disorders
- Insurance and Computers
- Nutrition
- Employability Skills
- Clinical Experiences
- Patient Education
- Billing/Coding
- Administration of Medication
- Vision Screening
- Audiology

Length of Program:

The program is 1300 hours and includes 250 hours clinical experience. Approximately 12-24 months needed to complete the program. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements:

- Application
- Interview by a guidance counselor
- Interview by instructor
- Students must be at least 16 years old and not attending high school
- Assessment in math, language, and reading
- Fees for Supplies and textbooks are required

Entrance Date:

Classes begin three times a year. Call (305) 557-1100 and speak to a counselor about the next available class.

Career Opportunities:

Medical Assistants can be employed in a physician's office, laboratory (phlebotomist), health insurance office, medical records facility, emergency room, skilled nursing care facility, hospital (EKG Technician), or medical office.

Patient Care Technician H170694.A1

Mission Statement:

The primary mission of the Patient Care Assisting program is to provide quality educational training designed to meet the current and future needs of the Health Science community. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the health science career field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

This program is designed to prepare students for employment as advanced Cross Trained Nursing Assistants (industry title: Patient Care Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies, Home Health Aides, Phlebotomists, Electrocardiograph Aides, or Allied Health Assistants; and to provide supplemental training for persons previously or currently employed in any of these occupations. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant.

Program Content:

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry:

- Core Curriculum
- Electro cardiology
- Phlebotomy
- Standards of Care
- Anatomy and Physiology
- Medical Terminology
- Clinical Procedures
- Medication Knowledge

- Nutrition
- Work Ethics
- Patient Education
- Community Issues and Health
- Safety
- Body Mechanics

Length of Program:

The program is 600 hours in length and takes 2 trimesters or about 8 months to complete depending upon enrollment status (full-time or part-time). This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements:

- Application
- Interview by a guidance counselor
- Students must be at least 16 years old and not attending high school
- Assessment in math, language, and reading
- Physical Examination
- Fees for supplies and textbooks are required

Entrance Date:

Offered two times a year. Call (305)557-1100 and speak to a counselor about the next available class.

Career Opportunities:

Patient Care Technicians can work in hospitals, clinics, nursing homes, long-term care facilities, home health agencies, private homes, doctor's offices.

Pharmacy Technician H170507

Mission Statement:

The primary mission of the Pharmacy Technician program is to provide quality educational training designed to meet the current and future needs of the Health Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed as Pharmacy Technicians; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Pharmacy Technician Program provides students with the technical knowledge and skills for employment as Pharmacy Technicians. Instruction is designed to prepare students to successfully pass the Pharmacy Technician Certification Examination. Instruction includes a combination of classroom theory and practical experiences through in class practice. Students are eligible to join HOSA.

Program Content:

- Basic Healthcare Worker
- Community Pharmacy Technician
- Safe and Efficient Work Practices
- Pharmacy Technician
- Employability Skills & Entrepreneurship

Length of Program:

The average length of this program is 1050 (approximately 24 months) for adult students attending part time. Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for a position.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program three (3) times a year. Entry is dependent upon space availability. Interested persons may call (305)557-1100 for additional information.

Career Opportunities:

Pharmacy Assistant, Pharmacy Technician, Community Pharmacy Technician

Practical Nursing H170605.A4

Mission Statement:

The Practical Nursing program is committed to provide a quality educational program, supporting a high standard of care. Through cooperative team efforts, the program provides specialized training so that graduate practical

nurses become successfully employed in the health science profession. Students are encouraged to develop and reflect on capabilities which will foster their participation as professionals in the delivery of health care in hospitals, long term/rehabilitation facilities and community based agencies.

Program Outlook:

This program provides classroom and related instruction and required skills to qualify the student for entry level employment in health care. Clinical experience is provided at local hospitals and selected health-care facilities. The curriculum is designed to prepare the students to take the NCLEX-PN (National Council Licensure Exam). Graduates of this program must pass the NCLEX-PN prior to seeking employment as a Licensed Practical Nurse (LPN). Students are eligible to join the health Occupations Students of America (HOSA) organization. Adult students are eligible to be nominated by their instructor to join the National Vocational Technical Honor Society.

Program Content:

- Core Curriculum
- Anatomy and Physiology
- Introduction to Nursing
- Geriatric Nursing
- Introduction to Medical Surgical Nursing
- Introduction to Administration of Medication
- Medical Surgical Nursing Systems
- Diseases and Disorders
- Administration of Medications
- Maternal and Newborn Nursing
- Pediatric Nursing
- Comprehensive Nursing

This program is accredited by the National League for Nursing and is approved by the Florida Board of Nursing.

Students who successfully complete the requirements of this program may continue their education by entering the Registered Nurse (RN) Transitional Program at Miami –Dade College or other state universities

Length of Program:

This program is 1,350 hours in length and includes 675 hours of clinical experience. Approximately 14 months are needed to complete the program if attending full time. This program contains an occupational completion point designed to prepare students for an entry level job within this occupational area.

Entrance Requirements:

- Application
- Interview by a guidance counselor
- Students must be at least 16 years old and not attending high school
- Physical examination
- Admission test (TEAS Exam)
- Assessment in math, language, and reading
- High School Diploma or GED
- Fees for Supplies and textbooks are required.

Entrance Date:

Classes begin three times a year. Both day and evening classes are offered. For more information call (305) 557-1100 and speak to a counselor.

Career Opportunities:

A licensed practical nurse may work in a hospital, nursing home, clinic, doctor's office, home health agency, private home, or the military.

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Industrial Education

Air Conditioning Refrigeration and Heating Technology 1 C400100

Mission Statement:

The primary mission of the Air Conditioning, Refrigeration and Heating Technology I is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician.

To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the air conditioning and heating field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific

Program Outlook:

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. Instruction includes a combination of classroom theory and practical experience. Students are eligible to join the Skills USA.

Program Content:

- Refrigeration Fundamentals
- Tools and Components
- Basic Electricity, Circuitry & Wiring
- Electric Motors
- Room and Central Air Conditioner
- Domestic and Commercial Refrigeration
- Heating Recovery Systems & Heat Pumps
- Employability Skills and Safety

Length of Program:

The average length of this program is 750 hours (approximately 7 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.

Career Opportunities:

Commercial Service Technician, Domestic service Technician, Marine Air Conditioning Service Technician, Sales-Air Conditioning, Heating or Refrigeration Equipment.

Automotive Collision Repair and Refinishing I470603.A1

Mission Statement:

The primary mission of the Automotive Collision Repair and Refinishing program is to provide quality educational training designed to meet the current and future needs of the automotive industry. To accomplish this, the following guidelines are established: assist student to choose, prepare for, enter, and be gainfully employed in the automotive field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide course to meet current and specific needs of the student and this industry.

Program Outlook:

The Automotive Collision Repair and Refinishing program provides students with the technical knowledge and skills needed for employment as collision and refinishing technicians in the auto Body repair industry. Instruction

Automotive Service Technology I470608.A1

includes a combination of classroom theory and practical experience. This program is certified by the National Automotive Technical Education Foundation (NATEF). Student are eligible to join SkillsUSA.

Program Content:

- Metal Straightening and Aligning
- Applied Body Shell Alignment Equipment
- Body Preparation/Filling and Plastic Welding
- Techniques of Welding/Brazing
- Frame Alignment
- Shop Management
- Basic Auto Mechanics
- Refinishing Techniques
- Employability Skills and Safety

Length of Program:

The average length of this program is 1400 hours (approximately 16 months) for adults attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of the time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirement:

- Application
- Interview by a guidance counselor
- Adult Students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math and language.
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program at the beginning of any trimester during the school year. However, entrance is dependent upon space availability. For more information call (305) 557-1100 and speak to a counselor.

Career Opportunities:

Auto Body Repair Technician, Automotive Glass and Door Service Technician, Interior Trim and Upholstery Technician, Automotive Frame Technician, Front End Alignment Specialist, Auto Refinishing Technician, Insurance Estimator or Adjustor, Automotive Shop Foreman/Manager/Owner, Auto Salvage Distributor.

Mission Statement:

The primary mission of the Automotive Service Technology program is to provide quality educational training designed to meet the current and future needs of the automotive service industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the automotive field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Automotive Service Technology program provides students with the technical knowledge and skills for employment as automotive technicians in the automotive industry. Instruction includes a combination of classroom theory and practical experience. This program is certified by the National Automotive Technical Education Foundation (NATEF). Students who successfully complete the requirements of this program may receive college credits toward an Associate in Science degree at Miami-Dade Community College. Students are eligible to join SkillsUSA.

Program Content:

- Service Tools and Bench Skills
- Brakes/Alignment
- Cooling Systems
- Air Conditioning and Heating
- Electrical and Electronic Systems
- Fuel, Exhaust and Emission Systems
- Power Flow Systems
- Engine Repair and Performance
- Automatic Transmission/Transaxle
- Employability Skills and Safety

Length of Program:

The average length of this program is 1800 hours (approximately 1 year and 8 months) for adults attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school-year. Entrance is dependent upon space availability. Call (305) 557-1100 and speak to a counselor.

Career Opportunities:

- Automotive Lube Technician
- Automotive Brake System Technician
- Automotive Suspension and Steering Technician
- Automotive Electrical/Electronic System Technician
- Automotive Engine Performance Technician
- Engine Repair Technician
- Automotive Service Assistor
- Automotive Heating and Air Conditioning Technician
- Manual Drive Train and Axles Technician
- Automatic Transmission and Trans-Axle Technician
- Service Writer
- Service Manager

Advanced Automotive Service Technology (TOYOTA SPECIFIC)

Mission Statement:

The Advanced Automotive Service Technology Toyota Specific program is committed to provide educational support through the Toyota Technical Education Network (T-TEN) program in order to prepare students for professional positions of distinction in the automotive service technology repair industry. Miami Lakes Educational Center will strive to meet and exceed the needs of our students, graduates, faculty, community, and business partners by providing innovative and competitive programs and utilizing assistance from Toyota Motor Sales, USA, Inc., and Toyota/Lexus Dealerships in the educational and employment process.

Program Outlook:

The Advanced Automotive Service Technology Toyota Specific program provides students with the technical knowledge and skills for employment as Toyota or Lexus Technician Specialists in the automotive industry. This program includes a combination of classroom theory and practical experience at the school and dealerships on Toyota/Lexus automobiles, provides supplemental training for persons previously or currently employed in automotive occupations. Students are eligible to join the SkillsUSA.. A special agreement between Miami Lakes Educational Center, Miami Dade and Broward Community Colleges allows students to complete the program with an Associate of Science (A.S.) Degree.

Program Content:

- Electrical Systems
- Standard and Anti-Lock Brake Systems
- Air Conditioning and Heating System
- Engine Repair
- Electronic Fuel Injection
- Emission Control Systems
- Transmissions and Transaxles
- Suspension Systems
- On-the-job Training
- Employability Skills/Safety

Length of Program:

The average length of this program is 2400 hours (approximately 24 months) for adults attending full-time. Actual time in class is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements:

- Application
- Interview by guidance counselor and instructor
- Adult students must be at least 16 years old and are not enrolled in high school
- Assessment in reading, math and language
- High school diploma or GED
- Fees for supplies and textbooks are required

Entrance Dates:

Students may enter the program at the beginning of any trimester during the school year. However, entrance is dependent upon space availability. For more information call (305) 557-1100 and speak to a counselor.

Career Opportunities:

Toyota, Lexus Dealership, Automotive Technician, Service Writer, Service Manager.

Commercial Foods & Culinary Arts

Mission Statement:

The primary mission of the Commercial Foods and Culinary Arts program is to provide quality educational training designed to meet the current and future needs of the food industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the culinary arts field offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Commercial Foods and Culinary Arts Program provides students with the technical knowledge and skills for employment as cooks, bakers and or food preparation workers in Commercial Foods and Culinary Arts Industry. Instruction includes a combination of classroom theory and practical experience. The program also provides supplemental training for persons previously or currently employed in Food Service Occupations. Students who successfully complete the requirements of this program may receive college credits toward an Associate in Science degree at Miami-Dade College, and credit for advanced standing at Johnson & Wales University. Students are eligible to join SkillsUSA.

Program Content:

- Food Preparation
- Cook, Restaurant
- Chef/ Head Cook
- Food Service Management
- Nutrition/Sanitation
- Ordering and Food Costing
- Employability Skills and Safety

Length of Program:

The average length of this program is 1200 hours (approximately 14 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies.

This program contains several occupational completion points designed to prepare students for various jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year. Entrance is dependent upon space availability.

Career Opportunities:

Baker, Cake Decorator, Short, Breakfast, Line, Boiler and Fry Cook.

Commercial Vehicle Driving (Class A) I490205.A1

Mission Statement:

The mission if the Commercial Vehicle Driving program is to provide quality educational training designed to meet the current and future needs of the Class (A) Truck Driving industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the trucking field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

- Rules and Regulations
- Introduction to Equipment
- Defensive Driving
- Preventative Driving
- Preventative Maintenance and Inspection
- License Information for Commercial Drivers
- Accident Reporting Procedures
- Testing and Licensing the Commercial Driver
- Employability Skills and Safety

Length of Program:

The average length of this program is 320 hours (approximately 13 weeks) for Class A CDL full-time students.

Entrance Requirements:

- Application
- Interview by Guidance Counselor
- Must be 21 years old
- Must have a valid Florida Drivers License and good driving record
- Fees for supplies and textbooks will be required
- Must pass DOT Health Examination
- Must pass DOT Drug Test

Entrance Dates:

Classes begin approximately every six weeks. Please call (305) 557-1100, Ext. 2326 to obtain information on starting dates.

Career Opportunities:

Road Drivers, Local Drivers, Independent Lines Drivers, Major National Haulers, Moving Industry Drivers, Straight Truck Drivers.

Computer Systems Technology I470104 (Formerly Computer Electronics)

Mission Statement:

The primary mission of the Computer Systems Technology program is to provide quality educational training designed to meet the current and future needs of the Computer Electronics Community.

Program Outlook:

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the Computer Systems Electronics industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Computer Systems industry; planning, management, finance, technical underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. The courses content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunctions; and communication, leadership skills, human relations skills, employability skills, and safe, efficient work practices.

Program Content::

- Technical Product Skills
- Planning and Management
- Principles of Technology
- Labor Issues
- Environmental Issues
- Employability Skills/Safety
- Networking Basics
- Structured Cabling
- OSI-Reference Model
- Networking Protocols
- Cisco IOS
- Routing
- LAN/WAN Design
- LAN Switching
- WAN Protocols
- Network Security
- Network Management
- CCNA Prep

Length of Program:

The average length of the Computer Systems Electronics program is 1650 hours (approximately 18 months) for adults attending full-time, and for the Cisco program, 800 hours (approximately 8 months) for adults attending full-time. Actual time in class is dependent upon enrollment status (full-time/part-time) and length of time student requires to achieve competencies. This program also offers CISCO Networking training where students learn to design build and maintain LAN/WAN networks with direct hands-on practices on Cisco internet working equipment. Students who successfully complete this program will be prepared to test for the CISCO Certified Network Associate (CCNA) examinations and CISCO Certified Network Professional (CCNP) .

Entrance Requirements:

- Application
- Interview by Instructor
- Assessment in reading, math and language
- Students must be at least 16 years old and not enrolled in high school
- Fees for supplies and textbooks are required

Entrance Date:

The Computer Systems Technology program operates on an open-entry, open-exit basis. Students may enter the program any time during the school year. For the Cisco program, evening classes are offered three times a year. Entrance is dependent upon space availability.

For more information, call (305) 557 1100 and speak to a counselor.

Career Opportunities:

A+ Technician, Cisco Certification, MCSE (Microsoft Certified Systems Engineer), Network Data Cable Communications, LAN/WAN Networking Designer, LAN/WAN Networking Administrator.

Cosmetology I120404.A2

Mission Statement:

The primary mission of the Cosmetology program is to provide quality educational training designed to meet the current and future needs of the Cosmetology industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the cosmetology field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Cosmetology Program provides students with the technical knowledge and skills for employment as cosmetologists and supplemental training for persons previously or currently employed in this occupation. Instruction is designed to prepare students to successfully pass the Florida Cosmetology License Examination. Instruction includes a combination of classroom theory and practical experiences through practice on mannequins and patrons in the Cosmetology lab. Students are eligible to join Skills USA.

Program Content:

- Orientation to Cosmetology
- Safe and Efficient Work Practices
- Related Chemistry, Bacteriology, Anatomy and Physiology
- Manipulative Skills
- Scalp and Hair Treatments
- Skin Care and Manicuring
- Use of Chemicals, Implements, and Equipment
- Preparation for Florida State Board of Cosmetology Examination
- Employability Skills & Entrepreneurship

Length of Program:

The average length of this program is 1200 hours (approximately 14 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program three (3) times a year. Entry is dependent upon space availability. Interested persons may call (305)557-1100 for additional information.

Career Opportunities:

Cosmetologist, Manicurist, Facialist, Make-up Artist, Manufacturer's Representative, Platform Artist, Product Demonstrator, Beauty Editor.

Facials Specialty I120424

Mission Statement:

The primary mission of the Facials Specialty program is to provide quality educational training designed to meet the current and future needs of the Skin Care Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the skin care; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Facials Specialist Program provides students with the technical knowledge and skills for employment as a Licensed Facial/Skin Care Specialist and supplemental training for persons previously or currently employed in this occupation. Instruction is designed to prepare students to successfully pass the Florida Certification for Facial Specialist. Instruction includes a combination of classroom

theory and practical experiences through practice on patrons in the Cosmetology lab. Students are eligible to join Skills USA.

Program Content:

- Orientation to Skin Care
- Safe and Efficient Work Practices
- Related Chemistry, Bacteriology, Anatomy and Physiology
- Manipulative Skills
- Use of Chemicals, Implements, and Equipment
- Employability Skills & Entrepreneurship

Length of Program:

The average length of this program is 260 (approximately 3 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for various jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program three (3) times a year. Entry is dependent upon space availability. Interested persons may call (305)557-1100 for additional information.

Career Opportunities:

Skin Care Specialist, Make-up Artist, Manufacturer Representative, Product Demonstrator, Beauty Editor.

Electronic Technology I150303.P1

Mission Statement:

The primary mission of the Electronic Technology program is to provide quality educational training designed to meet the current and future needs of the electronics industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for,

enter, and be gainfully employed in the electronics field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Electronic Technology program provides students with the technical knowledge and skills for employment as service, assembly, and/or installation technicians in the Electronic industry. Instruction includes a combination of classroom theory and practical experience. The program also offers supplemental training for persons previously or currently employed in Electronic occupations. Students who successfully complete the requirements of this program may receive college credits towards an Associate in Science degree at Miami-Dade Community College. Students are eligible to join SkillsUSA.

Program Content:

- Basic Electricity Concepts
- Semiconductor Concepts
- Advanced Analog Circuitry
- Electronic Control Devices
- Basic Digital Circuits
- Sequential Logic Circuits
- Advanced Digital Concepts
- Microprocessor and Computer Concepts
- Radio Circuits
- FCC License Preparation
- Employability Skills and Safety

Length of Program:

The average length of this program is 1400 hours (approximately 16 months) for adults attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies.

Career Opportunities:

Electronic Technician, Computer Repair Technician, Audio Technician, Electronic Engineering Technician, Communication Technician, Digital Equipment Repair Technician, Bench Technician, Electronic Technician, Security Systems Technician.

Heavy Equipment Operations 1490202

Mission Statement:

The primary mission of the Heavy Equipment Operations program is to provide quality educational training designed to meet the current and future needs of the heavy equipment operations industry. To accomplish this, the following guidelines are established: assist student to choose, prepare for, enter, and be gainfully employed in the heavy equipment field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; and provides courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Heavy Equipment Operations program provides students with the technical knowledge and skills for employment as an operator in the Heavy Equipment industry. Instruction includes a combination of classroom theory and practical experience. Students will be instructed in digging, ditching, sloping, stripping, grading, backfilling, clearing, equipment maintenance and safety. Students are eligible to join SkillsUSA..

Program Content:

- Heavy Equipment Maintenance
- Operator Training for Bulldozer, Wheel Loader, Backhoe Loader, Motor Grader and Skid Steer
- Preparation for Forklift Operator Certification
- Preparation for NCCER Certification
- 10 Hour OSHA Training Certification
- Employability Skills and Safety

Length of Program:

The Heavy Equipment Operation program consists of 1200 hours. However, the school is currently offering Occupational Completion Points A (Heavy Equipment Maintenance) and B (Tractor Operator). The average length of this program is 450 hours (approximately 23 weeks) for full-time students.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Assessment in reading, math, and language
- Must pass DOT Drug Test

- Adult students must be at least 18 years old and not enrolled in high schools.
- Fees for supplies and textbooks are required

Entrance Dates:

Classes begin approximately every 13 weeks. Please call (305) 557-1100 to obtain information on starting dates. For information call and speak to a counselor.

Heavy Duty Truck and Bus Mechanics 1470605.A1

Mission Statement:

The primary mission of the Heavy Duty Truck and Bus Mechanics program is to provide quality educational training designed to meet the current and future needs of the truck and bus repair industry. To accomplish this, the following guidelines are established; assist student to choose, prepare for, enter, and be gainfully employed in the truck and bus repair field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of student and this industry.

Program Outlook:

The Heavy Duty Truck and Bus Mechanics program provides students with the technical knowledge and skills for employment as Truck, Bus, and Diesel Mechanics in the Heavy Duty Truck and Bus Repair Industry. Instruction includes a combination of classroom theory and practical experience. The program also offers supplemental training for persons previously or currently employed in Heavy Duty Truck and Bus Repair occupations. This program is certified by the National Automotive Technical Education Foundation (NATEF). Student are eligible to join Skills USA.

Program Content:

- Overview of Truck and Bus Maintenance
- Maintain and Repair Gas and Diesel Engines
- Maintain and Repair Electrical Systems
- Maintain and Repair Power Train Components
- Maintain and Repair Chassis Components
- Preparation for ASE Testing
- Employability Skills and Safety

Length of Program:

The average length of this program is 1800 hours (approximately 18 months) for adult attending full-time.

Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Assessment in reading, math, and language
- Adult students must be at least 16 years old and not enrolled in high school
- Fees for supplies and textbooks are required

Entrance Dates:

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school-year. Entrance is dependent upon space availability. For more information call (305) 557-1100 and speaks to a counselor.

Career Opportunities:

Heavy Duty Truck and Bus Mechanic, Fleet Maintenance Technician, Industrial Engine Mechanic, Service Writer, Service Manager.

Mission Statement:

Major Appliance and Refrigeration Technology I480203.A1

The Major Appliance and Refrigeration Technology Program is dedicated to providing assistance and input that will produce the highest quality training programs for the current needs of the Major Appliance Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the major appliance repair field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Major Appliance and Refrigeration Technology program provides students with the technical knowledge and skills for employment as Major Appliance and Refrigeration Technicians in the Major Appliance industry. Instruction includes a combination of classroom theory and practical experience. The program, also offers supplemental training for persons previously or currently employed in Major Appliance and Refrigeration occupations. Students are eligible to join the SkillsUSA.

Program Content:

- Electrical and Refrigeration Skills
- Tools, Equipment and Bench Skills
- Dishwashers
- Ranges—Gas & Electric
- Microwaves
- Clothing Dryers—Gas & Electric
- Washing Machines
- Room Air Conditioners
- Domestic Refrigerators
- Employability Skills and Safety

Length of Program:

The average length of this program is 1500 hours (approximately 17 months) for adults attending full-time. Actual time dependent upon enrollment status and the length of time the student requires to achieve competencies. This program is designed to prepare students for entry level jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Assessment in reading, math, and language
- Adult students must be at least 16 years old and not enrolled in high school
- Fees for supplies and textbooks are required

Entrance Dates:

This program is open-entry, open-exit basis. Students may enter anytime during the school year depending on the space available. For information (305) 557-1100.

Career Opportunities:

Appliance Repair Technician, Department Store Service Center Mechanic, Factory Repair Center Mechanic, Appliance Installer.

Nails Specialty 1120414

Mission Statement:

The primary mission of the Nails Specialty program is to provide quality educational training designed to meet the current and future needs of the Nails Specialty Industry. To accomplish this, the following guidelines are established: assist students to choose, prepare for, enter, and be gainfully employed in the Nails Specialty field; offer a program which emphasizes sound fundamentals while responding to the needs of this particular industry; provide courses to meet current and specific needs of the student and this industry.

Program Outlook:

The Nails Specialty Program provides students with the technical knowledge and skills for employment as a Licensed Manicurist/Pedicurist and supplemental training for persons previously or currently employed in this occupation. Instruction is designed to prepare students to successfully pass the Florida Certification for Manicurist/Pedicurist. Instruction includes a combination of classroom theory and practical experiences through practice on patrons in the Cosmetology lab. Students are eligible to join Skills USA.

Program Content:

- Orientation to Grooming and Salon Services
- Manicure/Pedicure
- Safe and Efficient Work Practices
- Related Chemistry, Bacteriology, Anatomy and Physiology
- Manipulative Skills
- Use of Chemicals, Implements, and Equipment
- Employability Skills & Entrepreneurship

Length of Program:

The average length of this program is 240 (approximately 3 months) for adults if attending full-time. Actual time is dependent upon enrollment status (full-time/part-time) and the length of time the student requires to achieve competencies. This program contains occupational completion points designed to prepare students for various jobs.

Entrance Requirements:

- Application
- Interview by guidance counselor
- Adult students must be at least 16 years old and not enrolled in high school
- Assessment in reading, math, and language
- Fees for supplies and textbooks are required.

Entrance Dates:

Students may enter the program three (3) times a year. Entry is dependent upon space availability. Interested persons may call (305)557-1100 for additional information.

Career Opportunities:

Manicurist, Pedicurist, Manufacturer's Representative, Product Demonstrator.

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**SPECIAL
INDUSTRIAL
PROGRAMS
FOR
INDUSTRY**

Commercial Vehicle Driving (Class B) I490205

Mission Statement:

The purpose of this program is to prepare students for employment as Class B Straight Truck drivers while meeting the needs of this particular industry. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving Straight Truck Class: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental uses.

Program Outlook:

Commercial Vehicle Drivers are in demand nationwide. Operation of large straight trucks are an important part of the trucking industry. Students must complete all requirements for a Commercial Drivers License mandated by Federal and State law. These requirements include a written test, a pre-trip test, a basic skills test, and a road test. The instructors, who are all certified examiners for the State of Florida Department of Highway Safety and Motor Vehicles, issue a waiver to the student. The student may present this waiver to any Florida drivers license agency and receive a Class B CDL License.

Program Content:

Orientation:

- CDL Requirements
- Driver Training Equipment
- Safety Rules

Rules and Regulations:

- Municipal Traffic Ordinances
- State of Florida Commercial Vehicle Laws

Introduction to Equipment:

- Types of Trucks
- Engines and Transmissions
- Air Brakes
- Gauges and Controls

Inspection of Equipment:

- Pre-trip
- En-route Inspection
- Reporting Defects

Defensive Driving:

- Driving-Basic Maneuvers: Backing, speed-factor affecting good driving, following and passing, warning signals.
- Rules Governing Intersections, Hazards, Emergencies

Testing and Licensing:

- CDL Written Exam
- CDL pre-trip, skills and road test

Entrance Requirements:

- Application
- Interview by Guidance Counselor
- Must be 21 years old
- Must attend orientation the second and fourth Tuesday of each month at 1pm or 7pm.
- Must have a valid Florida Drivers License and good driving record
- Fees for supplies and textbooks will be required
- Must pass DOT Health Examination
- Must pass DOT Drug Test

Entrance Dates:

Classes begin approximately every twelve weeks. Please call (305) 557-1100 to obtain information on starting dates.

Career Opportunities:

Road Drivers, Local Drivers, Independent Lines Drivers, Moving Industry Drivers, Straight Truck Drivers.

Solid Waste Collection Equipment Operator I490203

Mission Statement:

The mission of this program is to prepare students for employment as Solid Waste Collection Equipment Operators for Miami-Dade County Solid Waste.

Program Outlook:

As the amount of solid waste continues to increase in today's society, so does the need for highly qualified solid waste collection operators. The Solid Waste Collection Equipment Operator program provides students with the technical knowledge and skills for employment as Solid Waste Collections Equipment Operators

Program Content:

The content includes, but is not limited to, operation of Class B vehicle: operation of automated waste truck: operation of right hand drive commercial vehicles: operation and loading procedure using automated arm extensions; and keeping records. The program also includes instruction in human relations, leadership, communication, and employability skills, and safe, efficient work practices.

Upon the completion of this program, the students will be able to:

- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate pre-trip preparation procedures.
- Demonstrate equipment inspection procedures.
- Perform vehicle maintenance and servicing procedures.
- Demonstrate operation of material collection equipment.
- Demonstrate basic vehicle control procedures.
- Demonstrate backing.
- Demonstrate basic vehicle maneuvers.
- Demonstrate road driving skills.
- Demonstrate hazardous driving skills.
- Demonstrate appropriate communication skills.
- Demonstrate appropriate math skills.
- Demonstrate appropriate understanding of basic science.
- Demonstrate employability skills.
- Demonstrate and understanding of entrepreneurship.

Length of Program:

This program takes approximately 150 hours to complete for adults attending on a full time basis. Actual time is dependent upon enrollment status and the length of time the student requires to achieve competencies. This program contains one occupational completion point.

Entrance Requirements:

The program is open only to designated Miami-Dade County Solid Waste employees.

Entry Dates:

This program is offered on an as needed basis. Please contact 305-557-1100 ext. 2326 for more information.

Career Opportunities:

Solid Waste Collection Operators

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ADMINISTRATION AND FACULTY

ADMINISTRATIVE PERSONNEL

James V. Parker, <i>Principal</i>	BA MS	Florida Atlantic University Florida International University Florida International University
Dr. Ana Maria Lopez-Ochoa, <i>Vice Principal</i>	BA MS Ed.D	Florida International University Florida International University Nova Southeastern University
Dr. Angela Thomas-Dupree, <i>Vice Principal</i>	BS MS Ed.D	Florida International University Florida International University Nova Southeastern University
Michael A. Tandlich, <i>Assistant Principal High School</i>	BS MS	Florida International University Nova Southeastern University
Valentina Diaz, <i>Assistant Principal High School</i>	BS MS	Florida International University Nova International University
Juan R. Gonzalez, <i>Assistant Principal</i>	BS MS	Florida International University St. Thomas University
Wayne Jenkins, <i>Assistant Principal</i>	BA MS	Florida Atlantic University Florida International University
Ana M. Varona, <i>Assistant Principal</i>	BS MS	Florida International University Florida International University
Mark Moyel, <i>Food Service Coordinator</i>	BS	CIA
TBA, <i>Business Manager</i>		
Sharon Buie, <i>TSA (Administrative Assistant)</i>	BS MS	Nova Southeastern University Nova Southeastern University

POST-SECONDARY PERSONNEL

Ganjadeai Baksh	BS BA JD	Lilian Dewar College of Education University of Guyana University of Miami	Maria Garcia-Barcelo	AA RMA	Miami Dade Community Medical Art Training Center
Domenick Blasucci	HS		Lisa Gomez	AS BS MSN/Ed	Shenandoah University Florida International University University of Phoenix
Gordon Boucher	AA		Juan C. Granado	HS	
Sylvia Brown	BS MS	Florida International University Florida International University	Michael Guilfoyle	HS	
Patricia Campbell	AS	Miami Dade Community College	Laura Gutierrez	AA	Miami Dade College
Axel Corado	AA	Miami Dade College	Gary W. Jansen	HS	
Karen Crider	BS	Florida International University	Pamela Johnson	MS	
Eric Fuenzalida	H.S.				

Rita Johnson BS Florida A&M University
MS Nova Southeastern University

Sharon L. Johnson BS Florida International University
MS Nova Southeastern University

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Laurent LaRoche BA Columbia University
MS Nova Southeastern University

Dereck Ledo AA Miami-Dade Community College
BA St. Thomas University
MS Nova Southeastern University
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MS Florida International University

James Lesniak HS

Donna Livingston BS Florida Agricultural & Mechanical Univer.

Alfred Mann HS

Pauline Morris MA University of Detroit

Marie Nelson BA

David Parker Rank 3 Florida International University

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Hazel Pitts-Johnakin BS Foreign University

Daniel Ponce HS

Charles Reeves HS

Jorge Sanchez AS Broward Community College

Lorraine Schweers AA Miami-Dade Community College

Gary Spitnale CEF American Culinary Federation
Educational Institute

Vinet Stewart AS Broward Community College

Charles C. Strattan

Malcolm Thomas Rank 2 Florida International University

Vilma Thomas BS Florida International University
MS Florida International University

Florence Vereen

Jose Villadiego Rank 3 Florida International University

Nelva Williams AS Miami-Dade Community College

Phillip Wolansky HS

James York HS
Voc Spec Florida International University

Richard Zilka HS

CAREER SPECIALIST

TBA

COUNSELORS

Vernon Wilder

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North Carolina Center University
Florida International University

Jacqueline Benjamin

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Nova Southeastern University

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University of Miami

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University of Miami
University of Miami

GED CHIEF EXAMINER

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Betty Gonzalez

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Kentucky University

Charles Green III

BS.
MS

University of Central Florida
University of South Florida

SECONDARY INSTRUCTIONAL PERSONNEL

Alea, Rebeca	BS MS	Florida Int'l University Florida Int'l University	Evan, Loretta	A.S.	Miami-Dade Community College
Algaze, Glenda	BA MA	Barry University University of Miami	Evans, Erica	B.S. M.S.	University of Florida Florida Memorial University
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Artime, Maria	B.S. M.S.	Carlos Albizu University Carlos Albizu University	Forteza, Wendy	A.A. B.S. M.S.	Miami-Dade College Florida Int'l University Nova University
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Brooks, Barbara	B.S. M.A.	College of Arts & Science University of Phoenix	Hernandez, Raquel	B.S.	Barry University
Calvert, Rebecca	B.S. M.S.	Florida Int'l University Florida Intl University	Hernandez, Yosvany	B.S.	Institute of Pinar del Rio, Cuba
Campbell, Gregory	B.S. M.S.	Florida Memorial University Nova University	Imafidon, Taiwo	B.S. M.S. Ed.S.	Foreign College/University Barry University Barry University
Castro, Helena	B.S.	Nova University	Jones, Mary	B.S. M.S.	Barry University Barry University
Catala, Juan	B.S. M.S.	Foreign College/University Florida Int'l University	Juodzevicius, Napalys	B.S.	Florida Int'l University
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Douyon, Yanick	M.S.	Tufts University	Mathos, Mindy	B.S. M.S.	University of South Florida Florida Int'l University
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Eichelbaum, Neil	M.S.	University of Miami	McDonald, Lisa	B.S.	Notre Dame University
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Eson-Brizo, Jaimie	B.S. M.S.	Florida Int'l University Nova Southeastern University	Mendez-Castrillon, Myrian	B.S.	Foreign College/University
Eson, Jobeth	B.S. M.S.	Florida Int'l University Nova Southeastern University	Mezawi, Yordanka	B.S. M.S.	Foreign College/University Florida Memorial University
			Milazo, Natalie	B.S. M.S.	Barry University St. Thomas University
			Mixco, Lourdes	B.S.	Florida Int'l University

SECONDARY INSTRUCTIONAL PERSONNEL

Moffi, John	B.S. M.S.	Florida Atlantic University Nova University
O'Brien, Keith	B.S.	College of Staten Island NY
Oxidine, Matais	B.S.	Florida Atlantic University
Peraza, Yalizza	B.S.	Florida Int'l University
Perdomo, Tanisha	B.A.	Florida Memorial University
Pierce, Sharon	A.S.	Broward Community College
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Ramontal, Hannah	A.A. B.S. M.S.	Miami-Dade College Florida Int'l University Florida Int'l University
Rubi III, Armando	B.S.	Florida Int'l University
Rodriguez, Adrian	B.S. M.S.	Florida Int'l University Nova Southeastern University
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Rodriguez, Raymond	B.S. M.S.	Stetson University University of Miami
Robinson, Nathan	B.S.	University of Florida
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Williams, James	B.S.	Old Dominion University
Williams, Jennifer	B.S.	Foreign College/University
Williams, Willie Mae	B.S. M.S.	Florida A & M University Florida Int'l University
Yeager, Kirsten	B.S.	Florida Int'l University

Notes