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VISION STATEMENT
Robert Morgan Educational Center & Technical College’s sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

MISSION STATEMENT
Robert Morgan Educational Center & Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

CORE VALUES
Accountability • Citizenship Flexibility • Integrity • Organizational and Personal Learning • Positive Atmosphere and Culture • Preparing Students • Professionalism • Pursuit of Excellence • Respect • Valuing Stakeholders
HISTORY

Metropolitan Dade County submitted a bid for 1,041.9 acres of land, 10 miles south of metropolitan Miami, on the north side of Eureka Drive and the west-side of Southwest 122 Avenue. Subsequently the School Board of Dade County, Florida made application to the Secretary of Health, Education and Welfare for 40 acres of U.S. Government surplus land for a vocational technical site. In June 1973, 32 acres of the Richmond Naval Air station were acquired for this purpose.

The state of Florida vocational division team came to Miami, reviewed the site and unanimously favored the location for a vocational school to serve the southern part of Dade County.

The school was named after Mr. Robert Morgan, an established businessman that served as chairman of the Adult/Vocational Advisory Committee for 15 years. He was instrumental in acquiring the 32 acres of land. Upon his untimely accidental death, Mr. Arthur Hertz, together with Mr. G. Holmes Braddock presented to the school board the honorary distinction to name the school after the man that was a visionary, dedicated to the advancement of what is now called South Florida Workforce Department.

The original intent of the South Dade facility was to serve post-secondary adults. In May 1974, the School Board of Dade County, Florida requested the designation of the South Dade facility to serve shared-time students from surrounding senior high schools.

Robert Morgan Vocational Technical Institute opened its doors to post-secondary and shared-time high school students in 1979. It became the second largest in the southeast and the only facility of its kind in the country.

The school constantly upgrades curriculum and equipment to maintain a state-of-the-art training facility. Business and Industry representatives serve on the school’s Advisory Committees and are actively involved in planning. As a result of this involvement, major modifications have been made in the facility to provide for high technology programs.

The Miami-Dade County School Board officially changed the school’s name to Robert Morgan Educational Center, on September 12, 2001. This change reflects the opening of the new Career Technical High School which opened on August 2003.

The Miami-Dade County School Board officially changed the school’s name to Robert Morgan Educational Center and Technical College (RMEC & TC) December 10, 2014.

In September 2018, RMEC&TC opened an Instructional Service Center for the Advanced Automotive Service Technology Program (Honda PACT) at Miami Lakes Educational Center and Technical College located at: 5780 NW 158th Street, Miami Lakes, Florida 33014.
ACCREDITATIONS

RMEC & TC has achieved well-earned recognition and is approved for training by the Council on Occupational Education, the American Dental Association, Florida Department of Education, Florida State Board of Cosmetology, Florida State Board of Nursing, National Automotive Technicians Education Foundation (NATEF), Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the National Institute for Automotive Service Excellence. The center’s Child Care Assisting and Supervision programs are approved by the State and are designated as Child Development Associate (CDA) equivalency programs. The Advanced Automotive Technology Program (HONDA PACT) has a long-established partnership with American Honda Corporation leading to Advanced Automotive Certification.

SCHOOL CALENDAR

Fall term: August – December
Winter term: January – April
Spring/Summer term: April - August

CLASS SCHEDULE

Day/Full-time:
Monday thru Friday 8:00 AM – 2:00 PM

Day/Part-time:
Monday thru Friday 8:00 AM – 10:30 AM
11:30 AM - 2:00 PM

Evening Full-time:
Monday thru Thursday 5:00 PM-11:00 PM
Friday 5:15 PM - 8:30 PM
Evening part-time: Varies

ATTENDANCE POLICY

Adult students are automatically withdrawn for lack of attendance when the student is absent for six consecutive class meetings in adult career educational classes and six consecutive class meetings in Adult General Education Courses.

Veterans utilizing V.A. benefits may lose their benefits after the third unexcused absence of any month; these absences do not need to be in succession.

For Financial Aid purposes students must maintain adequate attendance to meet the Standards of Academic Progress (SAP). The policies pertaining to attendance are distributed to each student by the Financial Aid Office when they apply for aid. Students with poor attendance take the risk of losing their eligibility

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
CANCELING CLASSES

If classes are to be cancelled due to inclement weather, the school closing will be announced by local radio and television media.

DINING FACILITIES

Quality food services are provided by the instructors and students enrolled in Baking and Pastry Arts and Professional Culinary & Hospitality at Giorgio’s Cafe. Students enrolled in these two programs receive the majority of the instruction in a commercial kitchen environment and participate in the daily production of food services under the supervision of certified instructors. Giorgio’s Cafe is open for breakfast, lunch and special events. Vending machines are available for cold drinks and snacks in the Mall Area.

SALON SERVICES
(PRODUCTION LABS)

Cosmetology services are provided by the Cosmetology classes under the supervision of qualified instructors. Hours of operation are: Wednesdays and Thursdays

8:00 AM to 10:00 AM
and
5:30 PM to 7:30 PM

Facials and nail services are also provided by the Nails Specialty and Facials Specialty classes under the supervision of qualified instructors. Hours of operation are: Wednesdays and Thursdays
5:30 PM to 8:30 PM

GRADUATION

RMEC & TC’s post-secondary graduation is held once a year. Students completing graduation requirements during the current academic year are encouraged to participate in the formal graduation exercises.

Graduation requirements are met once the student has completed ALL competencies and hours in the program.

HOUSING FACILITIES

There are no dormitory facilities available to students on campus. All students commute. There are hotels and motels within a short distance of the campus.

BOOKSTORE

The student bookstore is located near the Mall Area. Textbooks and supplies required for classroom use at RMEC & TC are available for purchase.

Books and supplies may be purchased with cash, credit cards, or authorized agency vouchers only.
All purchases are final; a policy of no exchanges, no refunds is strictly maintained.

**JOB PLACEMENT FOLLOW-UP**

Individual instructors help students with job placement. In addition, local businesses and industries recruit employees from this center. Job placement is offered to students at no charge. Students seeking employment must possess the demonstrated proficiency level of employability skills needed for employment.

**INDUSTRIAL COOPERATIVE EDUCATION (I.C.E.)**

Any student who has completed at least 50% of a training program and has obtained employment in the field of training may be recommended by his/her instructor for the ICE program.

**STUDENT INSURANCE**

Students in Health Science classes require professional liability insurance coverage as well as x-ray badge fees (required for Dental Assistant students). These fees as applicable are collected at the time of registration.

**STUDENT GRIEVANCE/COMPLAINT PROCEDURES**

**Purpose**
The purpose of this grievance/complaint 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 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 (Informal 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 within five (5) days the aggrieved shall set forth the grievance in writing to the administrator of Student Services:

a. The nature of the grievance
b. The result of previous discussion
c. Dissatisfaction with decisions previously rendered

The administrator of Student Services shall communicate the decision to the aggrieved 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 in 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:

Miami Dade County Public Schools
South Region Office
18180 SW 122nd Avenue
Miami, FL 33177

This must be done within five (5) school days after the decision from level two. Robert Morgan Educational Center and Technical College is accredited by The Council on Occupation Education. Concerns which cannot be resolved with the School and/or District, may be referred to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone (770) 396-3898 or 1 (800) 917-2081
Fax (770) 396-3790
http://www.council.org

or
Unresolved complaints may also be filed with the Florida Department of Education, Office of Inspector General (http://app1.fldoe.org/IGComplaint/ComplaintForm.aspx) or the accrediting agency, once all other avenues have been exhausted.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974. This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Institution policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the Statement of Policy: Access to Student Records can be found in the Office of Student Services.
For more information refer to:


http://www.leg.state.fl.us/Welcome/index.cfm?CFID=76791805&CFTOKEN=a6db352cc40577ff-414CF49B-5056-B837-1A7F3F5EB07AE8C3

TRANSPORTATION

Miami-Dade Transit Authority service is available. Detailed information can be obtained by calling the MDTA information office.

MIAMI-DADE COUNTY SCHOOL BOARD POLICY OF NONDISCRIMINATION

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 national 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 years old.
- 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 unpaid, job-protected leave to eligible employees for certain family and medical reasons.
- Florida Educational Equity Act – 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.
- Title II of the Genetic Information Non-discrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.
- Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy...
Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

- Veterans are provided re-employment right in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

- School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

ANTIDISCRIMINATION/HARASSMENT

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517- Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to:

Executive Director
Civil Rights Compliance Office
155 NE 15 Street, Suite P-104E
Miami, Florida 33132
PH: 305-995-1580 or
email-address: crc@dadeschools.net.

ADMISSION REQUIREMENTS

Robert Morgan Educational Center & Technical College admits individuals on a nondiscriminatory basis who are 16 years of age or older and not currently enrolled in any K-12 program.

NOTE: FOR DETAILED ADMISSION REQUIREMENTS FOR SPECIFIC PROGRAMS: SEE PROGRAM SECTION OF THIS CATALOG.
BASIC SKILLS TESTING

Career and technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination even if they hold a High School diploma or GED.

A sealed official transcript must be submitted to a counselor from an accredited public or private school or agency that is registered with the State of Florida Department of Education or approved by another state or national agency. All transcripts will be verified by RMEC & TC.

Individual counselor interviews are required to discuss test results, program placement, special needs and registration procedures. If counseling and/or testing indicate that students do not qualify for the original program of choice, an alternate program or remediation is recommended.

Referrals to the Applied Academics of Adult Education (AAAE) laboratory are made if minimum basic skills levels have not been achieved on the test.

For certain post-secondary programs, such as those within the health science cluster, prospective students must meet specific program requirements.

TRANSFER POLICY

Within the Institution:
Although every effort is made to place students in a program where they are most likely to succeed, there are occasions when it is in the best interest of the student to transfer to another program within the institution, provided space is available. Students who desire to transfer from one program to another must obtain the recommendation of a counselor and the new instructor. All performance outcomes and clock hours achieved by the student pertinent to the new program are transferred if applicable.

From Other Institutions:
A student desiring to transfer from another institution must follow the general admission procedures. In addition, transferring students are assessed by the instructor in consultation with a counselor to determine the highest achieved competency. An official transcript documenting student performance standards or occupational completion points achieved will be required.

SERVICES FOR EXCEPTIONAL STUDENTS

Appropriate program placement, accommodations and academic assistance are provided by the Student Services Department. Facilities have been designed to enable the physically impaired student to function independently while attending school. All services and accommodations will be provided with appropriate documentation of disability.

ABBREVIATED REFUND POLICY

- Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- **An Application for Refund by Check/Credit** (Form 2057, Rev. 08-14) must be completed.
- AGE fees, ID fees and lab fees are **non-refundable**. Cash payments are refunded by internal funds checks.
• Credit Card refunds will only be applied to the credit card used for payment.
• Visit our web page http://www.robertmorgantech.net for the full refund policy.

TESTING

The Florida Department of Education has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, mathematics, and language.

Robert Morgan Educational Center and Technical College uses the Test of Adult Basic Education (TABE) for all basic skills assessment.

The State Curriculum Frameworks has established the minimum standards for each program. Basic skills testing is administered following the counselor’s interview. Students who do not meet the minimum skills level are encouraged to enroll in the Applied Academic for Adult Education laboratory in order to receive remediation and be re-tested before being able to receive a Certificate of Completion.

Adult students with disabilities as defined by Florida Statute, may be exempted from meeting the Basic Skills requirements. Students who possess a college degree at the Associate of Applied Science level or higher; who have completed or are exempt from the college entry-level examination, or who have passed a state, national, or industry licensure exam are exempt from meeting the Basic Skills requirement. The Florida Department of Education submits updates to the TABE exemption list based on industry licensure exams every school year.

A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the placement test.

ACADEMIC GRADING POLICY

The grading system for career/technical programs follows that of the Miami-Dade County Public School system, there may be program specific grade requirements primarily those in the health science education areas, these are available in the Program Handbook.

The majority of the career/technical programs are competency based and use a variety of means to assess student mastery of the program including competency checklists, written tests, performance tests and student portfolios.

PROBATION

Students who have been withdrawn for attendance reasons may not re-register for their program without meeting with the program administrator or/assignee. The administrator may refer a student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period or at the administrator’s discretion. If further absences occur, the student will be withdrawn and will not re-enter until the next enrollment period. It may be necessary for students to wait until it is academically appropriate to re-enter. If the course they are enrolled in is not being taught at the time they are eligible to re-enter.
**UNSATISFACTORY PROGRESS**

Referrals by instructors to counselors can include reasons such as tardiness, lack of attendance, poor performance and in-class disruption. A conference may be called by the teacher, student and counselor or administrator to create a contract to assist the student and avert a possible action leading to dismissal. Adult students who have extensive disciplinary records will be placed on probation.

**TECHNOLOGY SUPPORT**

There are various computer laboratories that facilitate learning throughout the center. They are located in the English for Speakers of Other Languages (ESOL) classrooms, Adult General Education classrooms, the Health Science Department, the Automotive Service Department, the Financial Aid Office, and the Student Services Career Center. Additionally, the majority of the classrooms have multiple computer stations for student use.

Students using computers with Internet access must adhere to the Miami-Dade County Public Schools’ Acceptable Use Policy for Internet Use. (Copies are available online)

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990**

The Student Right-To Know Act requires institutions to disclose specific information on the general population. The campus Security Act of 1990 requires all post-secondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. In order to comply with the provisions of the law, security reports are available on the school website.

**GRADING POLICY**

The grading system used for adult students by Robert Morgan Educational Center and Technical College, 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”. 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 program effectively. An “A” student will have achieved and exceeded all of the instructional objectives and competencies established for the subject during grading period.

**A grade of “B”** (80-89%) indicates that the student has demonstrated good but not understanding 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Interpretation</th>
<th>Verbal Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>4</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>2</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>1</td>
<td>Improvement</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

I – student did not complete and is continuing class in subsequent term

Students who do not show acceptable or satisfactory progress will be referred to a Counselor for remediation.

**FINANCIAL AID**

There are various financial aid opportunities offered at RMEC & TC that may provide assistance to qualified students enrolled in eligible programs. All students who plan to enroll in career/technical education classes are encouraged to complete the Free Application for Federal Student Aid (FAFSA) that can be picked up in student services or the public library or you can apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are required to complete a new FASFA for each academic year. Some of the financial aid applications are randomly selected for a verification process.

Additional information will be distributed yearly to all enrolled students and employees and can be found at [http://ac.robertmorganeducenter.org/](http://ac.robertmorganeducenter.org/). For your convenience computers are available in the Financial Aid Office, School Code: 016919

All financial aid at Robert Morgan Educational Center and Technical College is need-based assistance. For students to be eligible for federal financial aid, such as the Pell Grant, they must
be enrolled in a career/technical education program of 600 or more clock hours of instruction. For students to be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled at RMEC & TC in a career/technical education program of 450 or more clock hours of instruction. District Financial Aid Programs (DFAP) and Fee Waiver aid programs are also available on a limited basis. Eligibility for these funding sources is dependent on completing the FAFSA application for student aid. Deferments are given for tuition and some fees. Students are responsible for purchasing their books, supplies and uniforms. Qualified Pell Grant recipients may receive textbooks as part of the award. For students to maintain all types of financial aid, students must maintain a Satisfactory Academic Performance (SAP). Financial assistance is available in the Financial Aid office, located in the Student Services.

**GENERAL ELIGIBILITY REQUIREMENTS**

In order to participate in the Pell Grant financial aid program, a student must comply with the following eligibility requirements:
1. Be a U. S. citizen or an eligible noncitizen.
2. Have a valid Social Security number.
3. Hold a high school diploma or high school diploma from a foreign country.
4. Be enrolled in a certificate program consisting of at least 600 or more clock hours of instruction for federal financial aid. Students enrolled in programs of less than 600 hours may be eligible for district financial aid and FSAGCE.
5. Make satisfactory progress in academics and attendance.
6. Not be in default or owe a refund for any aid previously received.
7. Sign a statement certifying non-participation in any drug related activity.
8. Register with the United States Selective Service, if required to do so by federal law.

**FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS**

Miami-Dade County Public Schools in conjunction with federal regulations has established the following standards of academic progress, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students the standards start the first day the student enters the class in the following trimester.

**A. To make satisfactory progress a student must meet the following standards:**

The Satisfactory Academic Progress form must be utilized by the financial aid officers in order to document and monitor a student’s progress at the completion of each payment period. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical education teachers and returned to the financial aid officers. It will indicate the student's current attendance data, as reflected in the electronic gradebook and their pace towards program completion, as well as the student’s current grade based on weekly academic assessments derived from class/shop work, externships, and other practicum which appear in the electronic gradebook and in the district’s Vocational Tracking System (VTS). The school’s registrar will confirm a student’s attendance to ensure completion of the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:
- Satisfactorily attain a minimum grade of “C” or better or GPA of 2.0 and above
• Satisfactorily complete outcomes at a rate to finish the program within their individual timeframe of enrollment
• Successfully complete 67% of the maximum scheduled hours for which the student is enrolled

If a student fails to make satisfactory academic progress as reflected on the Satisfactory Academic Progress Report form, a meeting will be held with the student and the financial aid officer. The student will be placed on financial aid warning for one payment period and will be ineligible to receive financial aid. The financial aid officer will closely monitor the student’s progress and if the student regains satisfactory academic progress while on financial aid warning, the student will be considered as being in academic compliance and the student’s eligibility will be reinstated.

If the student fails to achieve a Satisfactory Academic Progress Report, while on financial aid warning, the student will be notified of the cancellation of the financial aid award. The student will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the financial aid officer in order to request an appeal. All requests for appeal will be heard by the school’s Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, guidance counselor, and the respective career / technical education teacher. The committee will convene as needed and will carefully review all information and documentation related to the student's appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student’s appeal is approved, a meeting will be held with the student and the financial aid officer, and the student will then be placed on financial aid probation status for one payment period. Reinstatement of a student's financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves a satisfactory academic progress for that payment period. Students will be entitled to one (1) appeal hearing during the entire length of the student’s program.

The financial aid officer and career/technical education teachers will work together to closely monitor a student's progress when on financial aid probation. Should the student regain a satisfactory academic progress during the next evaluation, the student will be considered in academic compliance and eligibility will be reinstated. If a student does not make satisfactory academic progress while on financial aid warning or financial aid probation, a meeting will be held with the student and the financial aid officer and the student will be informed that the student will not be eligible for the payment period following their “unsatisfactory” Academic Progress Report. The student will be financially responsible for the academic expenses until they have successfully reestablished satisfactory academic progress.

A student who exceeds the maximum hours of eligibility will be considered as not making satisfactory academic progress and will no longer be eligible for financial aid. Through the consistent and daily use of the various school district’s data warehouse systems such as FOCUS (Electronic Gradebook, Vocational Tracking System, and Data In Your Hands), the financial aid officers will be able to effectively monitor all student’s hours and academic grades in order to make the necessary satisfactory academic progress determinations.

A student is considered as ineligible when it becomes mathematically impossible for the student to complete the program within 150% of the length of the program.
A student who transfers will have the hours and grades earned at the previous school counted towards the student’s satisfactory academic progress. If a student withdraws, the existing hours and grades upon re-entering will be counted towards the student’s satisfactory academic progress.

Awards will be recalculated when needed, in order to ensure proper compliance with Satisfactory Academic Progress.

B. **The number of trimesters a student will be eligible to receive Pell Grant financial aid will be limited by the number of hours required to complete the program.**

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for Pell Grant financial aid. Additionally, a student is allowed to transfer programs once. A student will lose eligibility for financial aid if the student transfers more than allowed.

C. **Appeals Concerning Unsatisfactory Progress**

If notified that financial aid is cancelled, the student has the opportunity to appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.
2. A physician’s note and/or medical records, if the appeal is based on a medical reason.
3. Any additional supporting documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

D. **Verification**

Federal regulations require that RMEC & TC validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent’s/student’s IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require students to submit other information and supplemental documentation when deemed necessary in order to complete the verification process. For additional information on verification and federal student aid, students can access the following web site: http://studentaid.ed.gov/ or view the Federal Student Aid Handbook at http://ifap.ed.gov/

E. **Pell Grant Disbursements**

Pell Grant aid will be disbursed each trimester based on the number of hours students complete in a trimester. A book voucher can be requested by qualifying students. This benefit is available to new students in the 2019-2020 school year.

Subsequent payments are contingent upon the students’ maintaining satisfactory academic progress. Students can only receive Pell Grants for a maximum of six (6) years.
ARTS/AV TECHNOLOGY AND COMMUNICATION
3D ANIMATION TECHNOLOGY

Mission Statement

The 3D Animation Technology Program is designed to prepare students for employment as Animators, Multi-Media Artists and related work. This program also provides supplemental training for persons previously or currently employed in this occupation.

Program Content

This program offers a broad foundation of traditional and current processes to prepare students for employment in digital media, news media, and multimedia positions. The content includes practical experiences in 3D Animation design and production. Specialized skills including video editing, audio features, and animation and authoring software, which are used to produce a variety of multimedia productions.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following rudiments of the digital media/multimedia industry: production planning, elements of production design, storyboarding, integration of video, graphics, animation, and audio elements into new media projects/productions, and collaboration/teamwork. Laboratory activities are an integral part of this program and include the use of keyboarding systems, computer systems, and digital equipment for storage, scanning, retrieval, presentation, CD recording, video, and printing purposes.

Completion Requirements

The entire program is 1050 hours, but students can earn a certificate at the completion of the following OCPs:

- **OCP A**: 3D Animation Production Assistant 150 hours
- **OCP B**: Modeler 300 hours
- **OCP C**: Texture Artist/Rigger 300 hours
- **OCP D**: Animation/Motion Capture Technician 300 hours

Students are expected to complete program competencies.

The minimum basic-skills/grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test or passing of an Industry Certification Exam.

Additional information can be provided by student services.

Employment Opportunities

- 3D Animation Production Assistant
- Modeler
- Texture Artist
- Rigger
- Animator/Motion Capture Technician

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Graphic Designer was $48,700 or $23.41 per hour.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.
Mission Statement

The Accounting Operations Program’s mission is to provide accounting and technical skills in order to acquire gainful employment in accounting occupations in the private and public sectors.

Program Content

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Bookkeeper and Accounting Assistant. The content includes manual and computerized accounting methods using double-entry accounting principles. It also includes methods of recording business transactions, preparation and analysis of various documents and financial statements, payroll records and tax forms, accounting control system, account and transaction analysis, inventory methods, the aging process, depreciation and the application of accounting principles to various entities.

The students learn the fundamentals of computer technology and learn how to use spreadsheet software (Excel) and computerized accounting programs such as QuickBooks.

The course/program also provides supplemental training for persons previously or currently employed in these occupations.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 900 hours, but students can earn a certificate at the completion of the following OCPs:

- OCP A: Information Technology Assistant 150 hours
- OCP B: Accounting Clerk 300 hours
- OCP C: Accounting Associate 300 hours
- OCP D: Accounting Assistant 150 hours

Students are expected to complete program competencies.

The minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test.

Additional information can be provided by student services.

Employment Opportunities

- Accounting Clerk
- Payroll Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Accountant
- Bookkeeper
- Financial Clerk

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a financial clerk was $38,680.00 or $18.60 per hour.
BUSINESS MANAGEMENT AND ADMINISTRATION
ADMINISTRATIVE OFFICE SPECIALIST

Mission Statement
The Administrative Office Specialist Program's mission is to provide the preparation necessary to acquire gainful employment in an office environment by providing office and technical skills that many employers deem valuable.

Program Content
The program includes the use of technology to develop communication skills, higher level thinking skills, and decision-making skills. The traditional role of Administrative Office Specialist is expanded with the performance of office procedures and tasks such as organizing meetings, preparing presentations, filing, global communications, records management, scheduling, word processing, desktop publishing and mail handling.

Students will be able to produce high quality work in an efficient manner using Microsoft Office and electronic communications, research of job opportunities and the production of high quality employment portfolios and job-seeking documents.

The course/program also provides supplemental training for persons previously or currently employed in these occupations.

Admission Requirements
✓ 16 years of age or older and not currently enrolled in any K-12 program
✓ Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements
This entire program is 1050 hours, but students can earn a certificate at the completion of OCPs:

- OCP A: Information Technology Assistant 150 hours
- OCP B: Front Desk Specialist 300 hours
- OCP C: Assistant Digital Production Designer 150 hours
- OCP D: Administrative Office Specialist 450 hours

Students are expected to complete program competencies.

The minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test.

Additional information can be provided by student services.

Employment Opportunities
- File Clerk
- General Office Clerk
- Receptionist
- Secretary
- Administrative Assistant

Salary
According to the 2019 Bureau of Labor Statistics, the median pay for a Secretary or Administrative Assistant was $37,870 or $18.21 per hour.
TRANSPORTATION, DISTRIBUTION AND LOGISTICS
ADVANCED AUTOMOTIVE SERVICE TECHNOLOGY (HONDA PACT)

Mission Statement

Robert Morgan Educational Center and Technical College is dedicated to developing world-class technicians who can provide the professional customer service necessary to retain loyal Honda customers.

Program Content

The Honda Professional Automotive Career Training (Honda PACT) Program entered into a cooperative agreement with Robert Morgan Educational Center and Technical College to address the need for highly trained Honda and Acura automotive technicians. The PACT Program was developed as a two-year training program leading to an Advanced Automotive Service Technology Certificate. The program includes academic study, laboratory application, and on the job work experience at Honda and Acura Automotive Dealership. American Honda provides the technical curriculum, product donations, advisory support, tools, and technical training. The training is conducted on late model vehicles only. American Honda continuously updates the vehicles and equipment to ensure state of the art technology for participating students.

Having a long-established relationship with American Honda Corporation, the Honda PACT Program at RMEC & TC has enjoyed an outstanding employment placement rate for graduating students. Over ninety-five percent of the graduates have been employed at a Honda Dealership or Service Center.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- High School Diploma/GED from an Accredited High School
- Must meet Dealership Employability Standards.

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

Students are expected to complete program competencies.

The entire program is 2400 hours and students must earn all OCPs, however students can earn an OCP certificate at the completion of the following OCPs:

- OCP A: Automotive Maintenance Technician 400 hours
- OCP B: Advanced Engine Repair Technician 200 hours
- OCP C: Advanced Automatic Transmission and Transaxle Technician 200 hours
- OCP D: Advanced Manual Drivetrain and Axle Technician 200 hours
- OCP E: Advanced Automotive Suspension and Steering Technician 200 hours
- OCP F: Advanced Automotive Brake System Technician 200 hours
- OCP G: Advanced Automotive Electrical/Electronic System Technician 400 hours
- OCP H: Advanced Automotive Heating and Air Conditioning Tech. 200 hours
- OCP I: Advanced Automotive Engine Performance Technician 400 hours

Minimum basic skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test or passing two (2) ASE exams.

Additional information can be provided by student services.

Employment Opportunities

- Honda and Acura Dealerships

Salary

According to the 2019 Bureau of Labor Statistics, the median pay was $39,550 or $19.02 per hour.
Mission Statement

This program is designed to develop competencies in air conditioning and heating system operations, startup and troubleshooting procedures as well as electrical diagnostics, heat loads and airflow calculations.

Program Content

The Air Conditioning and Heating Technology program provides classroom and laboratory (hands-on) experiences which enable students to become proficient in the installation, repair and maintenance of air conditioning, refrigeration and heating systems. The laboratory contains a variety of residential central air conditioning units and industry simulators.

Content also includes basic supervisory skills, use and care of hand tools, power tools, specialized tools and equipment, and use of current industry standards, practices and techniques.

The course/program also provides supplemental training for persons previously or currently employed in these occupations.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1350 hours, but students can earn a certificate at the completion of the following Occupational Completion Points (OCPs):

OCP A: A/C, Refrigeration and Heating Helper 250 hours
OCP B: A/C, Refrigeration and Heating Mechanic Assistant 250 hours
OCP C: A/C, Refrigeration and Heating Mechanic 1, 2 500 hours
OCP D: A/C, Refrigeration and Heating Technician 350 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Reading, 10th grade in Math and 9th grade in Language on the Test of Adult Basic Education Test (TABE) or passing the HVAC Excellence Certification.

Additional information can be provided by student services.

Employment opportunities

- Air-conditioning, Refrigeration and Heating Mechanics
- Mechanic Helpers
- Air Conditioning and Heating Installer
- Marine Air Conditioning Technician
- Building Maintenance Engineers
- Refrigeration Sales and Service
- Warehouse and Parts Supplier

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for an Air Conditioning Repair Mechanic was $47,080 or $22.64 per hour.
Mission Statement

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry.

Program Content

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.

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

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

Completion Requirements

The entire program is 750 hours, but students can earn a certificate at the completion of the following Occupational Completion Points (OCPs):

- **OCP A**: Introduction to HVAC/R 250 hours
- **OCP B**: HVAC/R Fundamentals 250 hours
- **OCP C**: HVAC/R Service Practices 250 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Reading, 10th grade in Math and 9th grade in Language on the Test of Adult Basic Education Test (TABE) or passing the HVAC Excellence Certification.

Additional information can be provided by student services.

Employment Opportunities

- Air-conditioning, Refrigeration and Heating Mechanics
- Mechanic Helpers
- Air Conditioning and Heating Installer
- Marine Air Conditioning Technician
- Building Maintenance Engineers
- Refrigeration Sales and Service
- Warehouse and Parts Supplier

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Heating, Ventilation, Air-Conditioning/Refrigeration Mechanics and Installers was $47,610 or $22.89 per hour.
TRANSPORTATION, DISTRIBUTION AND LOGISTICS
AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

Mission Statement

The purpose of the Automotive Collision Technology Technician Program is to prepare students for employment in the Automotive Collision Repair Industry. This program is flexible enough for teaching basic job preparatory skills, enhancing existing trade skills, and specialty training.

Program Content

Specialized classroom and shop/lab experiences will enable the student to become proficient in various phases of the repair of damaged vehicles, including unibody frame and alignment. Instruction includes basic and advanced body repair, preparation and refinishing, damage analysis and estimating, repair of aluminum and plastic components, metal straightening, welding and cutting, use of automotive filler materials, repair, replacement and alignments of body panels, use of parts and repair manuals, price lists and data bases, record keeping, shop safety and housekeeping, care of hand tools, specialized tools and equipment; use of current industry standards, practices and techniques, and paint mixing.

Supplemental training is also available for persons previously or currently employed in these occupations.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1400 clock hours, but student can earn a certificate at the completion of the following OCPs:

- **OCP A:** Automotive Collision Repair and Refinishing Helper/Assistant
  - 150 hours
- **OCP B:** Auto Collision Refinishing Technician
  - 450 hours
- **OCP C:** Non-Structural Damage Repair Technician
  - 300 hours
- **OCP D:** Damage Analysis and Estimating
  - 75 hours
- **OCP E:** Automotive Collision Welding, Cutting and Joining
  - 75 hours
- **OCP F:** Structural Damage Repair Technician
  - 350 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing of an Industry Certification.

Additional information can be provided by student services.

Employment Opportunities

Collision repair technicians can work for automotive dealerships and independent repair facilities. They also find career opportunities in the marine, street rod, and custom car industry; in educational institutions; in manufacturing industries; and in the retail trade.

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for an Automotive Body Repairer was $40,580 or $19.51 per hour.
TRANSPORTATION, DISTRIBUTION AND LOGISTICS
AUTOMOTIVE SERVICE TECHNOLOGY

Mission Statement
The mission of the Automotive Service Technology Program is to provide students with the necessary academic, vocational, and interpersonal skills for successful employment and lifelong learning in a rapidly changing, technologically oriented, global society.

Program Content
Basic automotive skills are taught in the automotive auto-core program along with electronics and theory for engine performance and advanced system diagnosis. Students receive advanced training in the eight areas of ASE testing, with preparation skills provided to pass the ASE certification tests in each of the eight specific areas, as well as, the advanced engine performance test.

ASE areas include:
- Engine Repair
- Automatic Transmission/Trans-axle
- Manual drive train and axles
- Suspension and Steering
- Brakes System Technology
- Electrical/Electronic systems
- Heating and Air Conditioning
- Engine Performance and Advanced
- Engine Performance

In addition, students receive instruction in safe and efficient work practices; employability skills, basic management concepts, troubleshooting skills, communication and leadership.

Supplemental training is also available for persons previously or currently employed in this occupation.

Admission Requirements
- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- Would benefit the student to have a valid driver licenses and a clear driving record to ensure employment after graduation.

Completion Requirements
The entire program is 1800 hours, but students can earn a certificate upon completion of the following OCPs:

- **OCP A:** Automotive Services Assistor 300 hours
- **OCP B:** Engine Repair Technician 150 hours
- **OCP C:** Automatic Transmission & Trans-axle Technician 150 hours
- **OCP D:** Manual Drive Train & Axle Technician 150 hours
- **OCP E:** Automobile Suspension and Steering Technician 150 hours
- **OCP F:** Automotive Brake System Technician 150 hours
- **OCP G:** Automotive Electrical/Electronic System Technician 300 hours
- **OCP H:** Automotive Heating and A/C Technician 150 hours
- **OCP I:** Automotive Engine Performance Technician 300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, and 9th grade in Reading and Language on the TABE Test or passing an ASE exam.

Additional information can be provided by student services.

Employment Opportunities
- Automotive Technician
- Automotive Technician Assistant
- Automotive Technician Apprentice
- Automotive Specialist in Different ASEs

Salary
According to the 2019 Bureau of Labor Statistics, the median pay for an Automotive Service Technician was $39,550 or $19.02 per hour.

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.
Mission Statement

The Mission of the Baking and Pastry Arts Program is to provide a quality educational program to the student emphasizing essential skills, knowledge, and the need for desirable work habits and attitudes. The program is flexible enough for teaching specialties, seeking basic job preparatory skills or for upgrading those in the trade.

Program Content

The course has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry. Students are evaluated based on the program objectives and content. Academic competencies and occupational skills are integrated into the course.

The instructional course provides instruction in the competencies essential to the success of students in the hospitality and tourism career cluster. This includes job knowledge, skills, work habits, industry standards, professional attitudes, employability skills, basic management skills and nutrition.

To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the industry. Laboratory activities are instructed in similar ways that are current in the work place. Students are instructed to emulate the current professional conditions in the industry.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

Completion Requirements

The entire program is 600 hours, but students can earn a certificate at the completion of the following OCPs:

**OCP A:** Pastry Cook/Baker
300 hours (articulate toward Commercial Food Program)

**OCP B:** Pastry Chef/Head Baker
300 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or pass an Industry Certification.

Additional information can be provided by student services.

Employment Opportunities

- Assistant Head Baker
- Pastry Cook
- Cake Decorator
- Assistant Pastry Chef
- Dessert Maker

Salary

According to the 2019 Bureau of Labor Statistics, the median pay was $27,920 or $13.42 per hour.
Mission Statement

The Commercial Art Technology Program is designed to prepare students for employment as Graphic Designers and related work. This course also provides supplemental training for persons currently or previously employed in this occupation.

Program Content

Students in the Commercial Art Technology Program will learn to produce promotional and informational material for print, specialty and web media from concept to completion. Special emphasis is placed on advertising, illustration and graphic design. Individuals shall be trained in the elements & principles of design, layout, typography and image creation. Using both traditional methods and industry standard software, students will build a portfolio of work. This course also covers employability skills and preparation for industry certification. Our classroom is set up to emulate an actual art department within an ad agency in order to replicate a true to life experience for the learner. The curriculum is intended to build knowledge, skill and self-confidence as it provides the perfect mixture of theory and practical application.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1500 hours, but a student can earn a certificate at the completion of the following OCPs:

- **OCP A**: Graphic Designer 450 hours
- **OCP B**: Digital Designer 450 hours
- **OCP C**: Print Media Artist 300 hours
- **OCP D**: Web Designer 300 hours

The minimum basic-skills/grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE exam or passing an Industry Certification Exam.

Students are expected to complete program competencies.

Additional information can be provided by student services.

Employment Opportunities

Graduates can find work in advertising agencies, animation studios, design firms, gaming companies, government agencies, movie studios, print shops, publishing houses, sign shops, television stations, web development establishments, and many businesses that maintain their own in-house creative departments. Freelance opportunities also exist for individuals with an entrepreneurial spirit.

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Graphic Designer was $53,280 or $25.62 per hour.
HOSPITALITY AND TOURISM
PROFESSIONAL CULINARY ARTS & HOSPITALITY

Mission Statement

The Professional Culinary Arts & Hospitality Program has a commitment to provide a quality educational program to the student emphasizing essential skills, knowledge, and the need for desirable work habits and attitudes. The program is flexible enough for teaching specialties, seeking basic job preparatory skills or for upgrading those in the trade.

Program Content

This program provides students with the technical knowledge and skills for employment in the areas of Commercial Cooking and Baking as cooks, bakers and/or food preparation workers in the commercial foods and culinary arts industry, as well as, supplemental training for persons previously employed in food service occupations. Instruction includes a combination of classroom theory and practical experience.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1200 clock hours, but students can earn a certificate at the completion of the following OCPs:

- OCP A: Food Preparation 300 hours
- OCP B: Cook - Restaurant 300 hours
- OCP C: Chef/Head Cook 300 hours
- OCP D: Food Service Management 300 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing of an Industry Certification exam.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Cook
- Decorator
- Dessert Maker
- Salad Maker
- Soup Maker
- Cook Helper
- Utility Worker
- Baker And Pastry Maker
- Fryer And Grill Cook
- Sandwich Maker
- Vegetable Cook
- Cafeteria Line Worker
- Bus person/driver

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a cook was $26,440 or $12.71 per hour.
INFORMATION TECHNOLOGY
COMPUTER SYSTEMS & INFORMATION TECHNOLOGY

Mission Statement

The Computer Systems and Information Technology Program’s mission is to prepare students for employment in the Information Technology Industry.

Program Content

The program focuses on broad, transferable skills and stresses understanding and demonstration of the Information Technology Industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

The program includes:

- Installation and set-up of components and peripherals
- Computer Operation
- Maintenance and servicing of computer systems
- Diagnosis and correction of operational problems
- Basic and advanced Networking concepts
- Network Hardware
- Training in communication
- Networking elements
- Install and configure basic network devices
- Leadership
- Human relations
- Employability skills
- Safe and efficient work practices

Supplemental training is also available for persons previously or currently employed in this occupation.

Completion Requirements

The entire program is 900 hours, but students can earn a certificate at the completion of the following OCPs:

- **OCP A:** Computer Systems Technician 300 hours
- **OCP B:** Computer Network Technician 150 hours
- **OCP C:** Computer Networking Specialist 150 hours
- **OCP D:** Computer Security Technician 300 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, and 9th grade in Reading and Language on the TABE Test or passing of an Industry Certification Exam.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Computer Support Specialist
- Computer Network Technician
- Computer Security Technician

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Computer Support Specialist was $52,810.00 or $25.39 per hour.

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.
HUMAN SERVICES
COSMETOLOGY

Mission Statement

The mission of the Cosmetology program is to prepare a student for employment as a Licensed Cosmetologist. Instruction is designed to qualify students for the Florida Cosmetology Licensing Examination.

Program Content

Specialized classroom and practical experience is provided relating to a variety of beauty treatments. These include the care and beautification of the hair, complexion and hands. Training in giving shampoos, rinses and scalp treatments; hair styling, blow drying and thermal techniques; setting, cutting, tinting, bleaching, permanent waving; chemical relaxing, facials, manicures/pedicures hand/arm and leg/foot massaging are included. Bacteriology, anatomy, hygiene, sanitation, customer relations and salon management, including record keeping, are also emphasized.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1200 hours, but students may earn a certificate at the completion of the following OCPs:

**OCP A: Grooming and Salon Services Core**, 225 hours
- Facials and Nails
- Cosmetologist and Hairdresser 1 300 hours
- Cosmetologist and Hairdresser 2 300 hours
- Cosmetologist and Hairdresser 3 375 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 8th grade in Math and Language, and 9th grade in Reading on the TABE Test or passing the Cosmetologist Licensure Exam.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Stylist
- Hair colorist
- Permanent wave technician
- Skin care technician
- Makeup artist
- Manicurist/pedicurist specialist
- Cosmetologist’s assistant
- Manufacturer’s representative
- Beauty supply presenter
- Facial/Nail Full Specialist

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Cosmetologist was $30,490 or $14.66 per hour.
HEALTH SCIENCE
DENTAL ASSISTING

Mission Statement

The Dental Assisting program is committed to help students gain new knowledge and acquire professional skills in order to attain a meaningful position in a highly regarded field. By creating an environment in which students are stimulated to learn, grow personally, and to develop decision making and problem solving skills necessary to meet the demands of the profession and the community.

Program Content

The course content includes, but is not limited to:

- Dental office and patient management
- Basic dental laboratory procedures
- Dental and general anatomy
- Dental terminology
- Oral pathology
- Nutrition and preventive dentistry
- Dental instruments and equipment
- Microbiology
- Dental pharmacology and anesthesia
- Chairside assisting and expanded functions
- Maintenance and asepsis of dental operator and instrumentation
- Employability skills
- Leadership and human relations skills: HOSA membership and participation activities
- Ethics and jurisprudence
- Dental materials and preventive dentistry

This program incorporates practical experience in dental clinics and offices.

This program is accredited by the American Dental Association’s Commission of Dental Accreditation and the Florida Board of Dentistry. Upon graduation, students are eligible to take the National Board Examination of Dental Assistants as well as, obtain the Dental Radiographer Certification for the State of Florida.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- High School Diploma/GED from an Accredited High School

Completion Requirements

The entire program is 1230 clock hours, but students can earn a certificate at the completion of the following OCPs:

**OCP A:** Introduction to Dental Assisting
- 90 hours

**OCP B:** Dental Infection Control Assistant
- 210 hours

**OCP C:** Dental Assistant 1
- 465 hours

**Dental Assistant 2**
- 465 hours

Satisfactory completion of all OCPs and passing the Final Test (theory, practical and clinical) will award student the Expanded Functions Certificate for the State of Florida.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test.

Additional information can be provided by student services.

Students are expected to complete program competencies

Employment Opportunities

- Employment opportunities are available as Dental Assistants in:
- Private Dental Offices
- Dental Schools
- Hospitals

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Dental Assistant was $38,690.00 or $18.60 per hour.
TRANSPORTATION, DISTRIBUTION AND LOGISTICS

DIESEL SYSTEMS TECHNICIAN

Mission Statement

The Mission of Diesel Systems Technician program is to prepare students for employment in a wide variety of diesel related occupations as entry level Diesel Technicians.

Program Content

This program offers a sequence of courses that provide challenging academic standards and relevant technical knowledge and skills needed to prepare for a career in Transportation. The content includes but is not limited to maintaining and repairing diesel engines and electrical systems, work on brakes, HVAC, drive train, and performing diesel engine preventive maintenance.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1800 hours, but students can earn a certificate at the completion of the following OCPs:

- **OCP A:** Diesel Engine Mechanic/Technician
  - Helper: 150 hours

- **OCP B:** Diesel Electrical and Electronics Technician
  - 300 hours

- **OCP C:** Diesel Engine Preventative Maintenance Technician
  - 150 hours

- **OCP D:** Diesel Engine Technician
  - 300 hours

- **OCP E:** Diesel Brakes Technician
  - 300 hours

- **OCP F:** Diesel Heating and Air Conditioning Technician
  - 150 hours

- **OCP G:** Diesel Steering and Suspension Technician
  - 150 hours

- **OCP H:** Diesel Drive Train Technician
  - 150 hours

- **OCP I:** Diesel Hydraulics Technician
  - 150 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing of an Industry Certification exam.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Diesel Technicians,
- Heavy Duty Parts and Service Advisor
- Working in many Diesel related industries such as boats, trucks, buses, cars, ships, trains, heavy equipment, farm equipment, power generation and landscaping equipment.

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Diesel Service Technician was $46,360 or $22.29 per hour.
EDUCATION AND TRAINING
EARLY CHILDHOOD EDUCATION

Mission Statement
To strengthen families and empower individuals to take action for the well-being of self and others in the home, workplace, community and world.

Program Content
Students must complete a core curriculum which includes:

- Child growth and development
- Maintaining a safe, clean, and healthy environment
- Implementation of age appropriate activities
- Child abuse
- Curriculum for children
- Infant/toddler care
- Guiding behavior
- Health and safety regulations
- Nutrition and food service
- Employability and leadership skills
- Balancing family, school, and work

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- High School Diploma/GED from an Accredited High School
- FDLE fingerprint clearance required

**RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.**

Completion Requirements
Students are expected to complete program competencies.

The entire program is 600 hours, but students can earn a certificate at the completion of the following OCPs:

- **OCP A:** Child Care Worker I 150 hours
- **OCP B:** Child Care Worker 2 150 hours
- **OCP C:** Teacher Aide Preschool 150 hours
- **OCP D:** Preschool Teacher 150 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test.

- DCF 30-hour Child Care Worker Certification (5 DCF Test Certificates)
- DCF 10-hour Pre-School Certification (2 DCF Certificates)
- DCF 5-hour Early Literacy Program
- Adult and Pediatric CPR

  - To receive the National CDA/(Child Development Associate) the student must contact the CDA program at: [www.cdacouncil.org](http://www.cdacouncil.org) to schedule the test, visit, and fee charge.

Additional information can be provided by student services.

Employment Opportunities

- Childcare Worker
- Teacher Aide (Preschool)
- Preschool Teacher

Salary

According to the 2019 Bureau of Labor Statistics, the median annual pay for Child Care Workers was $22,290 and the median annual pay for a Preschool Teacher was $28,990.
MANUFACTURING
ELECTRONIC TECHNOLOGY

Mission Statement

The mission of the Electronic Technology program is to prepare individuals for employment as electronics technicians or in related occupations in electronics.

Program Content

This program consists of theory and practical experiences dealing with the basic building blocks of all electronic circuitry.

Program content includes Direct Current (DC), Alternating Current (AC), Solid State Devices (Discrete and Analog), Digital circuits, and an Introduction to Microprocessors. Theory, laboratory practices and measurement techniques, are combined with the use of schematic diagrams, soldering, assembly techniques and troubleshooting to give the student a complete preparation in Electronics. Human relations, employability skills, and safe and efficient work practices are also included. The program provides many hands-on and laboratory activities.

Students receive individualized instruction, as well as lectures, demonstrations, learning activity packages, interactive video activities and projects to be done in small groups at the discretion of the instructor, film strips, computer circuit simulation and videos are also used. Students advance at their own rate and may move through the competencies at a rate that allow him/her to derive the maximum from the instruction. The course/program training can be a good source of knowledge consolidation for persons previously or currently employed in these occupations.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1400 hours, but students may earn a certificate at the completion of the following OCPs:

- **OCP A**: Electronics Assembler 250 hours
- **OCP B**: Electronics Tester 400 hours
- **OCP C**: Electronics Equipment Repairer 375 hours
- **OCP D**: Electronics Technician 375 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, and 9th grade in Reading and Language on the TABE Test.

Additional information can be provided by student services.

Employment Opportunities

- Electronic Technicians
- Field Service Engineers
- Engineering Assistants or
- Related Occupations In Electronics

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for an Electrical or Electronics Installer was $62,030.00 or $29.82 per hour.
Mission Statement

The mission of the Facials Specialty program is to prepare students for employment as a licensed Facial/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialist license.

Program Content

The content includes, but is not limited to: communication, leadership, human relations and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of the facial specialist and the related chemistry, bacteriology, anatomy and physiology, and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements, and equipment appropriate to the program’s content and in accordance with safety and sanitation practices in the trade.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

Students are expected to complete program competencies.
This program consists of one occupational point. **OCP A:** Facials/Skin Care Specialist 260 hours

Students are expected to complete program competencies.

Upon successful completion of the hours of instruction which are designed to meet the learning objectives, and completion of forty-five (45) services and achievement of a passing score of 75% or better on a comprehensive final examination administered by the teacher, the school shall issue a certificate of completion in the Facials Specialty program. Application for the State Board License is required.

Additional information can be provided by student services.

Employment Opportunities

- Skin Care Specialist
- Esthetician
- Medical Esthetician
- Destination Spa or Cruise Ship Esthetician
- Manufacturer’s Representative
- Beauty Supply Salesperson

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Skin Care Specialist was $35,130 or $16.89 per hour.
MANUFACTURING
MAJOR APPLIANCE AND REFRIGERATION TECHNICIAN

Mission Statement

The Major Appliance and Refrigeration Technician Program is dedicated to providing knowledge and skills that will produce the highest quality training for the current and future needs of the Major Appliance and Refrigeration Industry.

In addition, the Major Appliance and Refrigeration Technician Program has a very unique training program. Robert Morgan Educational Center and Technical College is a factory authorized Whirlpool Corporation Southeast Regional Training Center and trains students on refrigeration, laundry, cooking, cleanup, specialty, basic electricity, and customer service skills. Training includes hands-on, tear-down, and diagnostic techniques. Students are afforded up-to-date factory training as well as training on new technologies not yet on the market.

Program Content

Students in this program will learn operational and electrical theory, troubleshooting techniques, repair and maintenance of refrigerators, freezers, air conditioners, ice makers, washers, dryers (gas and electric), dishwashers, compactor, ranges (gas and electric), and microwave ovens. Content also includes customer relations, record-keeping, basic supervisory skills, use and care of hand tools, power tools, specialized tools and equipment, and use of current industry standards, practices and techniques.

The Course/Program also provides supplemental training for persons previously or currently employed in these occupations.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1200 hours, but students can earn a certificate at the completion of the following OCPs:

- OCP A: Appliance Installation Helper 200 hours
- OCP B: Laundry Technician 300 hours
- OCP C: Cooking Appliance Technician 350 hours
- OCP D: Cooling Appliance Technician 350 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing an industry certification.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Parts counter representative
- Electric and gas major appliance technician
- Laundry equipment technician
- Refrigeration and air conditioning equipment technician
- Service Manager
- District Service Manager
- Representative Supervisor
- Factory Service Marker Manager

Salary

According to the 2019 Bureau of Labor Statistics, the median pay was $40,790 or $19.61 per hour.
Mission Statement

The mission of the Medical Assisting program at Robert Morgan Educational Center and Technical College is to ensure job readiness by providing state-of-the-art theory and clinical training using competency-based curriculum.

Program Content

The program’s educational goal is “to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains”.

“The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assistant Education Review Board (MAERB).”

Commission on Accreditation of Allied Health Education Programs
25400 U. S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

Upon completion of the program, the student is eligible to take the national certification exam for CMA (Certified Medical Assistant) offered by the American Association of Medical Assistants or the RMA (Registered Medical Assistant) offered by the American Medical Technologists. Classroom and laboratory activities follow a competency-based format where students establish their own learning pace based on their individual learning style. This allows for flexibility based on life-long experience and basic skills level achievement.

When students have completed instruction and clinical practice in the classroom, they are placed in a medical office or appropriate clinical working environment for practicum experience.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1300 hours, but students may earn a certificate at the completion of the following OCPs:

- **OCP A**: Basic Healthcare Worker: 90 hours
- **OCP B**: Introduction to Medical Assisting: 250 hours
- **Medical Office Procedures**: 75 hours
- **OCP C**: Phlebotomist, MA: 75 hours
- **OCP D**: EKG Aide, MA: 75 hours
- **OCP E**: Clinical Assisting: 230 hours
- **Pharmacology for Medical Assisting**: 90 hours
- **Laboratory Procedures**: 125 hours
- **Administrative Office Procedures**: 90 hours
- **Practicum Experience**: 200 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test or passing of an Industry Certification Exam.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Medical offices and clinics
- HMO facilities
- Emergency departments and select specialty areas
- Walk-in treatment centers
- Cardiovascular labs
- Medical office administration
- Veterinary medicine

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Medical Assistant was $33,580 or $16.51 per hour.
HUMAN SERVICES
NAILS SPECIALTY

Mission Statement

The mission of the Nails Specialty program is to prepare students for employment as a Licensed Nail Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialist License.

Program Content

The content includes, but is not limited to: communication, leadership, human relations and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of the nails and the related chemistry, bacteriology, anatomy and physiology and development of skill in performing the manipulative techniques required in the practice of nails specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with chemicals, implements and equipment appropriate to the program’s content and in accordance with safety and sanitation practices in the trade.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

This program consists of one occupational point.

OCP A: Manicurist and Pedicurist Specialist
240 hours

Upon successful completion of the hours of instruction designed to meet the learning objectives, the performance of services, and achievement of a passing score of 75% or better on a comprehensive final examination administered by the teacher, the school shall issue a certificate of completion in the specialty area of Nails. Application for the State Board License is required.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Salon or Day Spa Nail Technician
- Destination Spa or Cruise Ship Nail Technician
- Manicurist and/or Pedicurist Technician
- Manufacturer’s Representative
- Beauty Supply Salesperson
- Nail Art and Design Technician

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a manicurist and Pedicurist was $24,980 or $12.01 per hour.
INFORMATION TECHNOLOGY
NETWORK SUPPORT SERVICES

Mission Statement

The Network Support Services program focuses on broad, transferable skills and stresses understanding and demonstration of the Information Technology Industry, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Program Content

The course content includes:

- Employability Skills
- Security and Safety
- An Introduction to Computer Components
- Laptops and Portable Devices
- Wireless Connectivity
- Environmental Concerns
- Diagnostic Tools
- General Networking Theory
- Advance Networking Concepts
- Hands-On Introduction to Network Security
- Human Relations
- Leadership

Supplemental training is also available for persons previously or currently employed in this occupation.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1050 hours but students can earn a certificate at the completion of the following OCPs:

- **OCP A:** Information Technology Assistant
  - 150 hours
- **OCP B:** Computer Support Assistant
  - 150 hours
- **OCP C:** Network Support Help Desk Assistant
  - 150 hours
- **OCP D:** Network Support Administrator
  - 150 hours
- **OCP E:** Senior Network Administrator
  - 150 hours
- **OCP F:** Wireless Network Administrator
  - 150 hours
- **OCP G:** Data Communications Analyst
  - 150 hours

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing of the Industry Certification.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Computer Support Specialist
- Network Support Administrator
- Wireless Network Administrator
- Computer Support Assistant

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Computer Support Specialist was $54,150.00 or $26.03 per hour.
HEALTH SCIENCE
PATIENT CARE TECHNICIAN

Mission Statement

The Patient Care Technician Program’s mission is to facilitate productivity by preparing students for employment as advanced, cross-trained assistants in Nursing, Home Health, Electrocardiography, Monitor Technician, Phlebotomy Aide and Allied Health Assisting.

Program Content

This program is designed to prepare students for employment as advanced, cross-trained nursing assistants (called Patient Care Technicians, PCT’s, by the industry), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies, Home Health Aides, Phlebotomist, 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, for both acute and long term care settings.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 600 hours but students can earn a certificate at the completion of the following OCPs:

- **OCP A:** Basic Health Care Worker (CORE) 90 hours
- **OCP B:** Nurse Aide and Orderly - Articulated 75 hours
- **OCP C:** Advanced Home Health Aide 50 hours
- **OCP D:** Patient Care Assistant 75 hours
- **OCP E:** Allied Health Assistant 150 hours
- **OCP F:** Advanced Allied Health Assistant 100 hours
- **OCP G:** Patient Care Technician 60 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE Test.

Additional information can be provided by student services.

Employment Opportunities

- Home Health
- Rehabilitation Centers
- Nursing Homes
- Clinics
- Hospitals
- Hospice Care

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a Nursing Assistant was $28,540 or $13.72 per hour.
HEALTH SCIENCE
PRACTICAL NURSING

Mission Statement
The practical nursing faculty is committed to providing a high standard of quality nursing education to all of our students. Through cooperative team efforts, our graduate practical nurses will be: successful in their licensure requirements; prepared for an entry level nursing position; adopt measures that ensure the safe practice of nursing; show sensitivity to cultural diversity; and promote health habits that contribute to total wellness.

Program Content
Each student will be provided theoretical instruction and clinical experience in:
- Basic nursing, medical, surgical, mental health, maternal/newborn, pediatric and geriatric nursing
- Acute and long term care
- Personal, family and community health concepts
- Nutrition and human growth and development throughout life span
- Body structure and function, interpersonal relationship skills
- Pharmacology and administration of medications
- Legal aspects of practice
- Current issues in nursing practice
- Understanding the Florida Nurse Practice Act

Clinical experience makes up at least 50% of the total program. The program is approved by the state Board of Nursing.

Admission Requirements
- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- High School Diploma or GED from an Accredited High School
- Complete the TEAS Test

Completion Requirements
The entire program is 1350 hours but students may earn a certificate at the completion of the following OCPs:

- **OCP A:** Practical Nursing Foundations 1
  - 300 hours
- **OCP B:** Practical Nursing Foundations 2
  - 300 hours
- Medical Surgical Nursing 1
  - 300 hours
- Medical Surgical Nursing 2
  - 300 hours
- Comprehensive Nursing and Transitional Skills
  - 150 hours

Students are expected to complete program competencies.

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 11th grade in Math, Reading, and Language on the TABE Test or passing The NCLEX-PN Licensure.

Additional information can be provided by student services.

Employment Opportunities
- Hospitals
- Nursing Homes
- Extended Care
- Clinics
- Doctor’s Offices
- Home Health Services

Salary
According to the 2019 Bureau of Labor Statistics, the median pay for a Licensed Practical Nurse was $45,790 or $21.98 per hour.
MANUFACTURING
WELDING TECHNOLOGY

Mission Statement

The mission of the Welding Technology Program is to prepare students for employment in a variety of occupations in the welding industry.

Program Content

This course includes specialized classroom and practical experience in the cutting and joining of metal parts through the application of intense heat, using gas and electric welding equipment. Applications include oxyacetylene welding (OAW), fusion and non-fusion welding, shield metal arc welding (GMAW). The skills for cutting metal include OAW (flame cutting) equipment and plasma arc cutting equipment. Related skills include print reading and layout, metal identification and math. Content also includes use and care of hand tools, power tools, specialized tools and equipment, safe and effective work practices and use of current industry standards, practices and techniques.

The course/program also provides supplemental training for persons previously or currently employed in these occupations.

*** Welding Technology is a core program. It is recommended that students successfully complete Welding Technology or demonstrate mastery of the outcomes in that program prior to enrollment in the Welding Technology - Advanced program.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.

Completion Requirements

The entire program is 1050 hours, but student can earn a certificate at the completion of the following OCPs:

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<thead>
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<th>OCP</th>
<th>Description</th>
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Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 9th grade in Math, Reading, and Language on the TABE Test or passing the “Certified Welder” license examination by the American Welding Society.

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Aerospace Welders
- Combination Welder
- Construction Welder
- Marine Welder
- Robotic Welders
- Flame Cutters
- Tack Welders
- Production Line Welders

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a welder, cutter, solderer or brazer was $40,240 or $19.35 per hour.
Mission Statement

The mission of the Welding Technology-Advanced Program is to prepare students for employment as an advanced welder in a variety of occupations in the welding industry. The student will gain advanced knowledge on setting up and fabricating fixtures for welding as efficiently as possible in order to maintain cost savings.

Program Content

The Advanced Welding Technology course prepares students for opportunities in the welding industry. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills. The program is also designed to prepare advanced welders for entry into emerging welding industries directly related to geographically relevant welding needs of business and industry.

The course/program also provides supplemental training for persons previously or currently employed in these occupations.

The principles and theories on advanced welding procedures are explored. The principles for fabricating fixtures to hold parts in place for Robotic Welding, Semi-Automatic Welding, Pipe Welding is expanded in the shop setting.

The principles and theories on the Computer Numerical Controlled Plasma Cutter (CNC) include hands-on set-up, basic programming, loading of programs and parts on the computer and basic troubleshooting of the computer (CNC).

Completion Requirements

The entire program is 750 hours, but students can earn a certificate at the completion of the following OCPs:

- **OCP A**: (Advanced Welder 1) 600 hours
- **OCP B**: (Advanced Welder 2) 150 hours

Additional information can be provided by student services.

Students are expected to complete program competencies.

Employment Opportunities

- Aerospace Welders
- Construction Welder
- Robotic Welders
- Tack Welders
- Pipe Welder
- Combination Welder
- Marine Welder
- Flame Cutters
- Production Line Welders
- Welding Lead

Salary

According to the 2019 Bureau of Labor Statistics, the median pay for a welder, cutter, solderer or brazer was $40,240 or $19.35 per hour.

Admission Requirements

- 16 years of age or older and not currently enrolled in any K-12 program
- Occupational Interest
- Prior course graduate of the Applied Welding Technologies class, Welding Technology class or experience of up to 3 years in advanced welding processes. OAW, GMAW, GTAW, SMAW, and FCAW

RMEC & TC adheres to a policy of non-discrimination and strives to provide equal opportunity to all potential students.
## MIAMI-DADE COUNTY PUBLIC SCHOOLS
### 2019-2020 SCHOOL CALENDAR
#### ADULT/VOCATIONAL EDUCATION

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### Notes:
- **New Teachers Report**
- **Available to opt**
- **Teacher Planning Day**
- **Teacher Planning Day - (No Opt)**
- **District-wide Professional Development**
- **Recess Day**
- **End of Grading Period**
- **Legal Holiday**

For information on employee opt days, please refer to back of calendar.
MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ADULT/VOCATIOINAL EDUCATION

<table>
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<tr>
<th>HOLIDAYS 2019</th>
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<th>HOLIDAYS 2020</th>
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<td>January 20</td>
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<td>February 17</td>
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<tr>
<td>May 25</td>
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<td>July 3</td>
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<table>
<thead>
<tr>
<th>Number of School Days in TRIMESTER 1</th>
<th>Number of School Days in TRIMESTER 2</th>
<th>Number of School Days in TRIMESTER 3</th>
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</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Sept</td>
<td>Oct</td>
</tr>
<tr>
<td>10</td>
<td>19</td>
<td>21</td>
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<tr>
<td>TOTAL: 81</td>
<td>TOTAL: 62</td>
<td>TOTAL: 73</td>
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</table>

TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216

*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or July 30, 31, August 3, 2020, in lieu of any of the teacher planning days except August 14, 2019, August 16, 2019 and the designated District-wide Professional Development Days, August 15, 2019, October 25, 2019 and November 4, 2019. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**July 29, 2020 is a Teacher planning day; not available to opt.
The School Board of Miami-Dade County, Florida

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Dr. Martin Karp, Vice-Chair
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Ms. Susie V. Castillo
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Mr. Alberto M. Carvalho

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School Operations
Mrs. Valtena G. Brown

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Mr. Rene Mantilla, District Director
Ms. Renny Neyra, District Director

Robert Morgan Educational Center and Technical College
Administrative Team
Mr. Reginald J. Fox, Principal
Mr. Robert Armand, Vice Principal
Mrs. Ericka Caldwell-Clinch, Assistant Principal
Mr. Scott Neufeld, Assistant Principal