

Mission Statement

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

Vision Statement

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

Admissions

Most programs are open for enrollment in August and January. Applicants must complete an enrollment application, take the TABE test, pay applicable fees, and meet with a WTC counselor. Students from high schools may also enroll at WTC. Interested high school students should contact their high school counselor for more information.

Financial Aid

Apply for financial aid online at www.fafsa.gov. Our school code for FAFSA is: 016258. **NOTE:** A standard high school diploma from an accredited school or GED® is required to receive financial aid.

Student Services

Student Services offers assistance in obtaining financial aid, veterans' benefits, academic counseling, career counseling, personal counseling, and testing. Financial Aid is available for qualified students.

Instruction

WTC operates on a competency-based instructional system. Student achievement is based on mastering competencies and state-determined occupation performance standards. Students receive a certificate once performance standards are met.

Hours of Instruction

Day classes are in session 6 hours, 6.5 or 6.75 hours per day, five (5) days per week depending on the program. Post Secondary students must attend full-time. High school students generally attend the morning session or afternoon session, depending on the high school they attend. This is determined by the counselor at the home high school and/or the counselor at WTC.

Ready to Work

Florida Ready to Work program tests students in Applied Mathematics, Reading for Information and Locating Information. These skills are needed in more than 85% of all jobs. This credential can be given to employers to show that a student has the workplace skills needed to succeed.

Community School Classes

WTC offers many day and evening adult enrichment and job skills classes during the school year. A moderate course fee applies for each class. The course catalog is distributed throughout the community and is available online.

On-line classes

Learn from the comfort of your own home! In partnership with Ed2go.com, WTC offers on-line courses in a variety of subjects. Courses start at \$99. Enroll at: www.ed2go.com/WTC

Industry Certification

Programs at WTC prepare students to take the appropriate industry certification and/or state licensing exam. It should be the goal of every student to earn an industry certification to enhance their potential for employment.

www.onetonline.org

O*NET Online has descriptions of occupations for use by job seekers and students.

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law.

MAKING A DIFFERENCE!
WTCOLLEGE.ORG

Annual Completion, Placement and Licensure Report COE 2014 Annual Report Data

	C	P	L
Administrative Office Specialist	New program Data not available		
Air-Conditioning Refrigeration and Heating	100%	70%	N/A
Applied Welding Technology	82%	78%	N/A
Automation and Production Technology	New program Data not available		
Automotive Collision, Repair and Refinishing	94%	93%	N/A
Automotive Service Technology	91%	94%	N/A
Commercial Foods and Culinary Arts	100%	93%	N/A
Cosmetology	80%	100%	100%
Electrical	100%	100%	N/A
Industrial Machinery Maintenance	91%	100%	N/A
Massage Therapy	100%	100%	100%
Medical Administrative Specialist	100%	90%	N/A
Network Systems Administration	71%	100%	N/A
Patient Care Assistant	100%	84%	100%
Practical Nursing	88%	95%	100%
Technology Support Specialist	New program Data not available		
Florida Law Enforcement Academy	94%	77%	96%
Correctional Officer	95%	94%	97%
Crossover—Law to Corrections	100%	80%	100%
Crossover—Corrections to Law	N/A	N/A	N/A

CAREER AND TECHNICAL EDUCATION



PRIDE • PERFECTION • PROFESSIONALISM

Adult Basic Education (ABE) Helps students develop basic education skills. Provides multi-levels of instruction in mathematics, reading and language.

General Educational Development (GED®) includes coursework in five subject areas: Writing, Social Studies, Science, Literature and Mathematics at 9th to 12th grade. Successful completion is determined by the official GED® examination.

Adult English for Speakers of Other Languages (ESOL) Prepares adult learners to use English for entering career and technical and/or postsecondary education, employment, and participation in the civic life in the United States.

Applied Academics Prepares students for academic, and personal success. Classes are based upon the assessed needs of the individual and the academic and employability requirements related to Florida's Comprehensive Career and Adult Education programs.

Administrative Office Specialist students perform a variety of clerical and organizational tasks. They use computer software to create spreadsheets, compose messages, manage databases, and produce presentations, reports and documents. They may buy supplies, manage stockrooms and corporate libraries and gather data from various sources. Specific job duties vary among employers. (SOC 15-1151,43-1011,43-9031,43-6011)

Certifying Agency: Microsoft Office Specialist

Air-Conditioning, Refrigeration and Heating Technology students prepare to work as air-conditioning, refrigeration and heating technicians, through extensive classroom, computer-based instruction, and lab work. (SOC 49-9021)

Certifying Agency: HVAC Excellence, National Center for Construction Education and Research (NCCER)

Applied Welding Technologies students learn blueprint reading, shielded metal arc welding, gas tungsten arc welding, gas metal arc welding, pipe welding, and safety as they prepare for a career in welding.

(SOC 51-9198,51-4121)

Certifying Agency: American Welding Society

Automation and Production Technology students combine knowledge of mechanical systems with knowledge of electrical and electronic circuits. They install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems, such as robotic assembly machines and automated production equipment.

(SOC 51-2022)

Certifying Agency: Manufacturers Skill Standards Council (MSSC)

Automotive Collision Repair and Refinishing students become proficient in various phases of auto body repair and refinishing. Computerized body frame alignment, estimating, MIG welding, and shop safety are taught. (SOC 49-3021)

Certifying Agency: National Institute for Automotive Service Excellence

Automotive Service Technology students learn safety, multiple vehicle systems, and engine repair using the latest diagnostic tools. Students have significant shop experiences in the use of electronic diagnostic test equipment. (SOC 49-3023)

Certifying Agency: National Institute for Automotive Service Excellence

Commercial Foods and Culinary Arts students develop skills and knowledge in food preparation, serving, food storage, sanitation, equipment operation, safe and efficient work practices, and recipe conversion. (SOC 35-2021,35-2014,35-1011,11-9051)

Certifying Agency: ServSafe

Cosmetology students utilize specialized classroom and clinical experiences to become proficient in hair cutting, styling, coloring, skin care, business strategies and guest services. Students develop the skills and knowledge needed for the State Licensure Exam. (SOC 39-5012)

Certifying Agency: Florida Department of Business and Professional Regulation, Division of Professions

Electricity students learn to assemble, install, maintain, and repair electrical systems. The course focuses on residential wiring skills with an introduction to commercial work. Students learn electrical safety, theory, conduit bending, alternating current, electrical codes, motors, and blueprint reading.

(SOC 47-3013,47-2111)

Certifying Agency: National Center for Construction Education and Research (NCCER)

Industrial Machinery Maintenance and Repair students acquire skills and knowledge in the areas of electricity/electronics, blueprints/schematics, computer applications, welding, machining, hydraulics, preventative maintenance, and safety related to the repair of industrial machinery. (SOC 49-9041)

Certifying Agency: National Center for Construction Education and Research (NCCER)

Massage Therapy students learn the theory of massage and its application through the in-school clinic where students practice massage techniques. Students learn anatomy and physiology, statutes, history of massage, allied modalities, AIDS/HIV education, and CPR training. (SOC 31-9011,31-9099)

Certifying Agency: National Certification Board for Therapeutic Massage and Bodywork

Medical Administrative Specialist students prepare to work in medical offices or other medical settings. Students use computer software and hardware to develop skills in filing, classifying information, performing office procedures, and transcribing documents. Students also study concepts, terminology, and procedures related to the medical and medical insurance fields.

(SOC 15-1151,43-4171,43-6013)

Certifying Agency: National Healthcareer Association

Network Systems Administration students prepare for a career in Information Technology by learning the installation, operation, maintenance, and servicing of networking systems; by diagnosing and correcting problems in computers and networking systems resulting from electrical/electronics, hardware, and/or software malfunctions. (SOC 15-1151,15-1142,15-1143)

Certifying Agency: Computing Technology Industry Association (CompTIA)

Patient Care Assistant students learn care of patients: personal hygienic care, sanitation, infection control, observing and recording vital signs, pre and post-operative care, nutrition, anatomy and physiology, CPR and First Aid and home health care in both the classroom and clinic. (SOC 31-1014,31-1011,31-9099)

Certifying Agency: Florida Department of Health, Division of Medical Quality Assurance

Practical Nursing students study structure and function of the human body; fundamentals of nursing; maternal, neonatal, pediatric, geriatric and medical/surgical nursing; health, nutrition, human growth and development; pharmacology/administration of medications; and comprehensive nursing in both the classroom and in clinical settings. (SOC 29-2061,31-1014,31-9099)

Certifying Agency: Florida Department of Health, Division of Medical Quality Assurance

Technology Support Services students help IT staff analyze, troubleshoot, and evaluate computer network problems. Solving an IT problem in a timely manner is important because organizations depend on their computer systems. Technology Support Specialists may provide assistance to the organization's computer users through phone, email, or in-person visits. They often work under network and computer systems administrators, who handle the more complex tasks. (SOC 15-1151)

Certifying Agency: Computing Technology Industry Association (CompTIA)

Florida Law Enforcement Academy students prepare for a career as a law enforcement officer. Instruction includes the history and composition of the criminal justice system, police ethics and responsibilities, law enforcement agencies, crime laboratory procedures, arrest and custodial procedures, investigations, trial and court procedures, and recordkeeping. Students also learn communications, constitutional rights, human relations, social sciences, first responder skills, self-defense and firearm training. (SOC 33-3051)

Certifying Agency: Florida Department of Law Enforcement (FDLE)

Correctional Officer students are introduced to the criminal justice system, correctional laws and rules, inmate control techniques, rights and responsibilities, and corrections administration. Students prepare for the Florida Department of Law Enforcement (FDLE) certification exam for employment as a Correctional Officer.

(SOC 33-3012)

Certifying Agency: Florida Department of Law Enforcement (FDLE)

Cross-Over—Corrections to Law / Law to Corrections Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida. Selected sections of the Florida CMS Correctional Officer Basic Recruit Training Program have been modified to fit the needs of Law Enforcement Officers desiring certification as Florida Correctional Officers. Selected sections of the Florida CMS Law Enforcement Officer Basic Recruit Training Program have been modified to fit the needs of Correctional Officers desiring certification as Florida Law Enforcement Officers. (SOC 33-3051, 33-3012)

Certifying Agency: Florida Department of Law Enforcement (FDLE)