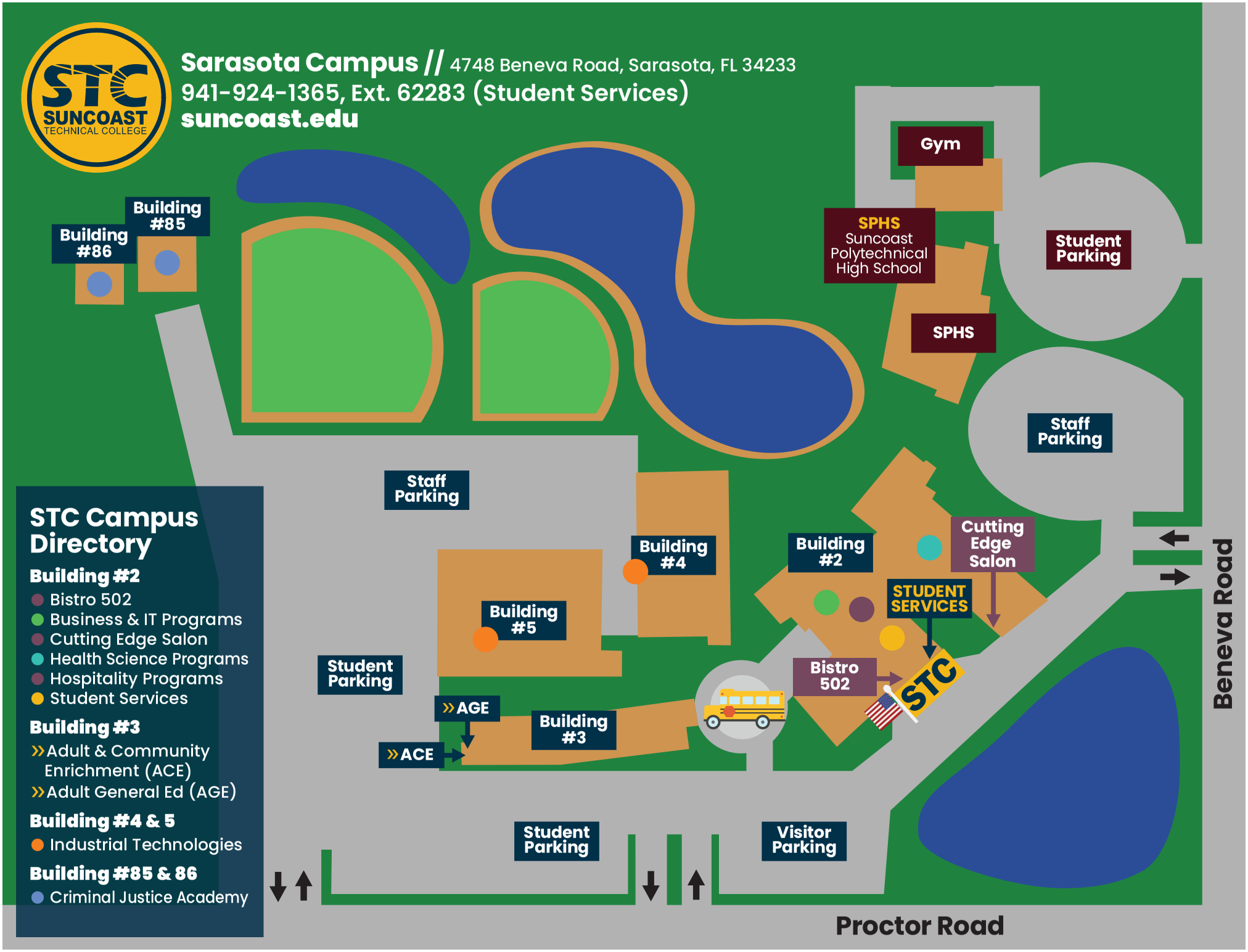
CASTING Futures

Since 1967

2023-2024
ACADEMIC CATALOG

Sarasota Campus // 4748 Beneva Road, Sarasota, FL 34233
941-924-1365, Ext. 62283 (Student Services)
suncoast.edu



STC Campus Directory

Building #2
- Bistro 502
- Business & IT Programs
- Cutting Edge Salon
- Health Science Programs
- Hospitality Programs
- Student Services

Building #3
- »Adult & Community Enrichment (ACE)
- »Adult General Ed (AGE)

Building #4 & 5
- Industrial Technologies

Building #85 & 86
- Criminal Justice Academy

CAMPUS LOCATIONS

Sarasota Campus
4748 Beneva Road
Sarasota, FL 34233
941-924-1365

North Port Branch
4445 Career Lane
North Port, FL 34289
941-257-2252

Fire Science Academy Extension
794 Circus Boulevard
Sarasota, FL 34232
941-361-6629

Alta Vista Extension
1050 S. Euclid Avenue
Sarasota, FL 34237
941-361-6400

Suncoast Technical College is accredited by the Commission of the Council on Occupational Education.
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350,
Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

We appreciate your interest in Suncoast Technical College. STC is an excellent choice in helping you meet your educational and career goals. Our faculty and staff members provide rigorous and challenging state-of-the-art career and technical programs, as well as high-quality academic programs that prepare students with the knowledge, skills, and behaviors demanded by Sarasota area employers and colleges.

The programs we offer are designed with the economic development of the community in mind and are developed in partnership with Sarasota area businesses. Our staff members are focused on your success and will work with you to accomplish your goals. The staff in student services can provide more detailed program information and even offer opportunities for financial assistance, if needed.

Please visit one of our professional counselors to plan your educational program at Suncoast Technical College. You can be assured that your educational experience at Suncoast Technical College will provide a solid foundation on which to build your future success.

We look forward to seeing you in one of our programs.

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DIRECTORY

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- **Fire Science Academy Extension (FS)** ..... **941-361-6629 F: 941-361-6388**
- **North Port Branch (NPB)** ..... **941-257-2252 F: 941-429-4550**
  - Adult Technical Programs Information ..... Ext. 20403
  - Assistant Director's Office ..... Ext. 20401
  - Student Payments & Billing (Adult Technical Students) ..... Ext. 20408
- **Sarasota Campus (SRQ)** ..... **941-924-1365 F: 941-921-7902**
  - ACE (Adult & Community Enrichment) 941-361-6590
  - Adult Basic Education (AGE) ..... Ext. 62390
  - Adult Technical Programs Information ..... Ext. 62283
  - Assistant Director's Office ..... Ext. 62326/62494
  - Continuing Education Information/Registration ..... Ext. 62283
  - Director's Office ..... Ext. 62324
  - English for Speakers of Other Languages (ESOL) ..... Ext. 62462
  - Financial Aid Office ..... Ext. 62363/62318
  - GED® Test Center ..... Ext. 62138
  - GED® Class Information/Registration ..... Ext. 62390
  - Online Bookstore ..... STC.TextbookX.com
  - Student Payments & Billing (Adult Technical Students) ..... Ext. 62307/62366/62305
  - Student Services Office ..... Ext. 62283 F: 941-316-8170
  - Test Center ..... Ext. 62322/62236
  - Transcripts & Student Records ..... Ext. 62208
- **School Board of Sarasota County** **941-927-9000**

2023-2024
Sarasota County School Board
DISTRICT CALENDAR

DATE	DAY(S)	EVENT
August 10, 2023	Thursday	**School Opens**
September 4, 2023	Monday	**Labor Day** ---*No Classes*---
October 16, 2023	Monday	**Professional Day** ---*No Classes*---
November 20-24, 2023	Monday-Friday	**Thanksgiving Break** ---*No Classes*---
December 22, 2023	Friday	**Professional Day** ---*No Classes*---
Dec 25-Jan 5, 2024	Monday-Friday	**Winter Break** ---*No Classes*---
January 15, 2024	Monday	**Martin Luther King Day** ---*No Classes*---
February 19, 2024	Monday	**President's Day** ---*No Classes*---
March 8, 2024	Friday	**Professional Day** ---*No Classes*---
March 11-15, 2024	Monday-Friday	**Spring Break** ---*No Classes*---
March 29, 2024	Friday	**Mini-Break** ---*No Classes*---
May 24, 2024	Friday	**Last Day of School - H.S. Students**
May 27, 2024	Monday	**Memorial Day** ---*No Classes*---

EQUITY PROCEDURES FOR EMPLOYEES/APPLICANTS/STUDENTS

Sarasota County Schools offers multiple career and technical programs wherein students may earn industry certification. The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies). Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Any person who believes he or she has experienced any such prohibited discrimination may file a complaint with the district Equity Coordinator by calling (941) 927-9000, or by writing to 1960 Landings Blvd., Sarasota, FL 34231.

Suncoast Technical College: Past & Present

Suncoast Technical College (originally Sarasota County Vocational Technical Institute), better known as Vo-Tech, first opened its doors in September 1967. Located on the corner of Beneva and Proctor Roads, we offered 13 programs in 6 buildings to approximately 500 'daytime only' students. Our first-class graduated in June 1968. In 1992, Vo-Tech became Sarasota County Technical Institute (SCTI). Progress led to the addition of Sarasota Polytechnical High School on the same campus in 2008, followed by the grand opening of a new state-of-the-art campus at SCTI. In 2014, we became Suncoast Technical College, now known as STC. Three years later, STC celebrated another grand opening and the North Port Branch opened in 2017.

Today, STC serves more than 5,000 adult and high school students. We offer day and evening classes in over 30 technical programs, including Adult Basic Education and Adult and Community Enrichment. High school students can dual enroll in many of our programs.

STC students have an opportunity to enroll in academic programs that include English for Speakers of Other Languages (ESOL), GED® Preparation, and Adult Basic Education (ABE). We also offer extensive Continuing Education Programs.

Mission Statement

Suncoast Technical College provides quality technical education to meet workforce development and community needs.

Vision Statement

We believe each individual has varied abilities and talent, and it is Suncoast Technical College's goal to help each reach his or her highest potential. It is the responsibility of our staff to assist in the identification of these abilities and talents, to offer learning experiences to help guide the student toward gainful entry level employment and personal satisfaction, to develop the student's employability skills and work ethic, to enhance existing employment skills, and to establish learning situations in which the student can experience success in all phases of the learning process.

Accreditation

Suncoast Technical College is accredited by **the Commision of the Council on Occupational Education** (7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350). **TELEPHONE: 770-396-3898**, **FAX: 770-396-3790**, **WEBSITE: *www.council.org***.

Affiliations & Certifications

Suncoast Technical College is also certified, accredited, or approved by the following program-specific bodies:

- Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC/STSA)
- American Boat & Yacht Council
- American Culinary Federation (ACF)
- ASE Industry Education Alliance
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Florida Board of Cosmetology
- Florida Board of Nursing
- Florida Criminal Justice Standards & Training Commission (CJSTC)
- Florida Department of Emergency Medical Services
- Florida Department of Health
- Florida Department of Law Enforcement
- Florida Fire College

Suncoast Technical College Campus Locations

- **SARASOTA CAMPUS** // 941-924-1365 // 4748 Beneva Road, Sarasota, FL 34233
- **NORTH PORT BRANCH** // 941-257-2252 // 4445 Career Lane, North Port, FL 34289
- **FIRE SCIENCE ACADEMY EXTENSION** // 941-361-6629 // 794 Circus Boulevard, Sarasota, FL 34232
- **ALTA VISTA EXTENSION** // 941-361-6400 // 1050 S. Euclid Avenue, Sarasota, FL 34237

NOTE: *As a school of the School Board of Sarasota County, all visitors must sign in at Student Services.*

- Marine Trades Accreditation Program
- National Center for Competency Testing
- National Marine Electronics Association
- Yamaha Marine

All programs offered at STC are approved by the Florida Department of Education and most are approved by the Veterans Administration.

Administrative Organization

Suncoast Technical College is a member school of the School District of Sarasota County.

SCHOOL BOARD OF SARASOTA COUNTY

- Bridget Ziegler, *Chair*
- Karen Rose, *Vice Chair*
- Thomas Edwards
- Timothy Enos
- Robyn Marinelli
- Terry Connor, *Superintendent*

STC ADMINISTRATIVE TEAM:

- Dr. Ron DiPillo, *Executive Director*
  Career, Technical & Adult Education
- Michael Endee, *Assistant Director*
  North Port Branch
- Darby Larkin, *Assistant Director*
  Sarasota Campus
- Merlin Schenk, *Assistant Director*
  Sarasota Campus
- Marquett Clemmons, *Program Manager*
  Business & Financial Services
- Jeri Cocchi, *Program Manager*
  Industrial Technologies
- David Culver, *Program Manager*
  Business & IT / Hospitality Services
- Danelle Gilberti, *Program Manager*
  Adult & Community Enrichment
- Sandy Hotwagner, *Program Manager*
  Criminal Justice Academy
- Dr. Nakia Liggins, *Program Manager*
  Adult General Education
- Melissa Wareham, *Program Manager*
  Student Services
- Julie Schreiber, *Program Manager*
  Health & Public Services
- Micah Crosby, *Marketing & Communications Manager,* **Marketing Department**

School Advisory Council (SAC)

The School Advisory Council is a school-based group intended to represent the stakeholders, including the school, the community, and those persons closest to the student. The group shares responsibility for guiding the school towards continuing improvement. To learn more about the members of the STC SAC Committee visit us online.

Overview of Programs

Adult & Community Enrichment (ACE)

Suncoast Technical College is the home of ACE, Adult & Community Enrichment, a fee-support program providing non-credit courses designed to provide enrichment to adults in the greater Sarasota area.

ACE offers over 1,800 courses year round in the following areas.

Drawing & Painting • Pottery & Mosaics
Craft Arts • Music, Dance & Acting • Photography
Exploring Life & Leisure • Culinary
Classroom on Wheels • Lectures • Home & Garden
Travel • Foreign Language • Healthy Body, Healthy Mind
Games & Sports • Technology • Writing

With annual enrollments exceeding 16,000 and a student approval rating of 99%, ACE offers classes that are affordable, varied, and engaging. Classes range from one-day workshops to twelve-week, in-depth programs. Look for a current schedule at ace-sarasota.com and in your mailbox. Schedules are available at all area libraries as well as the ACE office, located at the Sarasota Campus, Building 3. For more information, including hours of operation, please visit us online at **ace-sarasota.com** or call **941-361-6590**.

Adult General Education (AGE)

STC offers **FOUR** Adult General Education programs to help students earn their GED® or improve basic and academic skills.

1) Academic Skills Building (ASB)
2) Adult Basic Education (ABE)
3) English for Speakers of Other Languages (ESOL)
4) GED® Preparation

These programs provide a systematic approach for remediation/skill development using the following model.

- Pre-test or placement test
- Diagnosis of test results
- Goal setting for career pathways
- Instruction and remediation
- Evaluation of student progress (post-test)

To accommodate different learning styles, each program uses several instructional approaches and a variety of multimedia equipment and materials. Specific modifications for students with special needs can be made on an individual basis. Adult General Education Programs are offered on the Sarasota Campus as well as several other locations throughout Sarasota County.

NOTE: Adult General Education Course schedules and locations can be found online at suncoast.edu.

● **ACADEMIC SKILLS BUILDING (ASB)** // The ASB Program is a non-credit program designed to develop the literacy and Math skills necessary for students to be successful workers, citizens, and family members. The Academic Skills Building (ASB) Program comprises two courses, ASB Math and ASB Reasoning through Language Arts. Students in the ASB program may enroll in either course or both courses.

● **ADULT BASIC EDUCATION (ABE)** // The ABE Program is designed to provide adults with literacy instruction in **reading**, **mathematics**, and **language**. Each student's basic skills are assessed, and the results are used to plan a program of study in the 3 subject areas. The ABE Program helps to refresh skills so that students can enroll in a GED® Preparation Class.

● **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)** // English for Speakers of Other Languages is a program for students whose first language is not English and who wish to improve their reading, writing, speaking, and listening skills. The program assists students with workforce preparation skills such as filling out job application forms and understanding job-specific vocabulary. Classes are offered on several levels, from literacy through academic. All entering students are tested and placed at their appropriate instructional level. Students are retested at regular intervals to measure progress.

Instructors address students' varying learning styles by using a number of instructional approaches including group discussion, lecture, video, and computer software. Classroom activities provide opportunities for students to benefit from structured lessons, interaction with others, and the practice of communication skills under an instructor's direction. A technology lab offers a more individualized learning experience allowing students to progress at their own pace using comprehensive computer and video programs.

Counseling is available to help students define and reach their educational goals. After completion of the program, students generally achieve better employment opportunities or seek technical training or higher education.

CITIZENSHIP PREPARATION

Students who are interested in ***citizenship preparation*** are enrolled in regular ESOL classes to help improve their English skills. Preparation for the citizenship test may be done in one of two ways:

1) Enroll in regular classes for English language study. In the computer lab, student will study American History and Government;
2) Study at home. The U.S. Citizenship and Immigration Services offers **free online citizenship lessons** on their website at ***www.uscis.gov***.

ESOL COURSES

Adult English for Speakers of Other Languages provides instruction for limited English proficient adults. Students learn workforce, life, and academic skills which are integrated into reading, writing, speaking, and listening formats.

The course is divided into six levels:

1) Foundations **2)** Low Beginning **3)** High Beginning **4)** Low intermediate **5)** High Intermediate **6)** Advanced

● **GED® PREPARATION** // The GED® Program helps prepare students for the GED® Test. Those who meet all eligibility criteria may attend. Students who successfully complete the GED® test are awarded a State of Florida High School Diploma.

The GED® Preparation Program includes the study of the four subject areas covered on the GED® Tests:

1) Mathematics **2)** Reasoning through Language Arts **3)** Social Studies **4)** Science

Diagnostic tests are used to assess each student's academic functioning levels. After a determination has been made, the appropriate class materials will be used to focus on individualized instruction as well as to correct any academic deficiencies. The curriculum is competency-based, allowing each student to progress at their own pace.

Online GED® Preparation is also available for those students who are 18 years of age or older and find it difficult to attend class in person.

Career & Technical Education (CTE)

STC programs are built around FL State Standards and meet current workforce needs. We offer individualized programs with the following characteristics.

- Skills and knowledge needed for the workplace
- Evaluations based on performance
- Varied instructional strategies to support different learning styles

STC programs incorporate at least one Occupational Completion Point (OCP) or Literacy Completion Point (LCP). Students completing an OCP or LCP may choose to withdraw from the program or continue to additional OCPs or LCPs. As they progresses through OCPs and/or LCPs, their skill level increases along with an opportunity for more advanced job placement, higher-paying wages, and/or higher education.

● APPRENTICESHIPS

STC partners with the following State endorsed apprenticeship programs.

- **ELECTRICIAN**—The Technical Education Council (TEC) **T: 941-363-1632** // Contact: Shaun Vaupel ***www.technicaleducationcouncil.com*** **Email: TECfloridallc@gmail.com**
- **FIRE SCIENCE (P43020R) T: 941-361-6629**
- **HVAC**—Manasota Air Conditioning Contractors Association (MACCA) // **T: 941-404-3407** Contact: Robin Parsons
- **PLUMBING**—Manasota Plumbing Apprenticeship Program, Inc. // **T: 941-363-1632**

NOTE: Apprenticeship enrollment dates may vary. Programs include regular classroom instruction in collaboration with related employment. For further details, contact numbers are listed.

● ARTICULATION AGREEMENTS

Many STC programs have articulation agreements with other postsecondary institutions, including State College of Florida, St. Petersburg College, and Johnson & Wales, that provide students with an opportunity to earn college credits for the work they complete in their technical programs. These agreements provide high school and adult students with several advantages.

1) STUDENTS SAVE TUITION EXPENSE. College credit can be given for courses mastered during their technical education at STC. These courses can transfer to many postsecondary schools towards their AS Degree.

2) STUDENTS SAVE TIME. Many students will obtain their AS Degree in a shorter time period. Their technical college work from STC shortens the time needed to complete a college degree program.

Refer to a specific CTE Program listing online for articulation agreement details or contact one of our School Counselors for more information.

● FACULTY & CREDENTIALS

STC Instructors are either certified by the State of Florida's, Department of Education or the School Board of Sarasota County. Those instructors certified by the local school board are required to have a minimum of six years of experience in their field.

Each of our programs maintains an advisory committee with a total participation of over several hundred businesses and community members to ensure that students are well prepared to enter the workforce after graduation. This collaboration fosters numerous partnerships, cooperative agreements, and apprenticeships, and provides a valuable resource for STC graduates.

● FAST-TRACK

Fast-Tracking provides hands-on, accelerated, and effective training that assists in securing employment and allows employers have skilled employees needed to fill in demand positions faster. The curriculum is built by employers to ensure students can successfully transition into the workplace. *To learn more, visit us online.*

● HIGH SCHOOL DUAL ENROLLMENT

Dual Enrollment is a free program that allows Sarasota County High School Students who meet the eligibility requirements to take courses at STC while still enrolled at their high school. Students are responsible for supplies and uniforms. *To learn more, visit us online*.

● LICENSURE ELIGIBILITY

All Suncoast Technical College CTE Programs prepare students for state licensure exams or specific certifications.

Continuing Education

To meet the expectations of the diverse area population, STC provides quality, innovative, and flexible lifelong learning opportunities through continuing education programs. We offer a wide variety of career-oriented and licensure updating courses, seminars, and individualized programs. *To learn more, visit us online*.

» Student Services

Admissions

● ADULT GENERAL EDUCATION (AGE) // All Adult General Education (***ABE, ASB, ESOL & GED® Preparation***) Students must, **1)** Be at least 16 years of age and be officially withdrawn from high school; **2)** Pay tuition fees. Refer to TUITION & FEES for details.

Adult General Education Programs each have varying additional admissions requirements. Refer to specific programs for details. *For more information, use the contact numbers provided or visit us online.*

1) ACADEMIC SKILLS BUILDING (ASB) // Students are referred to the ASB Program by School Counselors who will assist in program enrollment. *For more information, please contact **941-924-1365**, **Ext. 62283** or visit us online. **NOTE: Registration is by APPOINTMENT ONLY.***

2) ADULT BASIC EDUCATION (ABE) // A basic skills test must be completed prior to class registration. This test helps determine an appropriate study plan for each student. *For more information, please contact **941-924-1365**, **Ext. 62390** or visit us online. **NOTE: Registration is by APPOINTMENT ONLY.***

3) ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) // The Comprehensive Adult Student Assessment System (CASAS) is the assessment tool used with ESOL students. As part of the registration process, students will take both reading and listening tests to determine their level of functioning. Once assessed, they are placed in the appropriate level class. Students are retested at various times to determine progress and advance them to higher class levels. Besides the CASAS, instructors also use other assessment tools to document the successful completion of skills necessary for American acculturation and employability. *For more information (including course locations and schedules), please contact **941-924-1365**, **Ext. 62462** or visit us online. **NOTE: Registration is by APPOINTMENT ONLY.***

4) GED® PREPARATION // Students must provide a photo I.D. with their Date of Birth. Students are also required to take a pre-test. *For more information, please contact **941-924-1365**, **Ext. 62390** or visit us online. **NOTE: Registration is by APPOINTMENT ONLY.***

● CAREER & TECHNICAL EDUCATION PROGRAMS // School counselors are available to discuss career goals. Adult applicants must be at least 16 years of age and ***not*** enrolled in high school.

Application Process (CTE Programs):

1) Complete an STC application. Programs leading to licensure/certification require additional information.
2) Schedule an appointment with an STC school counselor to discuss STC Programs, Services, Costs, & Financial Aid. **Sarasota Campus: *941-924-1365*, *Ext. 62283*** // North Port Branch: ***941-257-2252*** ***NOTE: Not all programs are offered at each STC location.***
3) Meet with an STC School Counselor.
4) Pay a $25 application fee.
5) Take a basic skills test *(if required)* or submit your basic skills exemption to your school counselor. All Criminal Justice Academy applicants must take the FBAT (Florida Basic Abilities Test).
6) Register for classes.
7) Apply for Financial Aid.
8) Order books and supplies from the Online Bookstore.

NOTE: Some programs require additional fees for background checks and/or other application procedures.

CareerSource & Job Board

STC's Placement Services work to meet the employment needs of students, and strives, along with STC Instructional Staff to provide a variety of useful services.

STC Placement Services Include:

- Assist students in obtaining employment in their chosen or related occupations, or any available position which helps students with financial support while attending STC.
- Provide businesses with access to a more educated and qualified workforce.
- Offer information on occupational outlook and wages.
- Facilitate placement of students with job opportunities through program internships.
- Teach students employability skills.
- Post monthly local job listings to instructors to share with students.

*For more information, please contact **941-927-5286**.*

Counseling

School counselors are available to assist with academic, career, and social-emotional counseling throughout the school day. Students may request to see a counselor on a walk-in basis, but appointments are recommended to allow for more optimal conditions. *For more information, please contact **941-924-1365**, **Ext. 62283**.*

Media Center

Our Media Center resources support classroom curricula and meet personal needs and interests. In addition to providing personalized service, our staff helps locate and use specialized resources. All students enrolled at STC may check out materials from the Media Center. *For more information, please contact **941-924-1365**, **Ext. 62317**.*

Online Bookstore

Textbooks, supplies, and uniforms are available for purchase through the STC Online Bookstore. For more information, please see the STC Student Handbook on our website or go directly to the online bookstore at: **STC.TextbookX.com.**

NOTE: Online Bookstore deliveries are subject to delay. Therefore, students are STRONGLY ENCOURAGED to order their uniforms at least 3 weeks prior to the start of their classes to ensure that they arrive on time.

Students with Disabilities

Suncoast Technical College Exceptional Student Education Staff (ESE) provide services to dual enrolled high school students who have an Individual Educational Plan (IEP) written at their districted school. ESE Staff monitor and support students with IEP's according to individual accommodations documented on the plan. ESE Staff can also assist with applying for accommodations for industry certification exams.

Dual Enrolled High School students who have a 504 Plan written from their districted school are provided accommodations in their career program accordingly.

It is the responsibility of prospective and/or enrolled adult students to disclose their disability, provide documentation and request accommodations. The documentation must be from a qualified professional; including a current diagnosis, its impact on their participation in the educational setting, and recommendations for needed accommodations. Federal legislation requires the provision of reasonable accommodations and auxiliary aids/services for adult students with disabilities.

If a student self identifies having a disability and/or requests accommodations, the student will have an intake meeting with the 504 Disability Coordinator or other qualified school personnel to determine eligibility. Documentation may include but is not limited to, a report from a qualified, licensed professional, a Transition IEP or a 504 Plan. The 504 Disability Coordinator will review the documentation to determine eligibility for a Workforce Education 504 Plan. After eligibility is determined, an Adult Workforce Education 504 Plan will be written.

Student Organizations

Participation in technical student organizations is encouraged. Students who participate in these activities are better prepared for employment and further education. Corresponding student organization fees are automatically assessed upon enrollment unless students request to opt-out. *For more information about these organizations, students may speak with their program instructor or visit us online.*

- **Health Occupation Students of America (HOSA)**
- **National Technical Honor Society (NTHS)**
- **SkillsUSA**

Student Portal

Suncoast Technical College uses Focus for the Online Student Portal. For class schedules, grades, absences, assignments, certification test history, financial balance, financial aid, outstanding fees, updating personal information or the ability to make payments, visit the website at **https://suncoast.focusschoolsoftware.com/**.

Test Centers

● ADULT GENERAL EDUCATION

Testing is scheduled by appointment only. All test takers must bring a valid government-issued photo identification, like a driver's license, passport, or military identification. GED® testing is available to adult candidates annually at the Sarasota Campus. Candidates who are 16 and 17 years of age must have approved age waivers to test. Test center schedules and available appointments may be viewed at ***www.ged.com***. Candidates successfully completing the 4 sections of the GED® Test will be issued a State of Florida High School Diploma. *To make an appointment, at the Sarasota Campus, contact* ***941-924-1365***, ***Ext. 62322*** or ***62236***. *To make an appointment at the North Port Branch, contact* ***941-257-2252***, ***Ext. 20411***.

● CAREER & TECHNICAL EDUCATION

Florida's Legislature requires that all students enrolling in Career and Technical Education programs of 450 hours or more be tested within the first six calendar weeks after admission to the program. Testing determines the extent of basic skills mastery and evaluates the need for remediation, if necessary. This applies to all postsecondary career education students, including secondary students dual enrolled in postsecondary career education certificate programs as per s.1004.91, F.S. The TABE (Test of Adult Basic Education), and the PERT (Postsecondary Education Reading Test) are the primary testing instruments. Students may be eligible for a basic skills exemption based on their educational and testing history. Students are responsible for discussing and providing documentation to their school counselor of an eligible basic skills exemption. The Test Centers are located in the Student Services Departments of the Sarasota Campus and the North Port Branch. Appointments are required.

Transportation

Students may use the Sarasota County Area Transit (SCAT) bus for free or a personal vehicle. High school students have access to district-provided school busing. Students driving personal vehicles to school must register their vehicle with Student Services and purchase a parking tag for $10. It must be visibly hung from the rearview mirror. Both locations have a speed limit of 5 miles per hour. Drivers are expected to follow all laws and speed limits.

» Public Services

Bistro 502

Bistro 502 is a student-operated restaurant, located on the STC Sarasota Campus. All staff and students working in the bistro are industry trained and certified in food safety management. Bistro 502 offers bistro-style lunches to students, staff, and the public. Bistro 502 follows the Sarasota County Schools Calendar and is closed for designated holidays, professional days, and breaks. *For more information, including hours of operation and menus, please visit us online*.

Cutting Edge Salon

STC students, staff, and the public can take advantage of the beauty and hair care services offered by the student-run Cutting Edge Salon. *For the full Salon Services menu, please visit us online.*

Suncoast Bistro

Catering & vending services at the North Port Branch are operated by culinary students. All staff and students working in Suncoast Bistro are industry trained and certified in food safety management. We offer a full dining lunch experience and have a limited banquet, buffet, and catering services in our conference center. Suncoast Bistro also offers vending machines stocked with student-created meals and snacks. We follow the Sarasota County Schools Calendar and are closed for designated holidays, professional days, and other school breaks. *Visit us online for hours of operation and menus. 'LIKE' us on Facebook*.

» Tuition & Fees

Adult General Education (AGE)

Tuition is $45 per semester. Tuition-based fees for AGE students are authorized, established and required by the Florida State Legislature. Payment of fees is due prior to first day of class.

Career & Technical Education (CTE)

CTE Programs are supported by the Workforce Education Fund of Florida. Tuition-based fees are authorized, established, and required by the Florida State Legislature. Lab and other local fees are authorized by state statute and approved by the School Board of Sarasota County.

Adult, Career and Technical Program costs may include tuition-related and lab fees based upon program length, process and registration fees, textbooks, supplies, uniforms, locker rentals, internet fees, and parking permits.

Fees vary and are subject to change by the Department of Education and the School Board. The legislature sets fees each fiscal year that are implemented on July 1st. If a student's enrollment continues from one school year to the next, fees will change accordingly.

RESIDENT PROGRAM FEES

Tuition	$2.44/Hour
Financial Aid Fee	0.24/Hour
Capital Outlay Fee	0.12/Hour
Technology Fee	0.12/Hour
Lab Fees	Vary by Program

***NOTE:** Non-refundable lab & other fees are determined by program.*

NON-RESIDENT PROGRAM FEES

Tuition	$2.44/Hour
Out-of-state Fee	7.34/Hour
Financial Aid Fee	0.97/Hour
Capital Outlay Fee	0.46/Hour
Technology Fee	0.46/Hour
Lab Fees	Vary by Program

***NOTE:** Non-refundable lab & other fees are determined by program.*

A statement of financial obligation for the desired program will be given to each applicant in Student Services during the admissions process. The fee payment schedule varies by program and date of enrollment. Payments may be made online via the FOCUS Student Portal. Students are responsible for paying fees, unless fees will be paid by an agency or financial aid awards.

Payment of adult student fees is due seven days prior to the first day of class. A student who does not complete payment by the fifth day of the class, and who has not made arrangements with Administration and who is not sponsored by an agency or deferred by the Financial Aid Office, will be administratively withdrawn from the program. In order to re-enroll, clearance by the Bookkeeping Office is required. Payments may be check or credit card, and may be made in person, by mail or online via the FOCUS Student Portal with a credit card. A handling fee of $30 is charged for returned checks.

PAYMENT LOCATIONS:

- **Sarasota Campus, Student Services**
- **North Port Branch, Student Services**
- **Online FOCUS Student Portal (Click Here)**

Students who remain enrolled beyond the normal program length will be charged accordingly.

Non-residents of Florida are required to pay an out-of-state fee to cover the full cost of instruction, as determined by the Legislature of the State of Florida.

Students approved for grants and scholarships are expected to apply these funds toward the payment of program fees. Students are responsible for any remaining balance after approved financial aid has been credited to their account.

Financial Aid

● NEED-BASED FINANCIAL AID

(***941-924-1365, Ext. 62318*** *or* ***62363***)

Financial aid comes from a variety of sources and is available to eligible students who demonstrate a financial need.

CURRENT FINANCIAL AID PROGRAMS

- **Title IV Pell Grant..... FEDERAL**
- **Title IV FSEOG (Federal Supplementary Educational Opportunity Grant)..... FEDERAL**
  To be eligible for Title IV financial aid, students must be enrolled in an eligible 600 or more clock hour program, demonstrate financial need, satisfy federal requirements for Title IV funding, and maintain satisfactory academic and attendance progress as demonstrated by a Student Academic Progress (SAP) report for the program duration.
- **Florida Public Postsecondary Career Education Student Assistant Grant (FSAG-CE).....STATE**
  FSAG-CE is a need-based grant program for eligible students available to Florida residents enrolled in certificate programs of 600 or more clock hours at career centers operated by district school boards.

  Eligibility for FSAG-CE funding:

  1) Student must be a Florida resident and a US Citizen or eligible non-citizen. Student residency and citizenship status are determined by the postsecondary institution the student plans to attend.

  2) Student must not owe a repayment or be in default under any state or federal grant loan, or scholarship program unless satisfactory arrangements to repay have been made.

  3) Student must enroll for a minimum of 180 clock hrs per term (or the equivalent of 6-semester credits).

  4) Student must meet Florida's general eligibility requirements for receipt of state aid.

  5) Student must not have previously received a baccalaureate degree.

● SCHOLARSHIPS

State authorized and school-administered scholarships include private and agency donors. For a list of scholarships and agency donors, visit us online.

TO APPLY:

Complete the Financial Assistance Application in the Financial Aid offices. The Free Application For Federal Student Aid (FAFSA) for Title IV financial aid is available online at ***www.fafsa.ed.gov***. A complete financial aid packet (including the FAFSA), is used as the foundation for awarding all need-based grants and scholarships.

If you are not eligible for Federal need-based aid, you may still qualify for other grants and scholarships. Stop by the Financial Aid office in Student Services or call ***941-924-1365, Ext. 62363*** or ***62318*** for complete information about financial aid eligibility.

Suncoast Technical College also collaborates with Florida Prepaid, State Vocational Rehabilitation, Veterans Administration, and the Career Source Suncoast.

● MERIT-BASED FINANCIAL AID

Currently, the only merit-based financial aid program available is the Florida Bright Futures Program.

● VETERAN'S POLICY

The Bureau of State Approving Agency for Veterans' Affairs approves many STC Adult Technical Programs. Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0, 70%, "C" grade, each monthly progress report evaluation period.

A VA student whose CGPA f alls below 2.0, 70%, "C" grade, at the end of any monthly evaluation period, will be placed on academic probation for a maximum of two consecutive months of enrollment. If the VA student's CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

VA students terminated from VA educational benefits due to unsatisfactory progress may petition STC to be re-certified after attaining a CGPA of 2.0, 70% "C".

The VA attendance policy is the same as STC's Career & Technical Programs general attendance policy.

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

VA Pending Payment Compliance

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

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

HOWEVER, TO QUALIFY FOR THIS PROVISION, SUCH STUDENTS MAY BE REQUIRED TO:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Veteran's Credit for Previous Education or Training
Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

*Contact the Veteran's Affairs Certifying Officials in Student Services at **941-924-1365**, **Ext. 62363** or **62318** for more information.*

» Policies & Procedures

Attendance Policies

● ADULT GENERAL EDUCATION (ABE, ASB, ESOL and GED®)

Semester 1: August 10 to December 21
Semester 2: January 8 to May 24

Good attendance is essential for academic progress. Students who cannot attend class on a regular basis are encouraged to delay enrolling until their work and/or personal schedules allow sufficient time to devote to their studies.

Students must be in class for at least an hour to be considered present. Students absent from class for six (6) consecutive days are withdrawn from the program.
NOTE: Age waiver students (16 and 17 years of age) have more stringent attendance requirements based on the FLDOE approved District Age Waiver Policy.

● CAREER & TECHNICAL PROGRAMS

Because we are a clock-hour institution, it is necessary for program instructors to daily monitor and document the attendance of all students enrolled in technical programs. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on the actual number of hours present in the classroom. Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardies, absences, or a combination of both.

NOTE: Specific attendance policies may be required by individual programs to comply with State board rules, financial aid guidelines, and/or program standards. Students who receive aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences, including a required repayment to STC of any funds received for tuition.
NOTE: Individual programs may have stricter guidelines.

Attendance is an hour-driven process; absences from class are measured in 15-minute (1/4 hr.) increments. Full-time adult students receive 6 hours of instruction per day (M-F). Part-time adult morning or part-time adult afternoon students receive 3 hours of instruction per day (M-F). Part-time adult evening students receive 4 hours or 5 hours of instruction per day (M-Th).

Students are responsible for knowledge of, and adherence to, the STC Attendance Policy and abiding by all associated guidelines. Just as employees might be expected to notify a supervisor or manager in the event of an absence from work, STC Students are expected to contact their program instructor on every occasion when absent from class.

- Students are expected to be on time and must notify instructor(s) of any delays or absences.
- Tardiness or brief absences from class will be counted in 15-minute increments and deducted from a student's clock hours.
- Any student who does not report to school for six consecutive days, and does not contact their instructor(s), will be withdrawn.
- Students who enroll in a program after the original start date during the 5-day Drop/Add period, will be penalized for the number of hours they miss from the program's start. For example, if a full-time student begins on day 3 of a program, they will have missed two full days or 12 hours. Those hours will be counted as absences in the student's attendance record.
- Dual enrolled students will not be penalized when mandatory high school testing requires them to miss time at STC.
- Students who miss class for curriculum related activities, i.e., Career Technical Student Organization events will not be penalized for their absence.
- Students who are out of class due to a civic responsibility, such as jury duty, will not be penalized for their absence.
- If administration decides to close the school for a severe weather threat (such as a hurricane), or excuse absences related to an environmental disaster, students will not be penalized.

WRITTEN WARNING
3% of Scheduled Program Total Hours
Meeting between student and teacher to discuss excessive absences and consequences. Documentation is placed into the student folder in the classroom and Student Services. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. The student is encouraged to check with the Financial Aid Office.

WRITTEN WARNING
7% of Scheduled Program Total Hours
Requires conference with Program Manager to discuss excessive absences and alternatives to prevent them. Consequences are reviewed at this time. Students with excessive absences can possibly lose financial aid and/or VA benefits as well as scholarships from community sponsors. The student is encouraged to check with the Financial Aid Office.

WITHDRAWAL
10% of Scheduled Program Total Hours
Accrual of 10% of a program's total scheduled hours will be the basis for a postsecondary student to be removed from a program. Documentation to Program Manager who will notify the student that they are being withdrawn due to excessive absences. Removal from program can occur at any point during program as deemed appropriate by administration.

Code of Student Conduct

Every student has the right to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. STC Students must conduct themselves in a manner consistent with a safe and positive learning environment as described in the STC Student Handbook, which can be viewed at ***www.suncoast.edu*** and the Sarasota County School Board Student and Family Handbook, which can be viewed at ***www.sarasotacountyschools.net***.

● DISMISSAL
While every attempt is made to ensure a student's success at STC, there are instances when withdrawal from programs is necessary. If deemed appropriate by administration, removal from a program can occur at any point. Instances may include unsatisfactory conduct, excessive absences, violation of safety regulations, unsatisfactory progress, non-compliance with the program dress code, and/or other causes. Suncoast Technical College follows the Sarasota County School District Disciplinary Procedures, which can be viewed online at www.sarasotacountyschools.net.

● TOBACCO & DRUG-FREE CAMPUS
Suncoast Technical College is a tobacco and drug-free campus in accordance with state and county laws. Tobacco use (including the use of e-cigarettes, vaping devices, and chewing tobacco) is prohibited in any building or at any STC location. This includes parking lots and cars at any time. While medical marijuana is officially legal in Florida, students with a prescription are not permitted to use it on campus. STC is obligated to follow federal policy, which bans recreational and medical marijuana use. STC prohibits the possession, use, distribution, or sale of controlled substances. ***Some programs conduct random and/or unannounced drug testing. There is zero tolerance for illegal drug use.***

Credit Transfer Policy

The Florida Department of Education has an adopted common course numbering system. Credits earned within this system are accepted at face value. Credits earned outside of this system are subject to evaluation by Suncoast Technical College.

Employability Skills

Sarasota County School Board Rule 8.105 indicates that for each course taken, 20% of a grade shall be based on the development of employability skills including:

- Reporting to school each and every day
- Arriving to school and class on time
- Reporting any absence or tardiness in a timely manner
- Being prepared with supplies for class
- Familiarity with expected progress for your program
- Maintaining assignment notebook or other system
- Completing homework & assignments on time
- Dressing in appropriate program uniforms as required (refer to Dress Code Policy in the STC Student Handbook Online)
- Wearing ID Badge at all times while on campus
- Cooperating with Instructors and classmates
- Focusing on appropriate tasks while in class
- Working efficiently individually or in groups as directed by the Instructor
- Using appropriate language
- Abiding by the Sarasota County Schools Code of Student Conduct
- Following Classroom Rules

Grades & Progress Reports

CAREER & TECHNICAL PROGRAMS
Students are responsible for consistent progress, satisfactory attendance, and employability skills. If a student is not progressing, the instructor will recommend appropriate measures to assist. STC reserves the right to withdraw adult students not

maintaining satisfactory progress in their program, refusal to cooperate with their instructor(s), and/or refusal to comply with rules and regulations of STC and the program. The grading scale may vary by program.

GRADING SCALE:

- **A** (90%-100%) = Excellent
- **B** (80%-89%) = Above average
- **C** (70%-79%) = Average
- **D** (60%-69%) = Below Average
- **F** (0%-59%) = Fail
- **P** Pass
- **W** Withdrawn

NOTE: Some programs require a higher minimum standard of grading.

Grievance Procedure

Students or applicants who feel that they have been treated unfairly may appeal any policy, procedure, or treatment by utilizing the steps that follow.

Step 1: Discuss the issue with the teacher or counselor involved.
Step 2: If not resolved, discuss the issue with the Program Manager.
Step 3: If the issue is still not resolved to the student's satisfaction, the student can file a written appeal to the appropriate Assistant Director.
Step 4: If after the Assistant Director's review of all circumstances, the issue is still not resolved to the student's satisfaction, the student may appeal the decision in writing to the Executive Director of Adult Career and Technical Education, and may request a hearing before a grievance committee appointed by the School District.
Step 5: If the grievance cannot be resolved at the local level, the STC accrediting agency may be contacted at:

THE COUNCIL ON OCCUPATIONAL EDUCATION
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898* or *770-396-3898
www.council.org

The Florida Department of Education (FLDOE) may also be contacted if grievances cannot be settled at e local level.

THE FL DEPARTMENT OF EDUCATION
Division of Career and Adult Education
325 West Gaines Street, Suite 714c
Tallahassee, FL 32399
***850-245-9062* Office**
CareerandAdultEd@fldoe.org

Insurance

All Suncoast Technical College students must carry accident insurance. Student accident insurance is available through the designated school insurance carrier. For more information about Suncoast Technical College Student Insurance requirements, or to apply for School Insurance, visit us online (click here) to view the Suncoast Technical College Student Services Handbook.

Program Completion

Completion of Program is defined as a student that has met the educational requirements and the financial requirements.

The **educational requirement** is completing all of the required classes, clinicals, exams, and other trainings required by the state before applying for certification or licensure.

The **financial requirement** is the payment of all tuition and fees posted to the student account. The student account must reflect a zero balance.

Once both requirements are met, students may receive transcripts or any other certificate of completion documents needed. If a student does not meet both requirements, these documents may not be released.

● ADULT GENERAL EDUCATION CERTIFICATIONS

» **ESOL** // Students who complete the English for Speakers of Other Languages Program receive a Literacy Completion Point (LCP) Certificate of Achievement for each level attained.

» **ASB** // Academic Skills Building students are post-tested based on publisher guidelines and upon demonstrating CTE program basic skills levels are exited from ASB.

» **GED®** // Students who successfully complete the GED® Test receive a State of Florida High School Diploma.

● CAREER & TECHNICAL PROGRAM CERTIFICATIONS

Certificates of Completion are awarded when a student completes a program of study with at least one Occupational Completion Point (OCP). A student must complete program requirements and meet the minimum basic skills levels in reading, mathematics, and language to receive a certificate of program completion from most programs. The TABE (Test of Adult Basic Education), and the PERT (Postsecondary Education Reading Test), are the primary testing instruments. Students exempt from taking the TABE or PERT will be notified by a School Counselor. Certificates of Completion will be withheld until all financial obligations to Suncoast Technical College have been satisfied.

Refund Policy

ADULT GENERAL EDUCATION

Refunds will be granted up to 3 days from the start of class.

CAREER CERTIFICATE COURSES

If a class is canceled, eligible program fees are refunded within 30 days of the planned start date. A full refund (excluding pre-admission costs, registration fee, and any non-refundable fees), will be granted up to five days into the class term.

NOTE: No refunds will be granted after the fifth day of a class term.

Subsequent courses that are paid in advance prior to withdrawal will be refunded in full.

Refunds will be made within 30 days of the determination of withdrawal. All refunds for cash/check payments are made by check payable to the student and will be mailed to the student's address of record. All refunds for credit card payments within 90 days of payment will be refunded to the credit card used for payment.

Refunds for adult students who have received financial aid or agency support through the Suncoast Technical College Financial Aid Office or the Student Accounts Office will be made in the following order:

1) Federal Grants;
2) State Grants;
3) Agency Grants and Payments;
4) Institutional Grants and Scholarships;
5) Student

PART-TIME CLASS REFUNDS
(Continuing Education & Fee Supported Classes)

1) Refunds of 100% of fees paid will be made automatically for classes that are canceled.
2) A request for a refund will be accepted up to 48 hours prior to the start of the class, excluding weekends. The refund will be 100% excluding the registration fee.
3) A request for a refund less than 48 hours prior to the start of class will not be accepted because financial commitments to instructors will have already been made.

Records

STC maintains educational records in compliance with the Family Educational Rights and Privacy Act, FERPA (20 U.S.C. 1232g; 34 CFR Part 99). Parents/guardians of minor-age students as well as adult students have these rights to students' records:

- Right of access to all records maintained on the student by the School District, with notice and proper authorization;
- Right of privacy with respect to data contained in personally identifiable records;
- Right to challenge any record thought to be inaccurate or misleading, and to a hearing, if necessary.
- Right to copies of such records with notice and proper authorization;

STC will not release your transcript to a third party without your written authorization. We will, however, release your transcript to another technical institute, college, or university as permitted by FERPA. We may also release directory information as permitted by FERPA unless you have provided a written request to opt out. All transcript requests must be in writing and have your signature accompanied by a picture ID. If you have an outstanding obligation at STC, the transcript will not be released until that obligation has been resolved.

NOTE: For duplicate GED® transcripts and/or diplomas, please visit https://ged.fldoe.org

TO REQUEST COPIES OF RECORDS FOR INDIVIDUALS WHO ATTENDED THE SARASOTA CAMPUS WITHIN THE LAST FIVE YEARS:

1. The Records Request Form may be downloaded from suncoast.edu or requested via telephone ***(941-924-1365)***, fax ***(941-316-8170)***, or in person at the Sarasota Campus, 4748 Beneva Road, Sarasota, FL 34233, Student Services Office, Building 2. The form can be submitted in person (address above), faxed to STC Records Management Center (fax number above), or mailed to the STC Records Department (address above). Letters with a signature will be considered in lieu of the Records Request Form. A copy of your picture ID must accompany the Records Request Form.
2. Required information includes name and other AKA (Also Known As) names used while a student, Social Security number, date of birth, course of study, and approximate year attended, full address to which document(s) will be sent, daytime phone number, and signature.
3. Document(s) are sent within approximately 3 to 5 business days but may take up to 30 business days.

TO REQUEST COPIES OF RECORDS FOR INDIVIDUALS WHO ATTENDED THE NORTH PORT BRANCH WITHIN THE LAST FIVE YEARS:

1. The Records Request Form may be downloaded from suncoast.edu or requested via telephone ***(941-257-2252)***, fax ***(941-429-4550)***, or in person at the North Port Branch, 4445 Career Lane, North Port, FL 34289, Student Services Office.

   The form can be submitted in person (address above), faxed to STC Records Management Center (fax number

above), or mailed to the STC Records Department (address above). Letters with a signature will be considered in lieu of the Records Request Form. A copy of your picture ID must accompany the Records Request Form.
2. Required information includes name and other AKA (Also Known As) names used while a student, Social Security number, date of birth, course of study, and approximate year attended, full address to which document(s) will be sent, daytime phone number, and signature.
3. Document(s) are sent within approximately 3 to 5 business days, but may take up to 30 business days.

TO REQUEST COPIES OF ARCHIVED RECORDS FOR INDIVIDUALS WHO ATTENDED STC MORE THAN FIVE YEARS AGO:

1. The Record Retention Form addressed to Sarasota County Schools Records Retention Center, can be downloaded from ***suncoast.edu*** or can be requested at STC's Student Services office, by phone, fax, or in person. This form can be faxed or mailed, if necessary. Letters with a signature will be considered in lieu of the Record Request Form. A copy of your picture ID must accompany the Records Request for Records form.
2. Required information includes name and any other AKA names used while a student, Social Security number, date of birth, course of study, and approximate year attended, full address to which the document(s) will be sent, daytime phone number, and signature.
3. Record Request Form will be forwarded to the long-term Record Retention facility.
4. Document(s) will be sent within approximately 30 business days. Documents will be mailed or may be picked up in person with proper identification.

NOTE: Reissued certificates or cards may have fees. STC will release information and student identification data to the Department of Juvenile Justice and the Department of Health and Rehabilitative Services pursuant to Florida Statutes 39.046 and 39.047.

For more information, contact the STC Transcripts Records Department Coordinator at ***941-924-1365****,* ***Ext. 62208****.*

Returned Checks

All accounts with payments made via check, received by Suncoast Technical College on accounts receivable and other payments that are returned due to insufficient funds and/or other reasons will be charged a returned check fee of $30.

After 2 insufficient funds fees, the account holder is no longer able to pay on their account with a check. They will have to use another form of payment such as money order, cashier's check, debit card, or credit card.

Safety & Security

STC is an integral part of the community it serves. As such, we share many of the same interests and issues including a concern about safety. STC and its other sites experience many of the same risks and threats as the communities in which they are located. We are vitally concerned about the safety and well-being of our students, staff, and visitors who participate in the many activities that STC sponsors.

Although STC has not experienced a significant number of criminal acts or safety concerns, everyone should be aware of their surroundings. For details regarding safety & security, including emergency contact numbers, lockdown guidelines and more, *please visit us online*.

Student Handbook (Online)

Our Student Handbook, which all STC Students must abide by, *can be found online*.

Student Transfer Policy

Students transferring to STC from other schools should submit an application and their sealed official transcript to Student Services. As a postsecondary institution, STC is part of Florida's statewide course numbering system, facilitating the transfer of courses among participating institutions. Transfer students from outside the school are admitted at their current level of competency upon demonstration and/or documentation of previously mastered levels. Student requests should be submitted to the Student Services office for transfers within the school from one program to another.

Classification of Instruction Program (CIP) & Standard Occupational Classification (SOC)

CIP & SOC Numbers

Suncoast Technical College uses the O*NET Program, which is the nation's primary source of occupational information. Valid data are essential to understanding the rapidly changing nature of work and how it impacts the workforce and U.S. economy. From this information, applications are developed to facilitate the development and maintenance of a skilled workforce.

Central to the project is the O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The database, which is available to the public at no cost, is continually updated from input by a broad range of workers in each occupation.

For career information on an STC Program, visit us online and go to your program of interest where links to specific careers are available. To visit O*NET from here, click or go to ***www.onetcenter.org***.

Technical Programs

Choose from over 40 Training Programs!

Campus locations and online options vary from program to program and are noted within each program listing.

Sarasota = **SRQ** Fire Science = **FS** North Port Branch = **NPB** Alta Vista = **AV** Online Program = ***OP**

Online Programs are not eligible for Financial Aid or VA. They are self-pay and available to adult students only.

BUSINESS & IT

NOTE: *Students accepted into a Business Program who have earned the Microsoft 2019 (or more recent) bundle certification, to include Word, PowerPoint, and Excel, may opt out of OTA0040 and move directly into the next course in sequence. Microsoft bundle certifications on versions prior to 2019 will NOT allow a student to be eligible for opting out of OTA0040.*

.NET Application Development and Programming (Y700400)

Campus: SRQ & *OP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	OTA0040	Info Tech Assistant	150 hrs
B	CTS0041	Computer Programmer Assistant	300 hrs
C	CTS0044	Computer Programmer	150 hrs
D	CTS0032	.NET Programmer	450 hrs

.NET Programming at STC will give you the skills you need to enter the workforce as a Junior Programmer, Computer Programmer, or Information Technology Assistant. With our program, you will gain experience in problem-solving and creative thinking—essential skills for any IT professional. You will also learn how to utilize the .NET integrated design environment and how to write code using C# programming language. If you're excited about a career in IT, this is the program for you!

WHAT TO EXPECT:

» Develop various ways to approach and solve problems, think logically, and learn effective programming skills.

» Learn everything from analyzing problems, understanding the requirements, define processes, implementing a solution by writing code to produce the defined results, to testing and debugging programs.

» Design software for specific uses and maintain existing programs.

» Learn about the computer programming industry; planning; management; finance; technical and production skills; underlying principles of technology.

» Design computer applications and programs.

» Learn how to create rich user interfaces for desktop and web-based applications.

» Learn the basics of data structures, including decision making and repetition algorithms, as well as more advanced data collection structures like arrays, lists, dictionaries, databases and other data processing and storage techniques.

» Gain skills in creating sophisticated web applications and software. Learn how to use object-oriented programming features to create efficient, reliable code implementing concepts such as Inheritance, Encapsulation, Overloading, and other code re-use techniques, etc., and work with the various types of classes including Interfaces and abstract classes.

» Process and organize data using languages like SQL, LINQ and XML. Extract, update, insert, and display data. Connect and work with relational databases and become familiar with different implementations such as 2-tier and 3-tier applications.

» Create ASP.NET web applications that contain multiple web pages and databases as well as become familiar with database-driven reports and web services.

» Participate in SkillsUSA, the program's career and technical service organization.

PROGRAM LENGTH: .NET Application Development and Programming is offered both full and part-time. It is approximately 10 months (*1050 hours*) in length (6 hours per day for FT and 3 hours per day for PT).

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Language, math and reading competencies are pre-assessed. The required basic skills grade levels for .NET Program are Reading-9, Math-9, and Language- 9 and must be met prior to program completion.

Accounting Operations (B070110)

Campus: SRQ, NP, *OP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	OTA0040	Info Tech Assistant	150 hrs
B	ACO0040	Accounting Clerk	300 hrs
C	ACO0041	Accounting Associate	300 hrs
D	ACO0042	Accounting Assistant	150 hrs

Do you have a taste for numbers, data, and financial reporting? Are you looking for a career that is challenging and rewarding? Gain the skills to enter the workforce as an Accounting Clerk, Bookkeeper, Payroll Clerk or to advance your current position!

As an accountant, you will analyze, record, and interpret financial information. Analytical comprehension of accounting documentation is needed to excel and also be able to solve problems quickly. You will be skilled in excellent written and verbal communication skills. With the right training and experience, you will be able to excel in this field.

WHAT TO EXPECT:

» Students will learn about computers, Microsoft programs, time management, goal setting, attention to detail, communication and employability skills, and can earn Florida Ready to Work credential.

» Learn about double-entry accounting principles, recording business transactions, preparation, and analysis of financial statements. Additionally, students will learn about account and transaction analysis, inventory methods and depreciation methods and calculations.

» Develop skills in processing payroll transactions, records, and tax forms.

» Gain an understanding in the application of accounting principles to service, merchandising businesses, and accounting for sole proprietorships, partnerships, & corporations.

» To further their skills, students are given the option to participate in an internship.

» Students who complete this program are eligible to articulate to State College of FL and receive credit for work they completed in their STC Program.

PROGRAM LENGTH: The Accounting program is offered both full-time and part-time (*daytime classes only*). The length is 9 months (*900 hours*) FT or 18 months PT.

CAREER INFORMATION: Upon program completion and meeting eligibility requirements and industry certifications, students may be awarded credits towards an Associates Degree in Business Administration or Accounting by State College of FL. Students must enroll in SCF within 2 years of their STC program completion.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: The required basic skills grade levels are Reading-10, Math-10, & Language-10 and must be met prior to program completion.

Business Management and Analysis (B060200)

Campus: SRQ, NP, *OP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	OTA0040	Info Tech Assistant	150 hrs
B	MNA0080	Supervisor/Mgr Trainee	300 hrs
C	MNA0082	Supervisor	450 hrs

Whether you are just starting out or looking to take your business further, our Business Management and Analysis program can help. We offer a broad background in all aspects of management including Accounting & Bookkeeping, Human Resources, Marketing, Insurance, Business Law, Personal Finance and Computer Applications.

WHAT TO EXPECT:

» Basic computers, Windows, Microsoft Word, Excel, & PowerPoint, time management, goals, and Florida Ready to Work credential
» Business communications
» Technical and production skills
» Labor issues
» Bookkeeping and QuickBooks
» Business computer applications
» Employability skills
» Business ethics and law concepts
» Human resources management issues
» Business plan and portfolio
» Business Insurance
» Project Management
» Personal Finance

To further their skills, students may have the opportunity to participate in an internship.

Students who complete this program are eligible to articulate to State College of Florida and receive credit for work they completed in their STC Program.

PROGRAM LENGTH: This program is offered both full-time and part-time (*daytime classes only*). The length is 9 months (900 hours) FT or 18 months PT.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The basic skills grade levels for Business Management and Analysis are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

Computer Systems & Information Technology (CSIT) (Y100200)

Course Location(s): SRQ, *OP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CTS0082	Comp Systems Tech	300 hrs
B	CTS0083	Comp Network Tech	150 hrs
C	CTS0084	Comp Networking Specialist	150 hrs
D	CTS0069	Comp Security Tech	300 hrs

Don't let your lack of experience in the computer electronics field keep you from landing your dream job. Our Computer Systems and Information Technology (CSIT) program can help you build the skills and knowledge you need to enter this growing industry. From repairing PCs to configuring systems, our program provides you with the necessary training to thrive in a wide range of positions. Don't wait any longer, get started today!

WHAT TO EXPECT:

» Prepare for the CompTIA A+ and Network+ Exams.

» Design, build, troubleshoot, and repair both personal computers and small network computers.

» Gain experience using diagnostic equipment common to the electronics industry.

» Develop skills in wired and wireless networking and operating systems.

PROGRAM LENGTH: The Computer Systems & Information Technology (CSIT) program is about 9 months (*900 hours*) and classes are daytime only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, Math, and Language competencies are pre-assessed. The required basic skills grade levels are Reading-9, Math-10, and Language-9 and must be met prior to program completion.

Digital Design (B070600)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	OTA0040	Info Tech Assistant	150 hrs
B	GRA0024	Production Assistant	150 hrs
C	GRA0025	Digital Assistant Designer	300 hrs
D	GRA0026	Graphic Designer	300 hrs
E	GRA0027	Media Designer	300 hrs

Get your career started in the graphic design and marketing industry! Gain the skills necessary to work as a freelance graphic designer, join marketing firm, or land a corporate design position!

The Suncoast Technical College Digital Design program provides a strong foundation in the diverse field of graphic design. You will learn both theory and hands-on application in producing electronically generated media that can be used in print, websites, and digitally.

You will learn how to master industry-standard programs and create compelling and creative designs through this program. Digital Design graduates work as Graphic Designers, Desktop Publishers, and more.

WHAT TO EXPECT:

» The Digital Design program prepares you to enter the workforce fully skilled and qualified to work in today's fast-paced, ever-changing world.

» You will develop your conceptual and verbal communication skills, creative design solutions, and build a professional portfolio.

» You will gain skills in planning, time management, leadership, finance, technology, labor issues, and safety and environmental concerns.

» Students can participate in SkillsUSA, the program's career and technical service organization.

» Students who complete this program are eligible to articulate to State College of FL and receive credit for work they completed in their STC Program.

Students will also work with the Adobe Creative Suite of software to develop literacy and production skills in:

- Photoshop
- Illustrator
- InDesign
- Word Press
- Acrobat

PROGRAM LENGTH: This program is approximately 12 months (*1200 hours*), full-time, and day time only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for the Digital Design program are Reading-9, Math-9, Language-9, and must be met prior to program completion.

Digital Video Technology (K100400)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	RTV0015	Digital Videography	450 hrs
B	RTV0016	Digital Audio-Video Technology	300 hrs
C	RTV0017	Digital Video Direction and Production	150 hrs

Create the career you've always wanted with our Digital Video Technology program.

We can help make that dream a reality with our Digital Video Technology program. Our students learn everything they need to know about producing videos for web, mobile devices, and broadcast. You'll gain the skills to create high-quality content from scriptwriting to lighting and audio to editing. Don't wait! Apply today!

WHAT TO EXPECT:

» Gain practical knowledge and skills for entry-level video production, television production, news gathering, and film production using state-of-the-art digital video equipment.

» Build knowledge in scriptwriting, preproduction planning, scheduling, and hiring a crew.

» Learn about camera work, lighting, audio recording, set design, studio production, field production, and editing.

» Experience a real-world-based curriculum and hear from industry professional guest speakers.

» Earn your Adobe Certification in Premiere Pro and After Effects.

PROGRAM LENGTH: The Digital Video Technology program is approximately 9 months *(900 hours)*, full-time, and day time only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math and language competencies are pre-assessed. The required basic skills grade levels for Digital Video Technology are Reading-9, Math-9, Language-9 and must be met prior to program completion.

Medical Administrative Specialist (B070300)

Course Location(s): SRQ, NP, *OP

Course Sequence:

OCP	Course #	Course Title	Length
A	OTA0040	Info Tech Assistant	150 hrs
B	OTA0041	Front Desk Specialist	300 hrs
C	OTA0631	Medical Office Technologist	300 hrs
D	OTA0651	Medical Administrative Specialist	300 hrs

The Medical Administrative Specialist program aims to provide you with a well-rounded education that is both rigorous and applicable in the real world. This program will prepare students for careers as front desk specialists in doctor's offices and other medical facilities. You may also be employed as a medical office technologist or medical administrative specialist.

The medical administrative specialist is an integral part of today's fast-paced, high-tech healthcare setting. They have a sincere desire to help people and learn the complexities that come with evolving industry trends; while also being competent in electronic health records, as well as, management practices, health finances, and insurance-processing software applications.

WHAT TO EXPECT:

» Communication and Interpersonal Skills

» Higher-level thinking skills

» Decision-making skills

» Medical terminology

» The performance of office procedures specific to the medical environment

» Maintain patient records

» Schedule patient appointments
» Work with billing and insurance
» The production of quality work in an efficient manner using advanced features of business software applications
» Medical Office Procedures

Students who complete this program are eligible to articulate to State College of Florida and receive credit for work they completed in their STC Program.

PROGRAM LENGTH: This program is approximately 10 months (*1050 hours*), full time and 21 months part time (half day, 3-hour morning or afternoon sessions).

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for the Medical Administrative Specialist are Reading-10, Math-10, and Language-10 and must be met prior to program completion.

Technology Support Services

(Y100100)

Course Location(s): *OP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CTS0059	Technology Support Specialist	600 hrs

Do you pay strong attention to detail and like solving hands-on problems? Prepare for an entry-level job in the technology industry! You'll be equipped to provide technical assistance, answer questions, and resolve computer problems for clients in person, over the phone, or electronically. You'll also have the skills needed to assists in computer hardware and software issues.

PROGRAM LENGTH: This program is about 6 months (*600 hours*) and classes are daytime only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, Math, and Language competencies are pre-assessed. The required basic skills grade levels for the program are Reading-10, Math-10, and Language-10 and must be met prior to program completion.

Criminal Justice Academy

Correctional Officer (BRTP) (P430102)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CJK0300	Intro to Corrections	32 hrs
	CJK0305	Communications	40 hrs
	CJK0310	Officer Safety	16 hrs
	CJK0315	Facility and Equipment	8 hrs
	CJK0320	Intake and Release	18 hrs
	CJK0325	Supervising in a Correctional Facility	40 hrs
	CJK0330	Supervising Special Populations	20 hrs
	CJK0335	Responding to Incidents and Emergencies	16 hrs
	CJK0031	First Aid for Criminal Justice Officers	40 hrs
	CJK0040	Criminal Justice Firearms	80 hrs
	CJK0051	Criminal Justice Defensive Tactics	80 hrs
	CJK0340	Officer Wellness and Physical Abilities	30 hrs

**OCP-A earned after completion of ALL Correctional Officer Courses*

Our Correctional Officer Certification Program is the perfect way to start your career in law enforcement. With opportunities for advancement and various positions available, you'll be well prepared to enter the workforce after graduation.

WHAT TO EXPECT:
» Gain practical skills and field experiences, including courtroom demeanor and testifying.
» Learn report writing, interviewing, communications, controlling, and restraining techniques.
» Receive training in weapons, fingerprinting, substance abuse recognition, emergency preparedness, firefighting, and interpersonal skills.
» Develop your physical fitness through training.
» Learn about the code of ethics, history, evolution, and legal procedures of the law.
» Receive an introduction to the criminal justice system, corrections rules, rights, and responsibilities of a Corrections Officer.
» Develop an understanding of correctional and law enforcement operations, laws, rules, regulations, search and defensive seizure tactics, and internal operations of corrections facilities.

» Receive first responder training to care for sick or injured persons.
» Instructional strategies include identifying, organizing, and using resources appropriately; working cooperatively and productively; acquiring and using information; understanding social, organizational, and technological systems; and working with various tools and equipment.

Students can be sponsored by an employing agency or apply for direct admission. A prospective student applying for direct admission must complete and pass an application screening process.

Students are prepared for employment as entry-level correctional officers and meet the Florida Criminal Justice Standards and Training Commission (CJSTC) requirements. Our program meets the requirements of the Florida Criminal Justice Standards and Training Commission (CJSTC). We utilize standards developed by the Florida Department of Law Enforcement (FDLE) and adopted by CJSTC.

All instructors are certified by FDLE/CJSTC. Suncoast Technical College is a CJSTC certified training center.

PROGRAM LENGTH: The Correctional Officer (BRTP) Program is a day time only, full time, 11-week *(420 hour)* course.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within four (4) years of the start of training and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Applicants to the Correctional Officer (BRTP) Program must be 19 years old on the graduation date and must complete the application process consisting of the following.

» SCJA Registration Card
» Physical Abilities Test (PAT)
» Sign up for FBAT testing AFTER meeting with Student Services
  - Criminal Justice Basic Abilities Test (FBAT-Corrections)—PASS
» Personal History Form completed & notarized
» Two passport-type photos
» SCJA Fingerprint Processing for background check
» A three-year driving history
» Polygraph examination
» Tuberculosis (TB) test
» Physician's Clearance form for Physical Abilities Test (PAT)
» Physical Fitness Assessment, CJSTC Form 75
» Original Birth Certificate
» Original High School Diploma
» Military Discharge Form DD-214 (*if applicable*)
» Application Release Form Notarized
» Original Florida Driver License
» Drug Use Guideline Acknowledgment

Self-sponsored applicants will be considered on scores on the following:

» Oral Board

Agency-sponsored students must pass the FBAT-Corrections and complete an agency background investigation.

Crossover from Correctional Officer to Law Enforcement Officer (P430125)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CJK0002	Introduction to Law Enforcement	12 hrs
	CJK0016	Communication	24 hrs
	CJK0018	Legal	64 hrs
	CJK0019	Interviewing and Report Writing	56 hrs
	CJK0063	Fundamentals of Patrol	40 hrs
	CJK0021	Serving Your Community	34 hrs
	CJK0072	Crimes Against Persons	48 hrs
	CJK0073	Crimes Involving Property and Society	12 hrs
	CJK0092	Crime Scene Follow-up Investigations	34 hrs
	CJK0400	Traffic Incidents	12 hrs
	CJK0401	Traffic Stops	24 hrs
	CJK0402	Traffic Crash Investigations	30 hrs
	CJK0403	DUI Traffic Stops	24 hrs
	CJK0093	Critical Incidents	44 hrs
	CJK0393	Cross-Over Program Updates	8 hrs
	CJK0020	Law Enforcement Vehicle Operations	48 hrs
	CJK0421	Conducted Electrical Weapon/ Dart-Firing Stun Gun	4 hrs

**OCP-A earned after completion of ALL Crossover Courses*

Are you looking to make a change? Want to help keep your community safe? Then STC's Corrections Crossover to LEO is perfect for you!

Our experienced instructors will help guide you through becoming a certified law enforcement officer. With our program, you'll have everything you need to pass the State Officer Certification Examination and start making a difference in your community. What are you waiting for? Enroll today!

PROGRAM LENGTH: The Crossover from Correctional Officer to Law Enforcement Officer program takes approximately 13 weeks *(518 hours)* to complete. It is a full time course, offered day time only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials for the Crossover from Correctional Officer to Law Enforcement Officer program are earned within four (4) years of the start of training and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Applicants must be 19 years old on the graduation date and must complete the application process consisting of the following.

- SCJA Registration Card
- Sign up for FBAT testing AFTER meeting with Student Services
  - Criminal Justice Basic Abilities Test (FBAT-Law Enforcement)—PASS
- Physical Fitness Assessment, CJSTC Form 75
- Military Discharge Form DD-214 (if applicable)
- Original Florida Driver License
- Agency ID
- Background Check (LiveScanFingerprint)
- Drug Test

Applicants who are currently employed as Correctional Officers must submit proof of agency employment with copy of employment I.D. card.

Florida Law Enforcement Academy (P430105)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CJK0002	Intro to Law Enforcement	12 hrs
	CJK0016	Communication	24 hrs
	CJK0018	Legal	64 hrs
	CJK0019	Interviewing and Report Writing	56 hrs
	CJK0063	Fundamentals of Patrol	40 hrs
	CJK0021	Serving Your Community	34 hrs
	CJK0072	Crimes Against Persons	48 hrs
	CJK0073	Crimes Involving Property and Society	12 hrs
	CJK0079	Crime Scene Follow-up Investigations	34 hrs
	CJK0400	Traffic Incidents	12 hrs
	CJK0401	Traffic Stops	24 hrs
	CJK0402	Traffic Crash Investigations	30 hrs
	CJK0403	DUI Traffic Stops	24 hrs
	CJK0093	Critical Incidents	44 hrs
	CJK0020	Law Enforcement Vehicle Operations	48 hrs
	CJK0031	First Aid for Criminal Justice Officers	40 hrs
	CJK0040	Criminal Justice Firearms	80 hrs
	CJK0051	Criminal Justice Defensive Tactics	80 hrs
	CJK0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	4 hrs
	CJK0096	Criminal Justice Officer Physical Fitness Training/ Law Enforcement	60 hrs

**OCP-A earned after completion of ALL FL Law Enforcement Courses*

Are you looking for a challenging and rewarding career? Do you want to make a difference in your community? If so, a career in law enforcement might be right for you.

Police officers play a vital role in our society, keeping our communities safe and secure. They investigate crimes, patrol the streets, and work to prevent crimes before they happen. A career in policing can be both

demanding and rewarding, and it offers opportunities for personal and professional growth.

If you're interested in becoming a police officer, check out our police officer training program. This program will provide you with the skills and knowledge to succeed in this demanding field. Don't wait any longer; take charge of your future.

The SCJA at Suncoast Technical College offers the Basic Law Enforcement Officer Recruit Certification Program. Our program meets the requirements of the FL Criminal Justice Standards and Training Commission (CJSTC). Students may be sponsored by an employing agency or apply for direct admission.

WHAT TO EXPECT:
Learn about the code of ethics, history, evolution, and legal procedures of the law. Receive an introduction to the criminal justice system; statutory authority of the FDLE Criminal Justice Standards & Training Commission (CJSTC); fundamental law and legal procedures; law enforcement operations; investigation knowledge and skills; rules of arrest; search and seizure; knowledge of the use of force; defensive tactics; physical fitness; controlling and restraining techniques; traffic control and direction; emergency preparedness techniques; communication skills; and human relations skills.

Practical skills and field exercises are an integral part and include courtroom demeanor and testifying; report writing; identification, collection, and preservation of evidence; interviewing and interrogation techniques; radio communications; patrol techniques; police vehicle operation; defensive tactics and arrest techniques; firearms training; chemical agent application fingerprinting; and sobriety testing.

Additionally, this program prepares students to provide initial care to sick or injured persons. A first responder is the first to arrive at the scene of an injury but does not have the primary responsibility for treating and transporting the injured person(s).

Instructional strategies require students to identify, organize, and use resources appropriately; work with each other cooperatively and productively; acquire and use information; understand social, organizational, and technological systems; and work with various tools and equipment. This program is approved by the Department of Education (DOE) utilizing standards jointly developed by the Florida Department of Law Enforcement (FDLE) and approved by CJSTC.

All instructors are certified by the FDLE CJSTC. STC is a CJSTC certified training center. Graduates are eligible to take the Law Enforcement State Certification Exam and earn credit hours toward an Associates Degree through local participating colleges in partnership with Suncoast Technical College.

PROGRAM LENGTH: The Florida Law Enforcement Academy, full time, basic recruit program is 5 months (*770 hours*) in length and offered day time only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS:
Certifications and/or credentials for the Crossover from Correctional Officer to Law Enforcement Officer program are earned within four (4) years of the start of training and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Applicants must be 19 years old on the graduation date and must complete the application process consisting of the following.

- SCJA Registration Card
- Physical Abilities Test (PAT)
- Sign up for FBAT testing AFTER meeting with Student Services
  - Criminal Justice Basic Abilities Test (FBAT-Law Enforcement)—PASS
- Personal History Form completed & notarized
- Two passport–type photos
- SCJA Fingerprint Processing for background check
- A three-year driving history
- Polygraph examination
- Tuberculosis (TB) test
- Physician's Clearance form for Physical Abilities Test (PAT)
- Physical Fitness Assessment, CJSTC Form 75
- Original Birth Certificate
- Original High School Diploma
- Military Discharge Form DD-214 (*if applicable*)
- Applicant Release Form Notarized
- Original Florida Driver's License
- Drug Use Guideline Acknowledgment

Self-sponsored applicants will be considered on scores on the following:

- Oral Board

Agency-sponsored students must pass the FBAT-Law Enforcement & complete an agency background investigation.

Health & Public Services

Emergency Medical Technician (ATD) Applied Technical Diploma

(W170212)

Course Location(s): SRQ & NPB

Course Sequence:

OCP	Course #	Course Title	Length
A	EMS0110	Emergency Medical Technician (EMT)	300 hrs

Are you interested in helping to save lives? If so, our Emergency Medical Technician (ATD) program is precisely what you need! If you're looking for a rewarding career, don't miss out on this opportunity to start your career off on the right foot - enroll today!

This program has achieved national accreditation from the Commission on Accreditation of Allied Health Education Programs and is now part of the Emergency Medical Services Associate of Science degree.

WHAT TO EXPECT:

» Gain clinical experience on Pediatric and Human Patient Simulators, in local emergency rooms, and in fire department rescue units.

» Learn to administer basic emergency care using appropriate equipment and material.

» Receive training on maintaining an open airway, controlling bleeding, treating shock, splinting fractures, assisting with childbirth, trauma emergencies, and managing disasters and triage.

» Graduates are prepared for certification as EMTs in accordance with Chapter 64J-2 of the Florida Administrative Code.

» State certification is granted after successful completion of the National Registry Exam.

» This is the initial level for a career in emergency medical systems and the primary prerequisite for paramedic training and certification.

PROGRAM LENGTH: The Emergency Medical Technician (ATD) Applied Technical Diploma Program takes approximately 5 months (*300 hours*) to complete.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within two (2) years of program completion and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS:

Applicants must have:

» A completed Health Science application;

» Be 18 years of age prior to Clinical in order to ride.

STC conducts a background check on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to:

1. Chemically Impaired—requires 1 full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires 1 full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded *nolo contendere*, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor offenses will be denied admission to Health Science/EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (*or the safety of patients/clients*), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

PLEASE NOTE: Information sessions are held regularly to answer any questions about the application process. Contact Student Services at 941-924-1365, Ext. 62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Call 941-924-1365, Ext. 62283 for current program application deadlines.

Firefighter (P430211)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	FFP0030	Firefighter I	191 hrs
B	FFP0031	Firefighter II	301 hrs

Do you have what it takes to become a firefighter? The Firefighter Program at STC can help you find out. Our rigorous coursework will prepare you for entry-level firefighter positions in fire service, and with certification as a Florida State Firefighter, you'll be one step closer to your dream career. Don't wait any longer—apply today!

Our Firefighter (Minimum Standards) State Certification course will prepare you for this exciting profession. The program is mentally, physically, and emotionally demanding, but it also includes extensive classroom and practical training.

The program meets requirements for certification as a firefighter set forth by the Bureau of Fire Standards and Training. After completion of the program, students can sit for the written and practical portions of the State Firefighter Certification Examination.

Advanced programs vary in contact hours and/or credit hours. Advanced programs leading to Fire Officer I, special certification may be transferable to an Associates Degree (including but not limited to) those listed above. Medical First Responder is offered as a Continuing Education Course which is taken through our Continuing Education Department and offered during the Fire Program. It is required for state testing and must be completed prior to completion and testing within the program.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials for the STC Firefighter program are earned within one (1) year of program completion and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: The required basic skills grade levels are Reading-10, Math-10 and Language-10 and must be met prior to program completion or a FL High School Graduate after 2007 is assessed through the TABE.

Applicants must also:

- Be at least 18 years old.
- Possess a high school diploma or GED.
- Provide proof of medical/physical examination, including an electrocardiogram (EKG) before the beginning of class.
- Complete a fingerprint & criminal background check.
- Be in excellent physical condition to participate in strenuous physical activity in hostile environments without restrictions.
- Take the TABE prior to the Mandatory Meeting.

PROGRAM LENGTH: The Firefighter Program is 492 hours in length, approximately 5 months.

PLEASE NOTE: For more information contact the STC Fire Science Academy Extension at 941-361-6629.

All applications must be submitted by the application deadline in order to be considered. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Call 941-924-1365, Ext. 62283 for current program application deadlines.

Firefighter/Emergency Medical Technician - Combined (P430217)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	FFP0030	Firefighter I	191 hrs
B	FFP0031	Firefighter II	301 hrs
C	EMS0110	Emergency Medical Technician	300 hrs

The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Firefighter Program or the Emergency Medical Technician program.

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 Law, Public Safety and Security and Health Science career clusters; 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.

PROGRAM LENGTH: This program takes approximately 10 months (*792 hours*) to complete.

ENTRANCE/EXIT REQUIREMENTS:

Applicants must have:

» A completed Health Science application including medical packet, EKG report, and criminal background check. STC conducts a background check on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to, those indicated below.

1. Chemically Impaired—requires 1 full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires 1 full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded nolo contendere, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor offenses will be denied admission to Health Science/EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (or the safety of patients/clients), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

Applicants must also:

» Be at least 18 years old.

» Possess a high school diploma or GED.

Please NOTE: Information sessions are held regularly to answer any questions about the application process. Contact Student Services at (941) 924-1365 x62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered for the program of choice. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Call (941) 924-1365 x62283 for current program application deadlines.

Nursing Assistant (Long Term Care) (H170602)

Course Location(s): SRQ & AV // **Course Sequence:**

OCP	Course #	Course Title	Length
A	PRN0090	Nurse Aide and Orderly	120 hrs

One of the fastest-growing areas in healthcare is for certified nursing assistants. If you are looking for a rewarding career in the field of nursing, our Nursing Assistant (Long Term Care) program is perfect for you.

This is a fast-paced program that takes only a couple of months to complete.

WHAT TO EXPECT:

» In-class lectures taught by experienced instructors

» Clinical rotations for a thorough lab experience

» True, hands-on instruction

» Small classes provide personal attention

» Industry current technology and medical equipment

Through successful completion of our program, you will be poised to competently and confidently enter the medical field ready to work.

PROGRAM LENGTH: The Nursing Assistant (Long Term Care) Program is approximately 5 weeks (*120 hours*) in length and includes 40 hours of clinical time at a licensed nursing home. Classes are offered daytime only.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within two (2) years of program completion and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: A high school diploma and pre-assessment *(TABE)* are not required for this program.

Applicants must have:

» Completed Health Science Application

» A physical exam documenting the absence of lifting restrictions within the past year

STC conducts background checks on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to:

1. Chemically Impaired—requires one full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires one full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded nolo contendere, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor offenses will be denied admission to Health Science/ EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (*or the safety of patients/clients*), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

PLEASE NOTE: Individual information sessions are available to answer any questions about the application process. Contact Student Services at 941-924-1365, Ext. 62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Please contact us at 941-924-1365, Ext. 62283 for current program application deadlines.

Paramedic (ATD) (H170212)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	EMS0210	Paramedic I	248 hrs
	EMS0211	Paramedic II	426 hrs
	EMS0212	Paramedic III	426 hrs

**OCP-A earned after completion of ALL Paramedic Courses*

If you're looking for an exciting and challenging career in emergency medical services, the Paramedic Program is perfect for you. Our program prepares students to function as team leaders on advanced life support rescues. You'll learn how to administer intravenous infusions, endotracheal intubation, and other lifesaving procedures. Students gain clinical experiences on Pediatric and Human Patient Simulators, in local emergency rooms, operating rooms, and on fire department rescue units. With our program, you'll be able to make a real difference in the lives of people who need help. So if you're ready for a challenge, the Paramedic Program is waiting for you.

The Paramedic (ATD) Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
T: 727-210-2350 / www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
T: 214-703-8445; F: 214-703-8992
www.coaemsp.org

Standard II.C. Minimum Expectations CoAEMSP Emergency Medical Services (Standards Interpretations 02.02.2019)
Paramedic "To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

2022 FOR SUNCOAST TECHNICAL COLLEGE
Written Exam: 100% State Exam
Practical Exams: NA
Retention: 95.2%
Placement: 100%

Students must be State of FL EMT Certified and have completed or be enrolled in Anatomy & Physiology online by end of phase 1 of program. Graduates are prepared to be certified as paramedics in accordance with standards in Chapter 64J-2 of the FL Administrative Code. College credit is issued upon application to a community college for those pursuing an associate of science *(A.A.S.)* degree in Emergency Medical Services.

PROGRAM LENGTH: The Paramedic (ATD) Program is offered day time only and takes 13 months (*1100*

hours) to complete. Schedules vary by offering. Program is on shift friendly format, ie: A,B,C.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Students are required to successfully complete all requirements and courses in the Paramedic program to be eligible for graduation and to sit for the National Registry of EMT certification exam and/or the Florida paramedic exam. Advanced placement and experiential learning will not be considered. Certifications and/or credentials are earned within one (1) year of program completion and are listed online. ***Click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: STC does not accept a transfer of credits for the Paramedic program. Required basic skills grade levels are Reading-10, Math-10, and Language-10 and must be met prior to program completion or a Florida High School Graduate after 2007. When offered at the college credit level, this ATD program is part of the Emergency Medical Services AS program (1351090402) and has a program length of 42 credits.

Applicants must also have:

- A completed Health Science Application
- A high school diploma or GED
- FL EMT Certification prior to paramedic clinical
- Completed Health Science Application
- Turn 18 years of age by completion of program
- Completed Anatomy and Physiology (offered online) prior to clinical
- A physical exam
- A current CPR card
- Taken the PERT

STC conducts a background check on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to:

1. Chemically Impaired—requires one full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires one full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded nolo contendere, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor offenses will be denied admission to Health Science/EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (*or the safety of patients/clients*), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

PLEASE NOTE: Individual information sessions are available to answer any questions about the application process. Contact Student Services at 941-924-1365, Ext. 62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered for the program of choice. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Please contact us at 941-924-1365, Ext. 62283 for current program application deadlines.

Practical Nursing (H170607)

Course Location(s): SRQ & NP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 hrs
B	PRN0099	Practical Nursing Foundation 2	300 hrs
	PRN0290	Medical Surgical Nursing 1	300 hrs
	PRN0291	Medical Surgical Nursing 2	300 hrs
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hrs

**OCP-B earned after completion of ALL Practical Nursing Courses*

Suncoast Technical College Nursing Programs are in compliance with the U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

Removing barriers to cross-border practice, the Nurse Licensure Compact (NLC) is an interstate agreement

allowing a nurse to have one license and the privilege to practice in other compact states. Implemented in 2000, the NLC fosters public protection and access to care through the mutual recognition of one state-based license that is enforced locally and recognized nationally. A majority of state nurse associations, hospital associations, and health care facilities in every state support the NLC. The NLC includes important patient safety features such as facilitation of the sharing of licensure, investigative and disciplinary action information among member states. All graduates from STC Nursing are eligible to test for any state licensure in compliance with U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

PRACTICAL NURSING OVERVIEW:
Are you passionate about caring for others? Do you want to make a difference in people's lives? If so, our Practical Nursing Program is perfect for you. This program prepares students to plan and administer nursing care to patients in hospitals, extended care facilities, physicians' offices, healthcare agencies, and private homes. This care includes providing for the physical and emotional needs of the patient, administering medications, providing therapeutic procedures and interventions, and assisting with rehabilitation. So if you're ready to start making a real difference in the world, apply today!

WHAT TO EXPECT:
» Learn about theoretical instruction and clinical experience in medical, surgical, maternal-child, mental health, and geriatric nursing.
» Instruction includes both acute and long-term care situations; personal, family, and community health concepts; mental health concepts.
» Develop an understanding about nutrition; human growth and development; body structure and function; interpersonal relationship skills; pharmacology; legal aspects; American Heart Association Basic Life Support (BLS); communication skills; and current nursing technology and trends.
» Over 50 percent of the total program hours are clinical.
» Students must submit to drug testing prior to clinical rotations.
» Learn patient assessment skills, procedures and interventions, and medication administration using the Skills Lab and Pediatric and Adult Human Patient Simulator.
» Clinical assignments at three local hospitals, several nursing homes, community mental health facilities, and other selected healthcare agencies.

This program maintains approval from the Florida State Board of Nursing. Graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) given by the Florida State Board of Nursing. This is a national licensing exam with reciprocity in all states. This licensure provides the LPN with eligibility to articulate with the registered nurse (RN) transition programs at community colleges or in the university system.

All teachers are registered nurses, licensed by the State of FL, and credentialed by the Board of Nursing.

PROGRAM LENGTH: The Practical Nursing Program takes approximately 12 months *(1350 hours)* to complete. Clinical hours may vary and could include some weekends.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS:
Certifications and/or credentials for the Paramedic program are earned within one (1) year of program completion and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: The required basic skills grade levels are Reading-11, Math-11, and Language-11 or equivalent PERT scores. All must be met prior to program completion or be a Florida High School Graduate after 2007. Applicants must take the HESI entrance exam.

Applicants must also have:
» Completed a Health Science Application
» Completed the standardized admission assessment *(Call the Test Center to schedule an appointment.)*
» A physical exam documenting the absence of lifting restrictions.
» Students must submit to drug testing prior to clinical rotations.

Suncoast Technical College conducts a background check on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to, the following:

1. Chemically Impaired—requires one full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires one full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded nolo contendere, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor

offenses will be denied admission to Health Science/ EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (*or the safety of patients/clients*), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

PLEASE NOTE: Information sessions are held regularly to answer any questions about the application process. Contact Student Services at 941-924-1365, Ext. 62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Call 941-924-1365, Ext. 62283 for current program application deadlines.

Surgical Technology (H170211)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hrs
B	STS0015	Central Supply Technician	210 hrs
C	STS0010	Surgical Technologist 1	343 hrs
	STS0011	Surgical Technologist 2	343 hrs
	STS0012	Surgical Technologist 3	344 hrs

**OCP-C earned after completion of ALL Surgical Technology Courses*

Do you thrive in a fast-paced, highly demanding, and rewarding environment? If so, consider becoming a surgical technologist. This exciting career field requires close attention to detail and the ability to work under pressure. During surgery, you'll work alongside physicians and surgeons and play an essential role in ensuring quality patient care. With our surgical technology training program, you'll receive the knowledge and skills necessary to succeed in this rewarding, challenging field.

Program objectives are designed for students to acquire the necessary attitudes, knowledge, and vital skills of accountability and responsibility in the operating room. The program is divided into classroom and clinical components.

WHAT TO EXPECT:

» Gain the knowledge and ability to ensure quality patient care during operative procedures and to be constantly vigilant in maintaining a sterile field.
» Acquire necessary knowledge and vital skills of accountability and responsibility in the operating room.
» Receive classroom and clinical training in surgery departments at hospitals and other outpatient clinical facilities.
» Become certified to work in sterile processing areas after the first section of the program.
» Participate in educational clinical rotations (Students will not be receiving any monetary remuneration during this educational experience, nor will they be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist).
» Learn in simulated surgical environments, prepare, set up, and maintain sterile fields, use sterilization and disinfection procedures, prepare supplies and equipment for surgery, and prepare the patient.

The Surgery Technology program achieves certification from the Certification Examination.

National Center for Competency Testing (NCCT)
Allied Health Education Programs
11020 King Street, Suite 400
Overland Park, FL 66210
www.ncctinc.com/certifications/tech-in-surgery-certified

PROGRAM LENGTH: The Surgical Technology program is 12 months (*1330 hours*) in length. Classes usually meet M-F. Class and clinical hours vary.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: The required basic skills grade levels are Reading-11, Math-10, Language-11 or equivalent PERT scores and must be met prior to program completion or a Florida High School Graduate after 2007.

Applicants must also have:

- Completed Health Science Application
- A physical exam documenting the absence of lifting restrictions for all programs.

NOTE: Applicants with a documented Latex allergy are not eligible for admission.

Suncoast Technical College conducts a background check on applicants for all Health Science/EMS programs in accordance with the requirements set by affiliation agreements, licensing agencies, and state statutes. Restrictions on admission to programs include, but are not limited to the following:

1. Chemically Impaired—requires one full year of documented stability prior to admission.

2. Emotional/Mental Illness—requires one full year of documented stability prior to admission.

3. Arrests—Applicants who have been convicted of, or who have pleaded nolo contendere, for arson, assault, robbery, armed burglary, kidnapping, attempted murder, murder, manslaughter, repeated drug or alcohol offenses, or who have repeated misdemeanor offenses will be denied admission to Health Science/EMS programs. Applicants who have been arrested and convicted of or who have plead nolo contendere to offenses other than those stated above will be denied admission for one full year after the completion of all court ordered requirements. Applicants must be prepared to present documentation of satisfaction of all court mandates and document one year of satisfactory work history after completion of court ordered requirements. Regulatory agencies and local employers may have more stringent requirements for employment or for attendance for clinical rotations.

4. Health Risks—Determining that an applicant's career choice will not be a detriment to his/her own health (*or the safety of patients/clients*), applicants may be required to provide documentation that is above and beyond medications and physical conditions identified on their physical exam questionnaire and exam report. All programs require documentation of the absence of lifting restrictions.

PLEASE NOTE: Information sessions are held regularly to answer any questions about the application process. Contact Student Services at 941-924-1365 / Ext. 62283 to make an appointment.

All applications must be submitted by the application deadline in order to be considered for the program of choice. Applicants are only eligible for selection into a program if all required elements are complete and on file. No application will be considered for selection if elements are missing or incomplete. Please contact us at 941-924-1365, Ext. 62283 for current program application deadlines.

Hospitality Services

Cosmetology (D500100)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hrs
	COS0002	Cosmetologist and Hairdresser 1	300 hrs
	COS0003	Cosmetologist and Hairdresser 2	300 hrs
	COS0009	Cosmetologist and Hairdresser 3	375 hrs

**OCP-A earned after completion of ALL Cosmetology Courses.*

Are you looking for a creative and exciting career? Do you want to be your own boss and make your own hours? Then our Cosmetology program is perfect for you! With our hands-on training, you'll gain the skills needed to work in upscale salons or open your own salon. Whether you want to specialize in hair, nails, or makeup, we'll give you the tools you need to succeed.

WHAT TO EXPECT:

- Our Cosmetology program prepares you for a career in the beauty and fashion industry by providing you with hands-on experience with haircutting, hairstyling techniques, coloring, chemical relaxers, skincare, nail services, and make-up techniques.
- In our professional salon environment, you'll gain real-world experience working with customers in our student-run Salon, The Cutting Edge Salon.
- You will learn directly from industry experts, and our cosmetology program regularly features guest lectures.
- Students have the option to participate in SkillsUSA the career and technical service organization for this program.
- 100% of cosmetology completers are eligible to sit for the state licensing exam.

PROGRAM LENGTH: The STC Cosmetology program is approximately 11 months (*1200 hours*), taken full-time days.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within two (2) years of program completion and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for the Cosmetology program are Reading-9, Math-8, and Language-8 and must be met prior to program completion.

Facials Specialty (I120425)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	CSP0266	Facials/Skin Care Specialist	220 hrs

Are you passionate about skincare? Are you looking to start a career in facials? Look no further than our Facials Specialty Training Program! Students receive all the skills they need to be successful in this industry and can register with the State of Florida after completion.

WHAT TO EXPECT:
» Gain hands-on experience in machine, chemical, and manual applications for facial cleansing, skin toning, and hair removal.
» Learn about safety, salon management, hair removal, hair and skin disorders, make-up, bacteriology, facial massages, anatomy, decontamination, and Florida law.

PROGRAM LENGTH: The Facials Specialty program is approximately 3 months (*220 hours*) in length. It is offered both daytime and evenings.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within two (2) years of program completion and are listed on our website. Please ***click here*** to view.

Professional Culinary Arts & Hospitality (N100500)

Course Location(s): SRQ & NP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	HMV0100	Food Preparation	300 hrs
B	HMV0170	Cook - Restaurant	300 hrs
C	HMV0171	Chef/Head Cook	300 hrs
D	HMV0126	Food Service Mgmt	300 hrs

Are you passionate about food and cooking? Do you want to turn your passion into a career? Then the Professional Culinary Arts & Hospitality Program at STC is for you!

In this program, you'll learn from certified professional chefs how to create appetizing dishes that will tantalize taste buds. You'll also get hands-on experience working with knives, fire, and ice - all while creating delicious gourmet masterpieces. So, if you're ready to take your culinary skills to the next level, enroll in our Professional Culinary Arts & Hospitality Program today!

WHAT TO EXPECT:
» Hands-on training in preparing, storing, and serving food while using commercial kitchen equipment
» Learn about industry standards for cooking preparation methods and sanitation procedures
» Create a variety of specialty and exotic dishes.
» Develop Leadership, communication, and employability skills
» Learn to prepare, store, and serve food

This program articulates credit to Johnson and Wales University, State College of FL, University of South FL, and the American Culinary Federation. Students are eligible to join SkillsUSA and the American Culinary Federation.

PROGRAM LENGTH: The Professional Culinary Arts & Hospitality Program takes approximately 10 months (*1200 hours*) to complete.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

Industrial Technologies

Automotive Service Technology

(I470608)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	AER0014	Auto Service Assistor	300 hrs
B	AER0110	Engine Repair Technician	150 hrs
C	AER0257	Automatic Transmission & Transaxle Technician	150 hrs
D	AER0274	Manual Drivetrain & Axle Technician	150 hrs
E	AER0453	Automobile Suspension & Steering Technician	150 hrs
F	AER0418	Automotive Brake System Technician	150 hrs
G	AER0360	Automotive Electrical/ Electronic System Technician	300 hrs
H	AER0172	Automotive Heating & A/C Technician	150 hrs
I	AER0503	Automotive Engine Performance Technician	300 hrs

If you're the kind of person who likes to work with your hands, solve problems, and tinker with cars, then a career in automotive technology is perfect for you! The demand for skilled automotive technicians is higher than ever, with over 60,000 new positions opening every year. If you're looking for an exciting and rewarding career path, this is it!

The Automotive Service Technology Program at Suncoast Technical College is the perfect way to start or advance your career in high-tech automotive service and repairs. You'll gain the skills you need to work on the most sophisticated computerized control systems, ensuring that your technical skills will remain in high demand. With our program, you can be proud of your career in a field that is constantly growing and changing.

WHAT TO EXPECT:

» Receive Hands-on learning with state-of-the-art equipment

» Learn about basic automotive service, brake systems, electrical systems, engine performance, and repair

» Using state-of-the-art diagnostic and test equipment, students will learn operational theory, diagnostic procedures, and industry-accepted methods of service and repair of current automotive systems

» Gain skills in heating and air conditioning, manual drive train and axles as well as suspension and steering

» Explore career opportunities & gain employability skills

The instruction, course of study, facilities, and equipment of this institution have been evaluated by the ASE Education Foundation and certified by the National Institute for Automotive Service Excellence Standards of Quality (ASE) for the training of Automobile Technicians.

Graduates of the Automotive Service Excellence ASE Certified Training Program will be qualified for entry-level employment with automobile dealerships, fleet operators, automotive specialty shops, mass merchandisers, and independent retailers.

PROGRAM LENGTH: The Automotive Service Technology program is approximately 15 months (*1800 hours*) in length.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: The basic skills grade levels for Automotive Service Technology are Math-10, Language-9 and Reading-9 and must be met prior to program completion.

CERTIFICATION: Industry certifications associated with this program may include: Automotive Service Excellence (ASE) in Engine Repair, Electrical Systems, Automatic Transmission/Transaxle, HVAC, Manual Drivetrain, Front End, Brakes and Engine Performance. Automotive Service Excellence (ASE) Certification is an option after one (1) year of employment experience. A written test must be passed to obtain certification. College credit may be available for ASE certification. ASE Industry Alliance approved.

APPLICANTS MUST BE:

» 18 years of age or older

» Licensed drivers

Building Trades and Construction Design Technology (C100100)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	BCV0080	Building Construction Assistant	450 hrs
B	BCV0081	Carpentry and Masonry Technician	150 hrs

C	BCV0082	Electrical and Plumbing Technician	150 hrs
D	BCV0083	Building Maintenance Technician	150 hrs

Looking to get a foothold in the construction industry? Look no further than our Building Trades and Construction Design Technology Program. Our program provides students with essential skills in masonry and painting, as well as a basic understanding of construction contracts and how they affect the construction process. With our program, you'll be ready to start working in no time!

WHAT TO EXPECT:
» Identify and use basic hand and power tools
» Receive training in construction techniques, reading plans and specifications
» Develop trade skills in carpentry, masonry, electricity, plumbing, and air conditioning
» Explore career opportunities & gain employability skills

PROGRAM LENGTH: This program generally takes about 9 months (*900 hours*) to complete.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

Carpentry (C510300)

Course Location(s): NPB // **Course Sequence:**

OCP	Course #	Course Title	Length
A	BCV0112	Intro to Carpentry	150 hrs
B	BCV0122	Rough Framing Carpentry (*formerly 'Carpentry, Rough'*)	450 hrs
C	BCV0125	Finish Trim Carpentry	450 hrs
D	BCV0123	Foundation and Form Carpentry	150 hrs

Do you take pride in building something yourself? Our Carpentry program is the perfect place to start. With demand for skilled carpenters on the rise, this hands-on program will help you develop the skills you need to succeed. You'll learn all the skills you need to get, from rough carpentry to finish work. And if you already have some carpentry skills, we'll give you the advanced training you need to take your career to the next level. So why wait? Apply today and start building your future!

WHAT TO EXPECT:
» Learn about shop safety, estimating, blueprint reading and site layout
» Develop skills in rough framing walls, floors, and roofs, interior and exterior trim, and stair construction
» Receive training in masonry, roofing, drywall installation, and CNC routing
» Explore career opportunities & gain employability skills

PROGRAM LENGTH: Carpentry is 12 months (*1200 hours*). It breaks for summer and resumes in the fall.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for the Carpentry program are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

Computer-Aided Drawing and Modeling (C100300)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	TDR0301	CAD & Modeling I	450 hrs
B	TDR0302	CAD & Modeling II	450 hrs
C	TDR0303	1) Building Information Modeling CAD Technician	300 hrs
	-OR-		
	TDR0305	2) Mechanical CAD Technician	300 hrs

Are you passionate about detailed design and working on computers? In our Computer-Aided Drawing and Modeling (CAD) Program, you'll learn how to generate designs for complex projects using the latest technologies applying mathematical skills to current CAD workforce needs. Specialize in architectural or civil design and use technical drawings to assist you in designing something as small as a microchip or as large as a skyscraper!

WHAT TO EXPECT:
» Learn basic Computer-Aided Drawing (CAD) skills
» Gain & demonstrate mathematics knowledge & skills

» Prepare a variety of CAD drawings that include multi-view, auxiliary, pictorial, and architectural (including two dimensional and multi-level)
» Prepare basic drawing plans that include Electrical, HVAC, and Plumbing for residential structures
» Understand the importance of employability and entrepreneurship skills
» Create 3D architectural drawings using building information modeling (BIM) tools
» Gain more in-depth knowledge and skill in architectural or civil CAD

PROGRAM LENGTH: The Computer-Aided Drawing and Modeling program is approximately 12 months *(1200 hours)* in length.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for Computer-Aided Drawing and Modeling are Reading-9, Math-10, and Language-9 and must be met prior to program completion.

Electricity (I460312)

Course Location(s): SRQ & NP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	BCV0603	Electrician Helper	300 hrs
B	BCV0640	Residential Electrician	450 hrs
C	BCV0652	Commercial Electrician	450 hrs

Can you imagine living in the dark or not being able to use modern conveniences like appliances or the internet? Electricians are always in demand and they can take great satisfaction in knowing the vital role they play within their communities. Afterall, lives and jobs depend on them. If you're looking for a career that provides variety, stability, advancement and the possibility of self-employment, this is the career path for you.

WHAT TO EXPECT:
» Prepare for employment or advanced training in a variety of construction electrical industries.
» Learn to plan and install electrical wiring, equipment, or fixtures based on job specifications following national and local codes.
» Understand how to connect wires to circuit breakers, transformers, or other components.
» Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures using appropriate devices.
» Gain experience using a variety of tools & equipment.
» Learn how to inspect electrical systems, equipment, or components to identify hazards, effects, or the need for repair, and to ensure code compliances.
» Explore career opportunities & gain employability skills.

PROGRAM LENGTH: The Electricity program is approximately 13 months (*1200 hours*) in length. Students who successfully complete this program have the option to continue on to the Journeyman Electrical Career Path through an Apprenticeship Program. Please visit ***www.technicaleducationcouncil.com*** for details.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math and language competencies are pre-assessed. The required basic skills grade levels are Reading-9, Math-9, Language-9 and must be met prior to program completion.

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1 (C400410)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	ACR0000	Intro to HVAC/R	250 hrs
B	ACR0001	HVAC/R Fundamentals	250 hrs
C	ACR0012	HVAC/R Service Practices	250 hrs

Are you looking for a fulfilling career with no student debt that doesn't require you to sit at a desk every day? Do you like working one-on-one to help others problem solve? Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Technicians earn lucrative salaries by using their unique skillsets to install and troubleshoot commercial and residential HVAC systems.

WHAT TO EXPECT:
» Prepare for employment or advanced training in the HVAC/R industry
» Learn the importance of planning, management, finance, technical and production skills, underlying principles of technology, as well as health, safety, and environmental issues.

» Gain knowledge and skills about residential and commercial heating and cooling, commercial refrigeration, and air-flow design.
» Explore career opportunities and gain valuable employability skills.

PROGRAM LENGTH: The HVAC/R 1 program is approximately 7 months (*750 hours*) in length. Students who successfully complete this program have the option to participate in an STC Apprenticeship Program through Manasota Air Conditioning Contractors Association (MACCA) https://www.macca.us/.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math and language competencies are pre-assessed. The required basic skills grade levels are Reading-9, Math-10, Language-9 and must be met prior to program completion.

Industrial Machinery Maintenance and Repair (I470303)

Course Location(s): NP // **Course Sequence:**

OCP	Course #	Course Title	Length
A	ETI0450	Industrial Machinery Maintenance Assistant	450 hrs
B	ETI0456	Machinery Maintenance Mechanic	300 hrs
	ETI0457	Machinery Maintenance Technician	150 hrs
C	ETI0458	Industrial Maintenance Specialist	450 hrs

Are you especially good at fixing or repairing things? If so, you may want to consider becoming an Industrial Machinery Mechanic. As a highly skilled worker, you'll keep machinery and other industrial equipment in good working order and help prevent breakdowns by checking, cleaning, and oiling machine parts. You'll also repair machines when they break down.

WHAT TO EXPECT:
» Train to become a multi-skilled worker in areas such as safety, computers, hand & power tools, business operations, industrial physics, basic electricity & electronics, refrigeration, pneumatics, hydraulics, programmable logic controls, mechanical drive systems, pumps, pipe & tubing systems, air compressors, pollution control systems, basic machine shop operations, lubricants, robotics, boilers, and schematic reading.
» Explore career opportunities & gain employability skills

PROGRAM LENGTH: This program is approximately 12 months (*1350 hours*) in length.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math and language competencies are pre-assessed. The required basic skills grade levels for Industrial Machinery Maintenance and Repair are Reading-9, Math-9, Language-9 and must be met prior to program completion.

Machining Technologies (J200100)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	PMT0020	Machinist Helper	300 hrs
B	PMT0022	Machinist Operator	300 hrs
C	PMT0024	Machinist Setup Operator	600 hrs

Do you want to enter the fascinating and rapidly growing world of precision manufacturing? If so, our Machining Technologies program is perfect for you! This program will teach you how to operate the latest industrial machine tools to produce accurate parts and products. With our expert instructors and state-of-the-art equipment, you will be ready to enter this exciting field and start your career in Precision Machining!

WHAT TO EXPECT:
» Learn to set up and operate many industrial machine tools required to produce accurate parts and products.
» Develop skills in manual machining equipment such as Lathes, Vertical Mills, Surface Grinders, Drill Press as well as CNC (Computerized Numerical Control) machines.
» Receive instruction in the use of precision measuring equipment.
» Learn related trade math and blueprint reading, CAD/CAM programming, and CNC machine tool operation.
» Develop knowledge and skills that meet the requirements and safe practices of the modern manufacturing industry.
This program will prepare you for a career in Aerospace, Medical, Defense, Automotive, Telecommunications, Motorsports, Petroleum, Green Technologies, Tool & Die, Plastic injection molds, and Consumer products.

PROGRAM LENGTH: The Machining Technologies program takes approximately 11 months (*1200 hours*) to complete.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Language, math and reading competencies are pre-assessed. The required basic skills grade levels for the Machining Technologies program are Reading-9, Math-9, and Language-8 and must be met prior to program completion.

Marine Service Technologies (T400210)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	MTE0003	Marine Rigger	300 hrs
B	MTE0090	Outboard Engine Tech	300 hrs
C	MTE0074	Outboard Engine Diagnostics Technician	150 hrs
D	MTE0092	Inboard Gas Engine Technician	300 hrs
E	MTE0093	Drive Train Technician	150 hrs
F	MTE0056	Inboard Diesel Technician	150 hrs

There are over 1 million boats registered in the state of Florida. With that many boats, the need for Marine Service Technicians is vital. The Marine Service Training Program provides students with the skills and knowledge necessary to succeed in the marine industry. Through hands-on training on marine engines, students learn how to use the tools, equipment, materials, and processes involved in this field. With the industry-specific skills learned through this program, students will be able to find success in this career field.

WHAT TO EXPECT:

» Learn how to diagnose, service, and repair marine mechanical systems using current technology and equipment

» Work on industry-standard and state-of-the-art equipment from Yamaha Marine, Mercury Marine, Volvo Penta, Cummins Marine, Yanmar Marine, and more

» Receive both classroom instruction and hands-on learning in the lab

» Develop skills in service, repair, disassembly, and reassembly of four-stroke and two-stroke cycle engines, outboard engines, electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems, & boat/trailer rigging.

Local representatives of the marine industry make up the advisory board for the Marine Service Technology program. Job placement is at an all-time high!

STC is a member of the American Boat and Yacht Council (ABYC) Marine Trades Accreditation Program. ABYC assists us with curriculum development and instructor training/certification to help ensure that the training provided is relevant and up to date. Member schools are held to a higher standard due to their affiliation with ABYC.

PROGRAM LENGTH: The Marine Service Technologies program is full time, days only and is approximately 12 months (*1350 hours*) in length.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS: Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS: Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for Marine Service Technologies are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

Plumbing (C500500)

Course Location(s): SRQ // **Course Sequence:**

OCP	Course #	Course Title	Length
A	BCV0508	Helper, Plumber, Pipefitter	360 hrs
B	BCV0540	Residential Plumber	240 hrs
C	BCV0562	Commercial Plumber	240 hrs
D	BCV0596	Plumbing Applications	240 hrs

If you're looking for a career that's always in demand, with good pay and plenty of growth opportunities, plumbing is the perfect choice. Our Plumbing program will teach you all the basics so you can start your new career as a professional plumber. You'll learn how to assess and repair a wide range of plumbing problems, make customers happy, and keep your community running smoothly. With our quality training, you'll be ready to take on whatever comes your way as a plumbers.

WHAT TO EXPECT:

» Learn about sketching diagrams and interpreting blueprints

» Practice plumbing assembly
» Receive guest lectures from Representatives from local plumbing companies and other industry experts
» Learn about state codes, requirements, and plumbing system design & installation
» Acquire skills in soldering, layout of systems, assembly in all types of plumbing, including cast iron, pipe sketching, and threading pipes
» Receive training related to water heaters, pumps, treating, septic tanks, community water, fixtures, faucets, valves, and other appliances

PROGRAM LENGTH: The Plumbing Program takes approximately 9 months (*1080 hours*) to complete. Students who successfully complete this program have an opportunity to participate in STC's Apprenticeship Program that partners with the Manasota Plumbing Apprenticeship Program, Inc. For more information, visit or contact 941-363-1632.

INDUSTRY CERTIFICATIONS/STATE CREDENTIALS:
Certifications and/or credentials are earned within the program's time frame and are listed on our website. Please ***click here*** to view.

ENTRANCE/EXIT REQUIREMENTS:
Language, math and reading competencies are pre-assessed. The required basic skills grade levels for the Plumbing program are Reading-9, Math-9, and Language-9 and must be met prior to program completion.

ADDENDUM

Faculty & Degrees

Suncoast Technical College Administrative Organization (including institutional and degree information) may be found on our website, suncoast.edu. Click ABOUT, then go to ADMINISTRATIVE ORGANIZATION, or click here. To view our full STAFF DIRECTORY, ***click here****.*

Industry Certifications / State Credentials

Industry certifications and state credentials earned through Suncoast Technical College Programs may be found on our website, **suncoast.edu***. Go to the PROGRAMS, click INDUSTRY CERTIFICATIONS. A direct link is also available by* ***clicking here****.*

North Port Branch // 4445 Career Lane, North Port, FL 34289
941-257-2252 (Student Services)
suncoast.edu

STC SUNCOAST TECHNICAL COLLEGE

Suncoast.edu

SARASOTA CAMPUS
4748 Beneva Road, Sarasota, FL 34233
941-924-1365

NORTH PORT BRANCH
4445 Career Lane, North Port, FL 34289
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