



George Stone Technical College



1968

*Anniversary*

2018

**2018-19 Catalog & Handbook**

[www.GeorgeStoneCollege.edu](http://www.GeorgeStoneCollege.edu)

# Academic Calendar

2018  
July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2018  
August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2018  
September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

2018  
October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2018  
November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2018  
December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

2019  
January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2019  
February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

2019  
March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

2019  
April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019  
May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2019  
June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

2019  
July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Break Days
	Student Days
	Holidays
	Non-Student Days (Teacher Planning)

Break Days	
Fall Break	11/19 - 11/23
Christmas Break	12/21 - 1/4
Spring Break	3/18 - 3/22
Summer Break	7/1 - 7/5

Holidays		
Labor Day	September	3
Veteran's Day	November	12
Thanksgiving	November	22/23
Christmas	December	25
New Years	January	1
MLK Day	January	21
Memorial Day	May	27
4th of July	July	4

\*\* Fall Break and Spring Break Days may be used as make-up days for school closure.

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# **Administration**

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## **ESCAMBIA COUNTY SCHOOL DISTRICT SUPERINTENDENT**

Malcolm Thomas

## **DEPUTY SUPERINTENDENT**

Norm Ross

## **ESCAMBIA COUNTY SCHOOL BOARD MEMBERS**

Kevin Adams, District 1

Gerald Boone, District 2

Lee Hansen, District 3

Patty Hightower, District 4

Bill Slayton, District 5

## **DIRECTOR OF WORKFORCE EDUCATION**

Dr. Michelle L. Taylor

## **GSTC PRINCIPAL**

Thomas J. Rollins

## **GSTC ASSISTANT PRINCIPALS**

Stephen Brooks

Mike Sherrill

## **ADULT GENERAL EDUCATION COORDINATOR**

Jesse Wolfe

# General Information

## Contact Information

Name	Position	Email	Phone Ext.
<b>School Administration</b>			
Rollins, Thomas J.	Principal	trollins@escambia.k12.fl.us	2103
Brooks, Stephen	Assistant Principal	sbrooks@escambia.k12.fl.us	2156
Moody, Greg	Coordinator, Criminal Justice Training	gmoody@escambia.k12.fl.us	2158
Sherrill, Michael	Assistant Principal	msherrill@escambia.k12.fl.us	2383
Wolfe, Jesse	Coordinator, Adult General Education	jwolfe@escambia.k12.fl.us	2117
<b>Counseling</b>			
Carr, Trena	School Counselor	tcarr1@escambia.k12.fl.us	2116
Fowler, Diann	School Counselor	lfowler2@escambia.k12.fl.us	2167
Harrison, Patricia	School Counselor	pharrison@escambia.k12.fl.us	2361
Queen, Donna	School Counselor	dqueen1@escambia.k12.fl.us	2375
Steward, Vera	School Counselor	vsteward@escambia.k12.fl.us	2110
<b>Financial Aid</b>			
Kirkland, Patricia	Manager, Financial Aid	pkirkland@escambia.k12.fl.us	2121
Tindall, Jason	Coordinator, Financial Aid	jtindall@escambia.k12.fl.us	2129
<b>Student Services / Educational Support</b>			
Betts, Wanda	Administrative Clerk	wbetts@escambia.k12.fl.us	2101
Catchings, Pratheria	Administrative Secretary	pcatchings@escambia.k12.fl.us	2404
Childers, Bob	WIOA Coordinator	bchilders@escambia.k12.fl.us	2111
Gomes, Maria	Sr. School Finance Specialist	mgomes@escambia.k12.fl.us	2137
Henderson, Lydia	Coordinator, Assessment Center	lhenderson@escambia.k12.fl.us	2159
Kelley, Terri	Administrative Secretary	tkelley@escambia.k12.fl.us	2387
Kelson, Michele	Apprenticeship Coordinator	mkelson@escambia.k12.fl.us	2183
Kirkland, Tammy	Data Specialist	tkirkland@escambia.k12.fl.us	2162
Larson, Sylvia	Criminal Justice Secretary	slarson@escambia.k12.fl.us	2152
Moorer, Mary	WIOA Administrative Secretary	mmoorer@escambia.k12.fl.us	2184
Piveral, Dawn	Administrative Clerk, Testing Dept.	dpiveral@escambia.k12.fl.us	2160
Quesada, Gloria	Criminal Justice Secretary	gquesada@escambia.k12.fl.us	2165
Rutherford, Teresa	Administrative School Secretary	trutherford@escambia.k12.fl.us	2106
Shockley, Susan	Co-Op Coordinator	sshockley@escambia.k12.fl.us	2362

## Equal Access

This publication can be made available to speakers of other languages in any language necessary for the student or parent to understand. Telephone or written requests should include your name, address, and telephone or TDD number. Requests should be made to George Stone Technical College, 2400 Longleaf Drive, Pensacola, FL 32526, (850) 941-6200, at least two weeks prior to the time the publication is needed.

# Mission & Vision

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The mission of George Stone Technical College is to provide quality academic, career, and technical education opportunities for all learners through instruction that integrates rigor, relevance, and relationships.

The vision of George Stone Technical College is to serve the community as the premier provider of career and technical education by preparing individuals for rewarding careers and to provide businesses with a highly skilled workforce.

*Approved by the 2017-18 George Stone Technical College Advisory Council*

## **GOAL:**

Our goal is to ensure that each student is afforded an opportunity to acquire the academic, career, and employability skills necessary to successfully enter the workforce.

## **OBJECTIVES:**

- Provide a safe and comfortable environment that enhances the learning process.
- Provide equipment, tools, and materials that are consistent with those found in business and industry.
- Provide an on-going evaluation of teaching methods and curriculum.
- Provide classroom conditions that will promote the Core Values adopted by the Escambia County School District.
- Provide students with information relative to the availability of financial aid, counseling, job placement, and other student services.
- Provide programs and activities to assist students in developing confidence and leadership skills.
- Provide in-service training for teachers, staff, and administrators to ensure that they are current with the ever-changing demands of career education.

# Accreditation & Certifications

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George Stone Technical College is accredited by:

## **Council on Occupational Education (COE)**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(800) 917-2081

Its programs are approved or certified by:

- Florida Board of Cosmetology
- National Automotive Technicians Education Foundation (NATEF) - Auto Service and Auto Collision
- State of Florida Department of Law Enforcement (FDLE) - Law Enforcement and Corrections
- National Center for Construction Education and Research (NCCER) - Electricity and Welding
- Pearson VUE Authorized Test Center
- Florida Board of Emergency Medical Technicians
- Florida Board of Nursing
- Federal Aviation Administration (FAA)



# Campus / Facilities

## Campus Directions

The campus of George Stone Technical College (GSTC) is located at 2400 Longleaf Drive, Pensacola, Florida. This site is two miles south of Interstate 1-10, Exit 7.

Accessibility is achieved through several south, east, and west connections to Longleaf Drive. Accessibility has been further enhanced with the linking of Blue Angel Parkway and Longleaf Drive.

## Facilities Information

George Stone Technical College was built in four phases between 1968 and 2003 on 37 acres of land, which is part of a parcel belonging to the Escambia County School District. This parcel houses two neighboring schools: Longleaf Elementary and Pine Forest High School. Additionally, George Stone Technical College shares the facilities and the campus with West Florida High School of Advanced Technology.

The George Stone complex consists of 26 buildings with over 300,000 square feet of classrooms, laboratories, greenhouses, and mechanical and storage buildings.

## History of the Institution

George Stone Technical College began as the George Stone Area Vocational-Technical Center and was built in four phases as set forth by the Florida State Board of Education. The Center was named for the late George Stone, a Florida legislator. He worked vigorously for education as a whole and especially for vocational education. He introduced and helped pass a bill in 1965 to allocate millions of dollars of state funds to build vocational centers throughout the state. Our school is an outcome of that bill.

The Center was constructed and equipped by federal and state monies administered by the State Department of Education. The first phase of construction was completed in 1968, with classes beginning in September of that year, and the first graduate with a certificate was in the spring of 1970.

In the spring of 1969, Technical High School, which was located on North Palafox Street in Pensacola, burned down. The teachers and students were moved to George Stone. Classrooms were divided, and makeshift classes were continued until Phase Two was completed in August 1969, and a third phase of construction was placed on the drawing board. In the fall of 1969, the young adult classes started. The George Stone facility was in use twelve hours each day. Because of the widespread student interest and community need, two courses, masonry and carpentry, were added to the curriculum. There were no available classrooms; however, local funds were used for materials and the teachers and students of these classes designed and built two temporary classrooms, 24' x 32', during the school year of 1971-72. In the 1984-85 school year, these two buildings were converted into one building to house the upholstery classes.

Many people felt the success of building these two classrooms led the community group, Action 76, to make possible the Career House, which was built by students. It provided hands-on experience in the construction trades. This house, which is a three bedroom, two bath, living room and kitchen plan, is located across the street from George Stone Technical College. This project also served as a laboratory for drafting and design, bookkeeping, data processing, and horticulture.

After completion, the Career House was sold. It proved financially profitable and a worthwhile learning experience for the vocational groups involved. Since the first Career House, 17 Career Houses have been built and sold.

# Campus / Facilities

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## History of the Institution (continued)

Ground was broken on November 10, 1976, for construction of new facilities to house the administrative offices, pupil personnel offices, learning resource center, new programs, and some existing programs. Equipment and staff were moved into the new facility in January 1978. The cost of the new facility was \$4,210,661.

In December 1981, George Stone Technical Center became fully accredited by the Southern Association of Colleges and Schools. Effective June 30, 1995, George Stone Technical Center, with the approval of the Superintendent and the Escambia County School Board, elected to transfer accreditation to the Council on Occupational Education.

In January 1997, a \$140,000 Technology Retrofit project was substantially completed. This project provided networking connections for phone, data, and video to most classrooms and offices.

West Florida High School of Advanced Technology joined the George Stone campus in August 2001. The final phase of George Stone Technical Center/West Florida High School of Advanced Technology consisted of a gymnasium, cafeteria, additional classrooms, and athletic fields to accommodate the technical high school's enrollment. The most recent addition was the creation of the Criminal Justice building that was completed in August 2005.

In August of 2012, an adult high school completion program was added to the GSTC campus, providing an opportunity for students to earn a high school diploma and a career pathways initiative.

On June 19, 2018, the School Board of Escambia County unanimously approved the adoption of George Stone Technical College as the new name of the former George Stone Area Vocational-Technical Center.

## Admissions

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### Eligibility

George Stone Technical College is open to anyone 16 years of age or older. Exceptional students are placed into appropriate technical programs in accordance with established state board rules and established district policies and procedures.

Programs are available for full-time or part-time students. Students are administered the Test of Adult Basic Education (TABE). When necessary, students are assigned to Applied Academics for Adult Education (AAAE) or Adult Basic Education (ABE) for instruction in reading, mathematics, and language skills.

### Non-Degree Student

All students enrolled in technical programs at George Stone Technical College are enrolled in Certificate programs which are non-degree. Upon successful completion of a program of study in which a student is enrolled, a Certificate of Completion will be issued. There are college credit articulations with some programs at GSTC. Please check with Guidance as to current articulations.

### Open Enrollment

George Stone Technical College has an open enrollment policy. Provided there is seat availability in the desired class, the student may begin classes on the first Monday of most months.

# Enrollment Process

## Step 1 - Online Application

Complete the online application by visiting [www.GeorgeStoneCollege.edu](http://www.GeorgeStoneCollege.edu)

## Step 2 - Apply for Financial Aid (if you intend to be a self-payer or are an ABE/GED student only, skip this step)

Apply for the Federal Pell Grant at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). GSTC's school code is 016280. Once you have submitted the application, wait 3 business days before contacting the Financial Aid Office to determine eligibility ([jtindall@escambia.k12.fl.us](mailto:jtindall@escambia.k12.fl.us)). Veterans utilizing VA educational benefits, such as the Montgomery or Post-9/11 GI Bill, will need to provide a copy of their DD-214, Certificate of Eligibility, and transcripts from previous institutions, if applicable. Contact the Financial Aid office to schedule an appointment.

## Step 3 - Assessment Testing

Complete the Test of Adult Basic Education (TABE). Generally, testing is available in the Assessment Center on Tuesdays and Fridays at 7:45AM and requires pre-registration. Call 941-6200 ext. 2160 to confirm and register. Testing fee is \$15, payable in cash or money order, and is due at the time of testing. Students must bring a photo I.D. Students under the age of 18 must complete an age waiver form prior to testing. Call 941-6200 ext. 2184 to schedule an age waiver appointment.

The following prospective students are exempt from assessment testing (official transcripts must be provided):

- Possess an Associate's degree or higher from an accredited institution
- Currently serving as an active duty member of any branch of the United States Armed Services
- Entered the 9th grade of a Florida public school during the 2003-04 school year or beyond and earned a Florida standard high school diploma.

## Step 4 - School Counselor - Registration

Meet with a school counselor to schedule your classes. Bring proof of Florida residency (if applicable), valid TABE scores or transcript for exemption, and high school diploma (if necessary). Individual counselor hours vary; however, at least one counselor is typically on duty Monday through Thursday from 8:00AM - 6:00PM and on Fridays from 8:00AM - 3:00PM.

## Step 5 - Bookkeeper

See bookkeeper for payment of fees. Students enrolling in a postsecondary program must pay the \$20 non-refundable application fee at this time. In addition, students **not** receiving some form of financial aid must pay tuition at this time. The posted fee structure applies to Florida residents only. A resident is any person who resides within the limits of the state of Florida, has a Florida address, and a Florida ID or driver's license for at least one year. All non-residents should contact the school for the fee rate. Be advised that out-of-state fees are considerably higher than in-state fees.

Students enrolling in an ABE/GED program are exempt from the \$20 application fee; however, they must pay the \$30 per semester tuition rate. Accepted forms of payment are cash, check, money orders, and credit/debit cards (additional 3% processing fee applied to credit/debit charges).

# **Enrollment Periods**

<b>Program</b>	<b>Enrollment Period</b>	<b>Classes Begin</b>
Most PSAV programs	June 1 - open enrollment	August 13, 2018
Aviation Mechanics	June 1 - August 2	August 3, 2018
Emergency Medical Technician	June 1 - August 10	August 13, 2018
Emergency Medical Technician	August 13 - February 15	February 19, 2018
EMT/Fire Fighter Combined	June 1 - October 26	October 29, 2018
Law Enforcement / Corrections	contact (850) 941-6200 x2152 for dates	
ABE/GED programs	June 1 - open enrollment	August 13, 2018

## **Verification of Enrollment**

A student must be enrolled at George Stone Technical College for thirty (30) calendar days with satisfactory attendance before a Verification of Enrollment form can be given.

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# **Residency Verification**

## **Verifying Florida Residency for Tuition Classification**

A Florida resident is any person who resides within the limits of the state of Florida, has a Florida address, and a Florida ID or driver's license for at least one year.

Students who are admitted to a public-supported postsecondary institution in Florida must complete an affidavit and provide proof of "Florida residency for tuition purposes" in accordance with state law. All students, including independent as well as dependent students and the dependent student's parents, are required to submit the Florida residency affidavit and **at least two of the below-specified documents with dates that evidence the consecutive 12-month qualifying period.**

**Note:** On March 31, 2014, Florida Governor Rick Scott signed into law the "Congressman C.W. Bill Young Tuition Waiver Program," also referred to as the "Florida GI Bill," an initiative that waives out-of-state tuition fees for honorably discharged veterans of the United States Armed Forces, allowing enrollment at the in-state tuition rate, regardless of residency status.

# **Residency Verification (cont.)**

## **Verifying Florida Residency for Tuition Classification (continued)**

At least one of the two documents submitted must be from the first group.

### **First Group:**

- Florida driver's license (licenses from other state must be relinquished)
- Florida identification card (if no evidence of ties to another state exists)
- Florida voter's registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (e.g., warranty deed)
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within the last 12 months.)
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-week period. This may include paycheck stubs from the previous 12 months of employment in Florida
- Proof of Homestead exemption in Florida

### **Second Group:**

- Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations
- Any other documentation that supports the student's request for Florida resident status

### **Examples of "other" documentation from the second group:**

- Utility bills and proof of 12 consecutive months of payments
- Lease agreement and proof of 12 consecutive months of payments
- Official Federal, State, or court documents evidencing legal ties to Florida

### **Residency Appeals:**

Students seeking an appeal of the Residency for Tuition Purposes classification rendered by the Counselors' Office upon completion of a formal application review shall submit a written appeal, along with any additional supporting documentation to the GSTC Administration for review. The GSTC Residency Appeals Committee will review all the information and documentation submitted with the Appeal, as well as previously submitted documents and related information in the student's school record. Students should review the requirements for Residency Classification prior to submitting an appeal. The GSTC Residency Appeals Committee is designated to review residency decisions - not the residency review process. These areas of the Residency Reclassification review may not be appealed.

# **Diploma Verification**

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## **Policy**

While a high school diploma is not an entrance requirement for enrollment into George Stone Technical College, a high school diploma or “recognized equivalent of a high school diploma” is required in order to establish eligibility for Title IV funding, such as the Pell Grant.

- It is the student’s responsibility to provide the counselor and/or the Financial Aid Department a copy of his/her high school diploma or a final official high school transcript.
- High school diplomas must be from a nationally recognized, accredited institution.

## **Foreign Diplomas**

GSTC accepts foreign and international diplomas and degrees if they are translated into English and evaluated by a credential evaluation service. To be accepted, a credential evaluation report must include a statement of the diploma/degree equivalent for U.S. education. It is the student’s responsibility to have his/her diploma and/or degree translated into English, evaluated, and delivered to GSTC prior to enrollment. The following agencies provide this service:

- AACRAO Foreign Credential Evaluation Service ([www.aacrao.org](http://www.aacrao.org))
- Global Education Group, Inc. ([www.globaledu.com](http://www.globaledu.com))
- Josef Silny & Associates, Inc. ([www.jsilny.com](http://www.jsilny.com))
- World Education Services ([www.wes.org](http://www.wes.org))

# **Testing**

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## **Test of Adult Basic Education (TABE)**

The TABE assessment is administered to determine a student’s academic level in regards to the basic skills of reading, math, and language. Generally, the TABE is administered on Tuesdays and Fridays at 7:45AM in the Assessment Department at George Stone Technical College. Pre-registration is required. Call 941-6200 ext. 2160 for information or to schedule a testing appointment. The current testing calendar is located on the school website.

Arrangements for accommodations may be made prior to testing by contacting the George Stone Assessment Department at 850-941-6200, x2160. An IEP or 504 Plan is required for documentation of accommodations.

The following prospective students are exempt from assessment testing (official transcripts must be provided):

- Possess an Associate’s degree or higher from an accredited institution.
- Currently serving as an active duty member of any branch of the United States Armed Services.
- Entered 9th grade of a Florida public school during the 2003-04 school year or beyond and earned a Florida standard high school diploma.

# **Testing (continued)**

## **Guidelines/Requirements for Testing**

- Students testing for enrollment into George Stone Technical College must complete the online application found at [www.GeorgeStoneCollege.edu](http://www.GeorgeStoneCollege.edu) prior to preregistering for the TABE.
- There is a \$15 TABE testing fee, payable in cash or money order only. This fee must be paid before the test can be administered. An approved credit voucher, instead of cash, may be accepted from agencies sponsoring students. The voucher must be signed by a representative of the agency signifying the agency's responsibility to pay the test fee for the student.
- Electronic devices must be turned off. If an electronic device makes a sound of any kind or is found to be turned on, the test will be invalidated and the testing candidate must wait at least one week to retest and pay the \$15 fee for the rescheduled test.

## **General Education Development (GED) Exam**

The GED exam is administered in the Assessment Department every Wednesday and Thursday. All candidates must register for the exam online at [www.myged.com](http://www.myged.com). Test times are provided at the time of registration. Fees vary depending on tests selected and are paid online during the registration process. GSTC does not collect fees. Please refer to your confirmation email for the required items needed at the time of testing. Contact the Assessment Department at 941-6200 ext. 2160 for further information.

## **Criminal Justice Basic Abilities Test (CJBAT)**

The CJBAT is given in the Assessment Department. Pre-registration is required in person at the Assessment Department. Contact the Assessment Department at 941-6200, ext. 2160 for dates and times. Cost is \$40, payable in cash or money order only at the time of pre-registration.

## **Florida Ready to Work**

The Florida Ready to Work Assessment is given in the Assessment Department once a month. Pre-registration is required. Students should contact the Assessment Department at 850-941-6200, ext. 2160 for dates and times. This assessment is beneficial to ensure that students have the necessary skills to succeed in Florida's growing, competitive marketplace. Subtests for the Florida Ready to Work are Applied Mathematics, Locating Information, and Reading for Information.

## **Prometric Certified Nursing Assistant (CNA) Test Information**

1-888-277-3500

# Course Numbering System

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that are assigned by Florida's Statewide Course Numbering System (SCNS). This common numbering system is used by all public postsecondary institutions in Florida. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field specialization.

The course prefix and each digit in the course number have meaning in the SCNS. The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions (exceptions are listed below).

For example, each institution uses "ORH 0803" to identify its general horticultural course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In SCNS taxonomy, "ORH 0803" means "general horticultural," the century digit "8" represents "Landscaping," the decade digit "0" represents "Intro Course," and the unit digit "3" represents "Specialist".

## General Rule for Course Equivalencies

EXAMPLE OF COURSE IDENTIFIER					
PREFIX	LEVEL CODE	CENTURY DIGIT	DECADE DIGIT	UNIT DIGIT	LAB CODE
ORH	0	8	0	3	
HORTICULTURAL GENERAL	VOCATIONAL	LAND-SCAPING	INTRO COURSE	SPECIALIST	LAB COM-PONENT

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.



# **Transfer of Credit Policy**

## **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6-A-10.024(17), Florida Administrative Code, reads: When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Students transferring from institutions that participate in the statewide numbering system may be awarded credit toward the program they are entering for any successfully completed course work that relates to their program. Students transferring into a program from an institution where the statewide course numbering system is not utilized will have their transcript evaluated for appropriate credit. Students must provide an official transcript from a regionally accredited institution to be eligible for transfer student status. In all cases the George Stone Technical College will be the final authority on transfer credit.

## **Exceptions to the General Rule for Equivalency**

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- Courses in the \_900-\_999 series (e.g., ART 2905).
- Internships, practicum, clinical experiences, and study abroad courses.
- Performance or studio courses in Art, Dance, Theater, and Music.
- Skills courses in Criminal Justice.
- Graduate courses.

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Principal or the Florida Department of Education, Bureau of Instruction and Innovation, 325 West Gaines St., Suite 434, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (850) 245-9868.

## **Articulation Agreements**

State-wide articulation agreements approved by the Florida State Board of Education, as well as local articulation agreements between GSTC and Pensacola State College are available on the GSTC website.

# Withdrawals

## Administrative Withdrawal (Involuntary)

Students may be withdrawn for the following reasons:

- Failure to pay fees.
- Unsatisfactory progress as reported by the instructor. Unsatisfactory progress is defined as a student taking longer than 150% of the allotted hours to complete the program.
- Failing grades (Average below 70%).
- Unsatisfactory Attendance (see policy on page 14).
- Disciplinary action as a result of student misconduct. Potential infractions can be found in the Student Rights and Responsibilities Handbook which is available on the Escambia County School District Website: <http://www.escambiaschools.org>
- Failure to follow program safety rules.

## Reinstatement for Administrative Withdrawal

Any student who has been involuntarily withdrawn may request a written appeal or hearing appeal to review the action taken. The decision for written appeals will be mailed to the student. Hearing appeals will be scheduled before or after the normal school day within the first week of the month following the violation. The Appeals Board will be made up of an administrator, a counselor, a teacher, and a student from the Student Advisory Council.

## Withdrawal (Voluntary)\*

The student will notify the instructor of the program in which he/she is enrolled. ***The withdrawal date is the last date of attendance.*** Note: For Veteran and Veteran Dependent benefit purposes, the last day of attendance will be reported to the Veterans Administration.

The student shall ensure that:

- School property (books, tools, or other materials) has been returned.
- All work orders have been cleared.
- Appropriate financial aid personnel have been notified.
- Current mailing address and telephone number have been given to the instructor.
- Personal property belonging to a student who withdraws must be claimed no later than the day of withdrawal. George Stone Technical College is not responsible for items left behind.

**\* Students are allowed only one withdrawal each school year. When a student is withdrawn, he/she must wait (30) thirty calendar days to re-enroll, if space is available, and will be required to pay the \$20 non-refundable application fee. Students withdrawing during the semester are still responsible for tuition/fees for that semester. If a student withdraws a second time during the same school year, he/she must wait until the next school year to re-enroll.**

## Re-Entrance Process

- See a school counselor.
- Space must be available in the desired program.

# Attendance

## Policy

George Stone Technical College recognizes its responsibility for preparing students with the necessary skills to enter the workforce. Business and industry leaders widely agree that the single most important trait for career success is good attendance. After all, a business can only function when its employees are working; the same holds true for instructional programs. Regular and punctual attendance is an expected and integral part of the learning experience. Student success in each program is contingent upon meeting program hours, competency requirements, and basic skills. Excessive absences, tardiness, leaving early, or not making adequate progress in a program may result in an administrative withdrawal.

The following attendance guidelines are the minimum acceptable standard for GSTC's programs of study. To meet industry standards, attendance requirements in some programs may be stricter than these minimum requirements. It is the responsibility of the student to know the attendance policies for the program in which he/she is enrolled.

- There are no excused or unexcused absences; students are either present or absent.
- A student who is absent six (6) consecutive days will be withdrawn.
- If a student receives (6) six absences over a 9-week period or if his/her cumulative attendance, as measured by the ratio of clock hours attended to clock hours scheduled, falls below 83%, the student will be placed on **Attendance Probation** for thirty (30) days. While on Attendance Probation, the student may not have more than two (2) absences. A student on Attendance Probation will have the beginning of his new 9-week period reset to the first day of Attendance Probation. Students failing to maintain satisfactory attendance while on Attendance Probation may face an administrative withdrawal.
- Any student who withdraws while on Attendance Probation will be required to complete unserved Probation time upon re-enrollment.

## Determination of Leave of Absence

A student may request a leave of absence (minimum length of 10 school days) for situations affecting a student's attendance for an extended period of time. Student must submit a Leave of Absence Request Form, available on the website or from the instructor, to the GSTC administration. The request must be approved by the instructor, the Financial Aid Department (if applicable), and an administrator. Students are still responsible for tuition/fees incurred for the semester in which they are currently enrolled.

# Schedule Changes

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## Transfer Between Programs

Students are encouraged to enroll in programs that best meet their individual career, interest, and educational goals. A student may transfer to another program before he/she reaches the accountability standard. Students are considered accountably enrolled once they reach 25% of the program's published hours. Students must have a school counselor's approval for all transfers. Students may change programs only twice during the school year, provided space is available in the new program. Any competency that is earned in one program and which is required in the program to which he/she is transferring may be awarded as transfer credit upon evaluation by the instructor (see Transfer of Credit Policy on page 12).

## Transfer Within Program

Transfers within the program (full-time to part-time, part-time to full-time, day to evening, or evening to day) should be made **between** semesters, provided space is available. Students will be permitted one transfer request per school year to occur **during** the semester, provided space is available.

# Fees & Refunds

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Fees are determined by policy of the School District in conformity with State law. Total fees consist of a Basic Fee, Financial Aid Fee, Capital Improvement Fee, Technology Fee, and a Lab Fee. Cooperative education students are exempt from the Lab Fee portion. Each student attending class on the first day of the semester will be charged fees for the entire semester.

All students must pay fees or have a cooperating agency pay fees for them before they are admitted to class. Fees for 2018-2019 are dependent upon the program of entry. *See inside back cover for 2018-19 fee schedule.*

Fees are due by the 1<sup>st</sup> day of class. Failure to pay fees will result in an administrative withdrawal.

If a student does not begin class at the beginning of a semester, fees will be pro-rated for that semester according to the number of days remaining in the semester. If a student completes a program during the semester, the fees are pro-rated and a refund is given.

## Refunds

Refunds of tuition only will be calculated according to the following terms (registration fee is non-refundable):

- Students withdrawing during the first 10 school days of enrollment shall receive a 100% refund.
- No refunds will be issued after the tenth school day of enrollment.
- Program Completers who finish during the semester will be refunded a pro-rated portion of tuition paid.

Refunds shall be made within thirty (30) days of the last day of attendance. Questions or concerns should be addressed to the Bookkeeper, 850-941-6200, ext. 2137.

## Books / Tools

Instructors or counselors will provide a list of books, tools, and other items required for the class. This information can also be found on our website at [www.GeorgeStoneCollege.edu](http://www.GeorgeStoneCollege.edu). **All students will be required to purchase their books and supplies.** Students can purchase their books at most local book stores or through the Internet.

# Financial Aid

## Overview

The philosophy of the Financial Aid Office at George Stone Technical College is that everyone desiring training should have the opportunity to attend school, regardless of his/her financial situation. We promote financial assistance opportunities to eligible students who might otherwise be deprived of the benefit of technical training. Financial assistance is offered in the form of grants, scholarships, and federally funded programs. Financial assistance is viewed only as supplementary. The student and the family of a student are expected to make a maximum effort to assist with educational expenses. Any prospective student or currently enrolled student may apply for financial aid.

## Federal Financial Aid

Federal financial aid is awarded based on “need” and is provided as a grant by the federal government. When a student applies for financial aid, the information reported on the Free Application for Federal Student Aid (FAFSA) is used to calculate the Expected Family Contribution (EFC). The EFC is used to determine the student’s eligibility for federal student aid and other types of financial aid. The amount of federal financial aid that the student receives depends on the student’s EFC, cost of attendance, enrollment status, enrollment date, and whether the student attends for a full academic year. George Stone Technical College’s academic year is defined as 900 clock hours and 36 weeks of instructional time for full-time enrollment.

## Pell Grants

Pell Grants are available to students demonstrating financial need. A FAFSA must be completed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please include George Stone Technical College’s code 016280. Eligibility is determined by the Financial Aid Office.

## Satisfactory Academic Progress (SAP)

Federal regulations require all Title IV institutions to have a SAP policy in place to ensure that students are progressing through their program at a reasonable rate and are making progress towards program completion. The financial aid office at GSTC will monitor a student’s academic progress at the end of each payment period. SAP standards at GSTC consist of the following qualitative and quantitative measures of progress:

- **Maintain a minimum 83% cumulative attendance rate for the student’s program.**
- **Maintain a minimum cumulative GPA of 2.0 (numeric equivalent of 70) for the student’s program.**
- **Maintain a minimum pace of completion rate of 67% for each payment period. The pace of completion is measured in actual weeks. Calculation of this ratio is determined by dividing the total number of weeks scheduled to be completed in the payment period by the total number of weeks actually completed in the payment period.**
- **Maintain the ability to complete the program within the 150% maximum timeframe. The maximum timeframe is a period no longer than 150% of the published length of the program, measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. A student in a clock hour program cannot receive aid for more hours than in the program. The maximum timeframe applies to the amount of calendar time the student takes to complete those hours.**

## **Satisfactory Academic Progress (SAP) - continued**

Failure to maintain an 83% cumulative attendance rate or a GPA of 2.0 in a program will result in the student being placed on SAP warning for the next payment period. Students placed on warning will remain eligible for financial aid for the warning period.

Students who fail to maintain SAP during their warning period will no longer be eligible for financial aid. In addition, students who do not maintain the minimum pace of completion rate or the ability to complete the program within the 150% timeframe will no longer be eligible for financial aid. There will be no appeal process or probation period. Reinstatement of financial aid that has been terminated requires the student to attend a subsequent warning period, not to exceed one payment period, and maintain SAP. Fees must be current for reinstatement.

Orientation for students is provided online during the application process and is required prior to enrollment. SAP policies and procedures are referenced in the orientation; however, it remains the student's responsibility to be aware of the SAP policy and the consequences of failing to maintain SAP.

## **Pell Grant Disbursements**

Attendance directly affects the timing of disbursements for students receiving Pell grants. A student must meet minimum attendance hours before Pell grants are disbursed. Disbursement dates may vary depending on the length of time taken to complete the required attendance hours and is determined by the actual number of attended hours. In addition, a student must maintain SAP requirements to receive a disbursement. If a student withdraws from school, the Pell disbursement is recalculated based on the amount of assistance earned during the payment period.

## **Return of Title IV/Repayments**

When a student is withdrawn from a program, the Financial Aid Administrator has 30 days from the withdrawal date to complete appropriate paperwork. With the completion of appropriate paperwork, GSTC's Fiscal Manager and the District Finance Office has 15 days to return the monies to the Department of Education (DOE). During the application/interview process, each student is made aware of potential financial obligations and consequences for completing and/or withdrawing before a payment period is completed. Upon withdrawal the letter is sent to the student informing him/her of the balance owed to GSTC and the consequences of the failure to pay the balance owed. If the debt is with GSTC, the student is informed that they will not be allowed to register again until debt is cleared. If the overpayment is with the Federal Government, the student is informed they will not be eligible for Title IV aid until the overpayment is cleared. They are also given a due date of 45 days from the date on the letter to pay the overpayment to GSTC or set up acceptable payment arrangements. Failure to comply with these requirements will result in a referral of the debt to the DOE. If the student receives less Pell Grant monies than the amount earned, GSTC will make a disbursement of the earned aid that was not disbursed if student has met all eligibility requirements. GSTC will credit a student's account with a post withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition/fees will be provided to the student. GSTC will notify the student within 30 days of the withdrawal as to the amount of Title IV disbursement available. GSTC will disburse the funds to the student within 45 days of the date the school determines the student withdrew. If the student cannot be located, or refuses the funds as per a written and signed statement, the funds will then be returned to the Federal Pell Grant Program.

# **Financial Aid**

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## **Florida Student Assistance Grant**

Florida Student Assistance Grants (FSAG) are state funded grants which may be awarded to eligible students who demonstrate financial need pending state budget approval. All prospective students must complete a FAFSA. Eligibility is determined by the Financial Aid Office.

## **Florida Prepaid**

Florida Prepaid is accepted at GSTC. Students should provide a card or letter of verification when enrolling.

## **Student Financial Assistance Fund**

The Student Financial Assistance Fund (SFAF) is available to provide tuition assistance to eligible students demonstrating financial need who are enrolled in non-Pell eligible programs. Assistance is awarded based on availability of funds. All prospective students must complete a FAFSA. Eligibility is determined by the Financial Aid Office.

## **Vocational Rehabilitation**

Vocational Rehabilitation is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend GSTC are encouraged to contact the office of Vocational Rehabilitation.

## **Workforce Innovation and Opportunity Act**

Workforce Innovation and Opportunity Act (WIOA) funds are available for individuals who are financially and/or educationally disadvantaged. WIOA can assist eligible students with tuition, books, and supplies. Students who may qualify for WIOA are encouraged to contact the WIOA office.

## **Student Loan Programs**

George Stone Technical College does not participate in any federal student loan programs.

# Financial Aid

## Veterans' Education Benefits

For complete information on eligibility, students should contact the Department of Veterans' Affairs by calling 1-800-442-4551 or by going to the VA website at [www.gibill.va.gov](http://www.gibill.va.gov). Students planning to attend GSTC using Veterans' Benefits should consult the Financial Aid Office prior to enrollment. All programs of study must be approved by the State Approving Agency in order to be certified by the Department of Veterans' Affairs for payment of benefits. As a student receiving Veterans' Benefits, you are responsible for immediately notifying the VA Certifying Official of any changes in your program or reduction in your clock hours for any term.

Students using Veterans' Benefits to pay for their tuition are considered self-payers since VA pays the student directly, not the institution (unless the student is using Post-9/11 - Chapter 33 benefits). At the time of enrollment, veterans are responsible for their tuition payments, even if they have not received their first VA check. Deferment options are available. Contact the VA Certifying Official for details.

**Note:** On March 31, 2014, Florida Governor Rick Scott signed into law the "Congressman C.W. Bill Young Tuition Waiver Program," also referred to as the "Florida GI Bill," an initiative that waives out-of-state tuition fees for honorably discharged veterans of the United States Armed Forces, allowing enrollment at the in-state tuition rate, regardless of residency status.

- Attendance is reviewed monthly and students must maintain an attendance percentage of 83%, as measured by the ratio of clock hours attended to clock hours scheduled. Failure to meet the 83% threshold will result in the student being placed on **Attendance Probation** for thirty (30) days AND having their **VA Educational Benefits terminated**. While on Attendance Probation, students may not have more than two (2) absences. Students failing to maintain satisfactory attendance while on Attendance Probation may face an administrative withdrawal.
- Students whose VA Benefits have been terminated may have them re-instated upon satisfactorily completing the Attendance Probation period.
- Students receiving VA Benefits must maintain a minimum cumulative grade point average of "C" by the end of each course completion. Students failing to earn a grade of "C" or better will have their VA Educational Benefits terminated and may face an administrative withdrawal. Students may have their VA Educational Benefits reinstated upon successfully completing the course with a grade of "C" or better.
- Students receiving VA Educational Benefits are NOT eligible for a Leave of Absence. Veterans' Educational Benefits must be terminated during periods of absence.



# Student Services

## Transcripts

Students may request copies of their transcript by completing the transcript request form found on the GSTC website. Additionally, students may also request copies of course or program certificates on this form. Transcript and/or certificate requests take 48 hours to process. For questions, please contact the Data Specialist at 850-941-6200, extension 2162.

## Counseling

Career and technical, educational, and personal counseling services are provided for all prospective, current, and former students at George Stone Technical College. Students who desire these services are encouraged to contact one of the counselors on staff Monday through Friday at 941-6200 ext. 2167, 2116, or 2110.

## Student with Disabilities

Students with disabilities are encouraged to self-identify and request services if needed before or after admission to George Stone. Reasonable accommodations can be made based on the needs of the individual student.

## Placement

Placement assistance is provided for all students presently enrolled and for any former student needing and desiring these services. Placement services are provided by the Co-Op Coordinator at 941-6200 ext. 2362.

## Follow-Up

Each year, a follow-up is conducted on George Stone Technical College's previous year's career and technical education students. The results of this follow-up are used to determine if the College is fulfilling the employment needs of the community and to determine if students are being placed in in-field related jobs.

## Recruitment

Citizens and businesses in the community are encouraged to partner with GSTC, and information is made available to encourage prospective students to enroll at George Stone Technical College. Staff members recruit from local high schools, civic organizations and other events where individuals might be encouraged to take advantage of the programs at GSTC.

## Student Organizations

Students are encouraged to participate in student organizations. The following organizations are available to George Stone students:

- Skills USA
- Student Advisory Council

# **Student Services**

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## **Job Training Services (Vehicle/Equipment Repair)**

Some programs have job training services that allow equipment and vehicles to be repaired as part of the curriculum. Only employees of the Escambia County School District and current George Stone Technical College students are eligible for work to be done. All work and repair services are at the discretion of George Stone Technical College. All work is performed by students and is NOT guaranteed. There is no charge for labor; however, all parts, supplies, and materials are the sole responsibility of the vehicle/equipment owner. An additional 20% service fee will be collected by George Stone. Job order forms can be obtained from the main office. Contact individual instructors for details and specific information.

## **Lockers**

Lockers for student use are available in some buildings. George Stone Technical College assumes no responsibility for items stored in lockers. Locks may be removed and lockers searched for any reason at any time. All locks will be removed at the end of the school year.

## **Lost and Found**

Items found on campus are to be turned in to the Front Office in Building 1. Owners may claim lost items at the Information Desk.

## **Food and Drink**

Vending machines are available in Buildings 1, 3, and 4. The Student Commons area is located in Building 1. Food may be consumed in this area during lunch and dinner.

## **Field Trips**

Students who attend George Stone Technical College may have the opportunity to participate in extra-curricular trips. School policy requires that students under 18 years of age must have a field trip form signed by a parent or guardian. Instructors will provide these forms to the student when necessary. The completed form will remain on file at the College.

# **High School Dual Enrollment**

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. To enroll, contact your high school counselor or call George Stone at 941-6200 ext. 2167.

## **Program/Course Offerings**

In order to be eligible for dual enrollment, a program must lead to an industry certification(s) identified by the FLDOE on the CAPE Industry Certification Funding List or CAPE Postsecondary Industry Certification Funding list. In addition, the program must be offered to adult students at the technical college.

The following programs are ineligible for dual enrollment: Aircraft Airframe Mechanics, Aircraft Powerplant Mechanics, Correctional Officer, Cosmetology, Emergency Medical Technician, EMT/Fire Fighter Combined, Home Health Aide, and Law Enforcement Officer.

## **Student Eligibility**

Student must have a 2.0 unweighted high school grade point average for initial and continued enrollment. Additionally, to be considered for admission to the GSTC Dual Enrollment Program, the student must have a record of satisfactory attendance; no serious, repeated discipline infractions; maintained a successful grade point average; furnish his own transportation; and furnish his own instructional materials. Students must also take the Test of Adult Basic Education (TABE) prior to enrollment. A student may not enroll in a course that he will not be able to complete prior to high school graduation. Students who earn a D or an F in dual enrollment courses will be ineligible for enrollment the following semester.

## **Course Credits**

The amount of high school credit that can be awarded for a dual enrollment course is identified in the FLDOE Dual Enrollment Course - High School Subject Area Equivalency List. The high school credit can only be awarded upon completion of the entire postsecondary course. High school credit cannot be awarded in increments if a student is scheduled across terms or years. The grade received is weighted the same as any other weighted class, such as AP, IB and Honors.

## **Scheduling**

Specific schedules will depend on the student's credit needs and class availability within the secondary school's schedule. Depending on that schedule, students will either attend GSTC in the morning and their secondary school in the afternoon or vice versa. GSTC day classes meet Monday through Friday, while evening classes meet Monday through Thursday.

## **Tuition/Fees**

Tuition and textbook fees are waived for dual enrollment students, as is the TABE testing fee; however, students may be responsible for uniforms, tools, or equipment required for some courses. Secondary students are not eligible for financial aid.

# Grading System

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. A completed Occupation Completion Point (OCP) may be assigned a letter and/or a numeric grade. The following approved grading scale is used to report student achievement:

## Grading Scale

### **A = 90 - 100%**

The attitude and behavior of the student fully meet occupational expectations. The student participates constructively in every class session, maintains a regular schedule of completed tasks, and gives evidence of an enthusiastic and positive attitude. The student can perform skills without supervision and with initiative and adaptability.

### **B = 80 - 89%**

The attitude and behavior of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and demonstrates a positive attitude. The student can perform required skills satisfactorily without assistance or supervision.

### **C = 70 - 79%**

The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes minimal progress, and is sometimes off task. There is evidence that student lacks a positive attitude towards training and occupational goals. The student can perform required skills satisfactorily but requires some assistance or supervision.

### **D = 60 - 69%**

The student needs to make considerable improvement in attitude and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility. The student can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision.

### **F = 0 - 59%**

There are serious questions about the student's work attitude and behaviors. The student should rethink his/her personal objectives and career goals. The student cannot perform the required skills.

**Note:** *Some programs might have a different grading scale based on certain qualifications and Industry Certification standards. See your instructor for specifics.*

# **Discrimination / Harassment**

## **Unlawful Discrimination**

GSTC personnel shall not discriminate against any person on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin, disability, or pregnancy in violation of applicable state or federal law or these rules in the educational programs or activities which it operates or in the employment of personnel and does not tolerate any such discrimination. Complaints alleging violation of this policy shall be made to the Equal Employment Officer (EEO), Dr. Marian Y. Torrence (850-469-6102 or [mtorrence@escambia.k12.fl.us](mailto:mtorrence@escambia.k12.fl.us)).

## **Policy Against Bullying and Harassment**

The policy of GSTC is that all of its students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. GSTC will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is defined in the Rights and Responsibilities Handbook, located on the Escambia County School District webpage (<http://www.escambiaschools.org>). Consistent with the intent and requirements of Section 1006.147, F.S., GSTC prohibits bullying or harassment by any student on school property, during any school-related or school-sponsored program or activity, or during school-sponsored transportation.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employees that (a) places a person in reasonable fear or harm to his or her person or damage to his or her property; (b) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (c) has the effect of substantially disrupting the orderly operation of a school.

## **Reporting**

Any person, student, or employee who believes that he or she has suffered unlawful discrimination or has been a victim of bullying or harassment shall immediately report the incident(s) to his or her teacher, guidance counselor, principal, the Equal Employment Officer (EEO), the Director of Human Resources, or Superintendent.

## **Investigation**

The School District shall immediately investigate reports of alleged unlawful discrimination, bullying, and harassment. In determining whether the alleged conduct constitutes unlawful behavior, the totality of circumstances, the nature of the discrimination or harassment, and the context in which the alleged incident occurred will be considered. A report recommending an appropriate resolution and discipline, if any, shall be made to the Superintendent with copies being sent to the complainant and the accused. The Superintendent shall take and/or recommend to the School Board immediate and appropriate action.

## **Discipline**

Unlawful discrimination, bullying, and harassment are major offenses which will result in disciplinary action. Personnel found to have unlawfully discriminated against, bullied, or harassed any student or employee shall be subject to disciplinary action up to and including termination of employment, regardless of the offender's station in the School District. Students found guilty of such infractions shall be subject to disciplinary action up to and including expulsion from the school.

# **Sexual Harassment**

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## **Sexual Harassment and/or Sexual Assault Reporting and Action Procedures**

GSTC prohibits sexual harassment of students in any form which involves employees, school volunteers, or other students. Any student who believes that he/she is a victim of sexual harassment shall immediately report the individual(s) to any District employee. Any employees, including but not limited to, teachers, secretaries, custodial staff, cafeteria staff, or clerks who become aware of an allegation of sexual harassment of a student shall immediately report that allegation to the school administration or to the Deputy Superintendent whether or not the staff member feels the allegation is well founded. All complaints will be investigated promptly and, if substantiated, the appropriate disciplinary action will be taken. Retaliation against individuals who report or file a complaint in good faith will not be tolerated. Behaviors considered to be sexual harassment include, but are not limited to, the following:

- spreading sexual gossip
- making unwanted sexual comments (whether intended to be serious or humorous)
- pressuring for sexual activity
- making any unwanted physical contact of a sexual nature
- making any unwanted sexually suggestive telephone calls, e-mails, text messages, pictures, video, audio, or writing unwarranted suggestive letters
- creating a hostile, offensive, or intimidating environment based on or related to gender that has the purpose or effect of interfering with an individual's academic performance
- requesting sexual favors
- using social media outlets to create a hostile, offensive or intimidating environment

# **Computer Usage**

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## **Guidelines & Policies**

GSTC makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees.

All students are bound by all portions of the Responsible Use Guidelines, available on the ECSD website ([www.escambiaschools.org](http://www.escambiaschools.org)). A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action, including administrative withdrawal from school.

Examples of inappropriate use include, but are not limited to:

- Modification of computer
- Transmitting confidential information
- Vandalism/mischief
- Copyright violations
- Illegally accessing or hacking violations
- Circumventing or compromising security
- System interference/alteration
- Plagiarism

# **Student Behavior Guidelines**

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that GSTC, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your education records. However, GSTC may disclose appropriately designated “directory information” without written consent, unless you have advised GSTC to the contrary. The primary purpose of directory information is to allow GSTC to include this type of information from your education records in certain school publications. Examples include:

- honor roll or other recognition lists
- graduation programs
- school website

## **Dress Code**

It is imperative that students be dressed appropriately for their area of instruction. As a guide, students should come dressed in business appropriate attire. In case of conflict between what is acceptable on the job and what is acceptable on campus, students should be guided by their instructor’s standard.

## **Weapons**

Possession of a weapon by a student is prohibited. Any student, while on school grounds or facilities, on a school bus, or at a school-sponsored function, found to be in possession or responsible for a weapon being present as indicated above, may be expelled and result in criminal penalties being imposed. Weapons shall include, but are not limited to, the following:

- Knives—any kind of knife, including but not limited to pen, switchblade, or hunting knife.
- Chains—any chain, not being used for the purpose for which it is normally intended, capable of harm.
- Pipe—any length of metal not being used for the purpose which it is normally intended.
- Razor blades of any kind or similar instruments with a sharp cutting edge.
- Ice picks, dirks, other pointed instruments.
- Nunchucks, brass knuckles, chinese stars, billy clubs.
- Tear gas gun (chemical weapon or device/Mace).
- Electrical weapon or device (stun gun).
- Any other weapon defined in Florida Statute 790.001.
- Any instrument (or object) deliberately used or intended for use to inflict harm upon another person or used to intimidate any person.

## **Safety Rules**

Shop and laboratory programs are structured around academic standards, policies, rules, and regulations, which provide for effective and efficient administration and operation of the educational process. Safety rules and regulations are also a necessary aspect of technical structure to ensure an accident-free environment for individuals who are assigned to those areas identified as shops or laboratories. Failure to follow standard safety rules, including not wearing safety glasses, may result in withdrawal from George Stone Technical College. **Safety violations will result in the following disciplinary actions: 1<sup>st</sup> Offense – Referral written and student sent to Administration; 2<sup>nd</sup> Offense – Referral written and student sent home; 3<sup>rd</sup> Offense – Withdrawn from program. For specifics on Safety Rules, see program instructor.**

# **Student Behavior Guidelines**

## **Cheating / Plagiarism**

Students caught plagiarizing and/or cheating will be removed from their program and not allowed to re-enter until the following school year.

## **Parking**

A section of the upper level front parking lot is reserved for visitors. GSTC students are **not** to park in front of building 1, Administrative Building. The spaces in front of Cosmetology are reserved for Cosmetology patrons. Red spaces are reserved for West Florida High School Seniors.

Traffic should conform to all safety laws. The speed limit on school grounds is 10 miles per hour. For security purposes, students arriving at the George Stone Technical College must exit the parking areas immediately and go to their class.

## **Cellular Devices**

The use of cell phones during the instructional period is permitted only when the teacher allows such use. Cell phones must be placed on silent or vibrate during that time period. Failure to comply with the teacher's instructions regarding the use of cell phones during instructional time may result in disciplinary action.

## **Electronic Devices**

Please leave all electronic items, excluding cell phones, in the vehicle.

## **Pets**

With the exception of service animals, pets are prohibited from George Stone Technical College.

## **Waiting Area**

For students who may be delayed in leaving the campus at the end of the day, the administrative/student services lobby in Building 1 is the designated waiting area. **A student must be off campus within 10 minutes of class dismissal. Students who are still on campus longer than 10 minutes after dismissal of class can be removed from campus and withdrawn from their program. Loitering is not tolerated.**

## **Clean Campus / Smoking Policy**

The staff at George Stone Technical College is very proud of its clean campus. It is expected that all persons who attend George Stone will help the staff keep the campus clean and safe. Please place all trash in trash cans. GSTC is a smoke-free facility; no smoking is allowed on campus. GSTC students may smoke outside the school gate located on the east side of campus (Wymart Road).

## **Accidents**

- In any life-threatening or extreme emergency, dial 911 immediately.
- The student should report accidents to the teacher as soon as possible. In the case of serious injury, the teacher will notify an administrator immediately.
- The teacher will complete a Student Accident Report form as soon as possible and submit to an administrator.



# **Grievance Procedures**

It is the policy of George Stone Technical College to ensure that students have a right of grievance. The philosophy of the school is that such grievances should be handled informally and at the lowest administrative level possible. The following procedures should be followed for the grievance:

- The student should first contact the instructor. If the issue is with personnel, it should be brought to the attention of the administration. If it is of general interest, it may be presented at the Student Advisory Council meeting held monthly at George Stone. The Student Advisory Council consists of student representatives from each of the technical programs and the Student Advisory sponsor.
- If the grievance is resolved at this point, a memorandum of record should be prepared by the instructor or a designated person and maintained in the student's cumulative folder.
- If closure is not reached by using the informal approach, the student may file a formal grievance to the Appeals Board. The Appeals Board will be made up of an administrator, a guidance counselor, an instructor, and an Officer from the Student Advisory Council. The grievance must be submitted in writing and must state the grievance and previous attempts to resolve the situation.
- The Appeals Board will deliberate and prepare a written recommendation within ten (10) working days after the grievance is reviewed.
- A school counselor will provide a statement of the decision to the student.
- If a grievance is not resolved at the school level, the student may contact appropriate School District personnel.

Note: If a grievance is not resolved at the District level, the student may contact the Center's accrediting agency, Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or by phone at 1-800-917-2081.

# Accounting Operations

**Program Number: B070110**

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, such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business, Management, and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupationally-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.

The content includes, but is not limited to, double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. The program includes instruction in the following software applications: Microsoft Word, Excel, Access, PowerPoint, Outlook, Adobe Acrobat, and QuickBooks Pro.

Upon completion of the Accounting Operations program, students are required to pass at least one of the following certifications: Bookkeeping Fundamentals, QuickBooks, or MS Office (Bundle of 3 - Word, Excel, Outlook, PowerPoint, or Access).

**Program content includes the following courses:**

**Program Length: 900 Hours**

OCPs	Title	Course #	Hours
A	Information Technology Assistant	OTA0040	150
B	Accounting Clerk	ACO0040	300
C	Accounting Associate	ACO0041	300
D	Accounting Assistant	ACO0042	150

**Estimated Program Costs**

Tuition: \$2601.00 (based on Florida resident tuition fee)

Books: \$600 - \$700

Supplies: \$60

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  597

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  608

**Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	10:30AM - 1:30PM	MTWRF
Full Time - Evening	Not Available	
Part Time - Evening		

# Administrative Office Specialist

## Program Number: B070330

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, such as an Information Technology Assistant, Front Desk Specialist, Assistant Digital Production Designer, and Administrative Assistant in the Business, Management, and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.

The content includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. The program includes instruction in the following software applications: Microsoft Word, Excel, Access, PowerPoint, Outlook, and Publisher; Adobe Acrobat, Photoshop, and InDesign.

Upon completion of the Administrative Office Specialist program, students are required to pass a Bundle of 3 MS Office Certifications (Word, Excel, Outlook, PowerPoint, or Access).

### Program content includes the following courses:

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Information Technology Assistant	OTA0040	150
B	Front Desk Specialist	OTA0041	300
C	Assistant Digital Production Designer	OTA0030	150
D	Administrative Office Specialist	OTA0043	450

### Estimated Program Costs

Tuition: \$3034.50 (based on Florida resident tuition fee)

Books: \$500 - \$600

Supplies: \$60

### Basic Skills Requirement

Reading - Scale Score  $\geq$  597

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  608

### Program Times

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	10:30AM - 1:30PM	MTWRF
Full Time - Evening	Not Available	
Part Time - Evening		

# A/C, Refrigeration & Heating Technology I

**Program Number: C400100**

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

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician, and Refrigeration Technician.

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

The content includes but is not limited to designing, testing, and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems. Upon completion of the program, students are prepared to take the following Industry Competency Exams: Commercial Refrigeration, Light Commercial Air Conditioning and Heating, and HVACR.

**Program content includes the following courses:**

**Program Length: 750 Hours**

OCPs	Title	Course	Hours
A	A/C, Refrigeration and Heating Helper	ACR0041	250
B	A/C, Refrigeration and Heating Mechanic Assistant	ACR0043	250
C	A/C, Refrigeration and Heating Mechanic 1	ACR0047	250

**Estimated Program Costs**

Tuition: \$2167.50 (based on Florida resident tuition fee)  
 Books: \$300  
 Supplies: \$60

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  627  
 Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# A/C, Refrigeration & Heating Technology 2

**Program Number: C400200**

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

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. It is recommended that students complete Air-Conditioning, Refrigeration and Heating Technology 1, or demonstrate mastery of the outcomes in that program, prior to enrollment in Air-Conditioning, Refrigeration and Heating Technology 2.

This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

The content includes, but is not limited to, designing, testing, and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems. Upon completion of the program, students are prepared to take the following Industry Competency Exams: Commercial Refrigeration, Light Commercial Air Conditioning and Heating, and HVACR.

**Program content includes the following courses:**

**Program Length: 600 Hours**

OCPs	Title	Course	Hours
A	A/C, Refrigeration and Heating Mechanic 2	ACR0049	250
B	A/C, Refrigeration and Heating Technician or Refrigeration Mechanic	ACR0044 or ACR0045	350 350

### Estimated Program Costs

Tuition: \$1734.00 (based on Florida resident tuition fee)  
 Books: \$300  
 Supplies: \$60

### Basic Skills Requirement

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  627  
 Language - Scale Score  $\geq$  584

### **Program Times**

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Automotive Collision Technology Technician

## Program Number: T401300

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 Transportation, Distribution and Logistics career cluster; the purpose of this program is to prepare students for employment as automotive body related repairers or automobile body repairers.

The content includes, but is not limited to, the following: basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

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

George Stone Technical College is a Certified National Automotive Training Education Foundation (NATEF) Center. Upon completion of the program, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE certification.

**Program content includes the following courses:**

**Program Length: 1400 Hours**

OCPs	Title	Code	Hours
A	Automotive Collision Repair and Refinishing Helper/Assistant	ARR0140	150
B	Automotive Collision Refinishing Technician	ARR0141	450
C	Non-Structural Damage Repair Technician	ARR0312	300
D	Damage Analysis and Estimating	ARR0022	75
E	Automotive Collision Welding, Cutting and Joining	ARR0112	75
F	Structural Damage Repair Technician	ARR0295	350

### Estimated Program Costs

Tuition: \$4046.00 (based on Florida resident tuition fee)  
 Books: \$150 - \$200    Work Boots and jumpsuit: \$50 - \$100  
 Supplies: \$60

### Basic Skills Requirement

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  596  
 Language - Scale Score  $\geq$  584

### **Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	Not Available	
Part Time - Evening	Not Available	

# **Auto Collision Repair & Refinishing 2**

**Program Number: T400200**

## ***Program in teach-out mode - No New Enrollees for 2018-19***

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 Transportation, Distribution and Logistics career cluster; the purpose of this program is to prepare students for employment as automotive body related repairers or automobile body repairers.

The content includes, but is not limited to, the following: basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

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

George Stone Technical College is a Certified National Automotive Training Education Foundation (NATEF) Center. Upon completion of the program, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE certification.

**Program content includes the following courses:**

**Program Length: 650 Hours**

OCPs	Title	Course #	Hours
A	Automotive Refinishing	ARR0127	325
B	Automobile Body Repairer	ARR0240	325

### **Estimated Program Costs**

Tuition: \$1878.50 (based on Florida resident tuition fee)  
 Books: \$150 - \$200    Work Boots and jumpsuit: \$50 - \$100  
 Supplies: \$60

### **Basic Skills Requirement**

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  596  
 Language - Scale Score  $\geq$  584

### **Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	Not Available	
Part Time - Evening		

# Automotive Service Technology I

**Program Number: T400700**

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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster. The purpose of this program is to prepare students for employment and/or specialized training in the automotive industry. It is recommended that students enrolling in this program have a valid driver's license.

The content includes, but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

George Stone Technical College is a Certified National Automotive Training Education Foundation (NATEF) Center. Upon completion of the program, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE certification. The sequence of OCP's after completing the core OCP A is at the discretion of the instructor. It should be noted that NATEF requires a minimum certification in four occupational areas (Brakes, Electrical/Electronics, Engine Performance and Suspension/Steering) for program certification.

**Program content includes the following courses:**

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Automotive Services Assistor	AER0014	300
B	Automotive Brake Systems Technician	AER0418	150
C	Automobile Suspension & Steering Technician	AER0453	150
D	Automotive Electrical/Electronic System Technician	AER0360	300
E	Engine Repair Technician	AER0110	150

**Estimated Program Costs**

Tuition: \$3034.50 (based on Florida resident tuition fee)

Books: \$150 - \$200

Basic Entry Tools: \$500

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR



# Automotive Service Technology 2

**Program Number: T400800**

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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster. The purpose of this program is to prepare students for employment and/or specialized training in the automotive industry. It is recommended that students enrolling in this program have a valid driver's license.

The content includes, but is not limited to, planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

George Stone Technical College is a Certified National Automotive Training Education Foundation (NATEF) Center. Upon completion of the program, students are prepared to take the Automotive Service Excellence (ASE) exams for ASE certification. The sequence of OCP's after completing the core OCP A is at the discretion of the instructor. It should be noted that NATEF requires a minimum certification in four occupational areas (Brakes, Electrical/Electronics, Engine Performance and Suspension/Steering) for program certification.

**Program content includes the following courses:**

**Program Length: 750 Hours**

OCPs	Title	Course #	Hours
A	Automotive Engine Performance Technician	AER0503	300
B	Automatic Transmission and Transaxle Technician	AER0257	150
C	Manual Drivetrain and Axle Technician	AER0274	150
D	Automotive Heating and Air Conditioning Technician	AER0172	150

## Estimated Program Costs

Tuition: \$2167.50 (based on Florida resident tuition fee)

Books: \$150 - \$200

Basic Entry Tools: \$500

## Basic Skills Requirement

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  584

## Program Times

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Aviation Airframe Mechanics

**Program Number: T640300**

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Airframe Maintenance Technician.

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 Transportation, Distribution and Logistics career cluster.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Classroom, shop, and laboratory activities are an integral part of this program. FAR Section 147.21(e) requires teaching of at least 50% of the curriculum in the shop or laboratory. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes found in the industry.

This program is a planned sequence of instruction consisting of two occupational completion points. The Aviation Maintenance General Technician (AMT0705) course is the core course.

Required FAA exams include GENERAL written, oral, and practical and AIRFRAME written, oral, and practical. The only way a person can get authorization to take these examinations is to (1) graduate from an approved school or (2) obtain permission from the FAA to take the test based on prior experience on certified aircraft. Schools cannot grant permission.

**Program content includes the following courses:**

**Program Length: 1350 Hours**

OCPs	Title	Course #	Hours
A	Aviation Maintenance General Technician	AMT0705	450
B	Aviation Maintenance Airframe Technician 1	AMT0765	450
	Aviation Maintenance Airframe Technician 2	AMT0766	450

## Estimated Program Costs

Tuition: \$4576.50 (based on Florida resident tuition fee)

Books: \$200 - \$300

Tools & Supplies: \$250

## Basic Skills Requirement

Reading - Scale Score  $\geq$  597

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  584

## Program Times

Status	Times	Frequency
Full Time - Day	8:00AM - 2:30PM	MTWRF

# Aviation Powerplant Mechanics

**Program Number: T640400**

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician.

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 Transportation, Distribution and Logistics career cluster.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Classroom, shop, and laboratory activities are an integral part of this program. FAR Section 147.21(e) requires teaching of at least 50% of the curriculum in the shop or laboratory. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes found in the industry.

This program is a planned sequence of instruction consisting of two occupational completion points. The Aviation Maintenance General Technician (AMT0705) course is the core course.

Required FAA exams include GENERAL written, oral, and practical and POWERPLANT written, oral, and practical. The only way a person can get authorization to take these examinations is to (1) graduate from an approved school or (2) obtain permission from the FAA to take the test based on prior experience on certified aircraft. Schools cannot grant permission.

**Program content includes the following courses:**

**Program Length: 1350 Hours**

OCPs	Title	Course #	Hours
A	Aviation Maintenance General Technician	AMT0705	450
B	Aviation Maintenance Powerplant Technician 1	AMT0775	450
	Aviation Maintenance Powerplant Technician 2	AMT0776	450

## **Estimated Program Costs**

Tuition: \$4576.50 (based on Florida resident tuition fee)

Books: \$200 - \$300

Tools & Supplies: \$250

## **Basic Skills Requirement**

Reading - Scale Score  $\geq$  597

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  584

## **Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 2:30PM	MTWRF

# Baking & Pastry Arts

**Program Number: N100600**

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 Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as experimental, quality, and safety procedures are an integral part of this program.

Upon completion of the program, students are encouraged to obtain the Certified Food Protection Manager (ServSafe ®) industry certification.

**Program content includes the following courses:**

**Program Length: 600 Hours**

OCPs	Title	Course #	Hours
A	Pastry Cook/Baker	FSS0090	300
B	Pastry Chef/Head Baker	FSS0091	300

**Estimated Program Costs**

Tuition: \$1734.00 (based on Florida resident tuition fee)  
 Books: \$100 - \$150  
 Tools & Supplies: \$250

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  596  
 Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	Not Available	
Part Time - Day		
Full Time - Evening		
Part Time - Evening		

# Computer Systems & Information Technology

**Program Number: Y100200**

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to communication, leadership skills, human relations and employability skills; and safe, efficient work practices.

George Stone Technical College, as a Cisco Networking Academy and Microsoft IT Academy, includes course material that is a planned sequence of instruction consisting of four occupational completion points. When the recommended sequence is followed, the structure is intended to prepare students to complete the Microsoft MTA OS and CompTIA A+ industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

**Program content includes the following courses:**

**Program Length: 900 Hours**

OCPs	Title	Course #	Hours
A	Computer Systems Technician	CTS0082	300
B	Computer Network Technician	CTS0083	150
C	Computer Networking Specialist	CTS0084	150
D	Computer Security Technician	CTS0069	300

## Estimated Program Costs

Tuition: \$2601.00 (based on Florida resident tuition fee)

Books: No required text - curriculum is online

Supplies: \$75 - \$150

## Basic Skills Requirement

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  584

## Program Times

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Correctional Officer

**Program Number: P430102**

This program is established for the purpose of providing job-related training to students that require certification, in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.) as full-time Correctional Officers.

The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations; search and seizure; supervision, protection, care, custody, and control, or investigation, of inmates within a correctional institution.

**Program content includes the following courses:**

**Program Length: 420 Hours**

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

## Course Prerequisites:

- School District Recognized Accredited High School Diploma or GED
- A physical training pre-test is required
- Criminal Justice Basic Abilities Test (CJBAT) (\$40)
- Fingerprint Card processed by FDLE and FBI (\$55.00)
- Physical exam with EKG Results and Drug Screen (cost varies with each doctor)
- One (1) day orientation process

## Estimated Program Costs

Tuition: \$1167.60 (based on Florida resident tuition fee)      Corrections Lab Fee: \$625.00

Uniforms: \$400

## Program Times

Days and times may vary depending on curriculum needs. Contact Criminal Justice Department (850-941-6200, ext. 2152) for schedules.

# Corrections to Law Enforcement, Crossover

**Program Number: P430125**

This program is established for the purpose of providing job-related training to students that require certification, in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.) as full-time or part-time Law Enforcement Officers. A student enrolling in this program must possess current certification as a correctional officer in accordance with Chapters 943, F.S., and 11B-35, F.A.C.

The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations; investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure; knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques; traffic control and direction; DUI enforcement techniques; first aid techniques; communications skills; and human relations skills.

**Program content includes the following courses:**

**Program Length: 518 Hours**

OCPs	Title	Course #	Hours
A	Introduction to Law Enforcement	CJK0001	10
	Legal	CJK0012	62
	Interactions With a Diverse Community	CJK0013	40
	Interviewing and Report Writing	CJK0014	56
	Fundamentals of Patrol	CJK0064	35
	Calls for Service	CJK0065	36
	Criminal Investigations	CJK0077	50
	Crime Scene to Courtroom	CJK0078	35
	Critical Incidents	CJK0092	44
	Traffic Stops	CJK0087	30
	DUI Traffic Stops	CJK0084	24
	Traffic Crash Investigations	CJK0088	32
	Cross-Over Program Updates	CJK0393	8
	CMS Law Enforcement Vehicle Operations	CJK0020	48
	Dart-Firing Stun Gun	CJK0422	8

**Course Prerequisites:**

- School District Recognized Accredited High School Diploma or GED
- A physical training pre-test is required
- Criminal Justice Basic Abilities Test (CJBAT) (\$40)
- Fingerprint Card processed by FDLE and FBI (\$55.00)
- Physical exam with EKG Results and Drug Screen (cost varies with each doctor)
- One (1) day orientation process

**Estimated Program Costs**

Tuition: \$1440.04 (based on Florida resident tuition fee)      Law Enforcement Lab Fee: \$375.00      Uniforms: \$400

**Program Times**

Days and times may vary depending on curriculum needs. Contact Criminal Justice Department (850-941-6200, ext. 2152) for schedules.

# Cosmetology

**Program Number: D500100**

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 Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. The Cosmetology program prepares students for employment as licensed Hairdressers, Hairstylists, and Cosmetologists.

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

Upon successfully completing the Cosmetology program, students are prepared to take the Florida Cosmetology State board examination.

*Note: Interview with the instructor is a prerequisite to enrollment.*

**Program content includes the following courses:**

**Program Length: 1200 Hours**

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

**Estimated Program Costs**

Tuition: \$3468.00 (based on Florida resident tuition fee)  
 Books: \$400 - \$450  
 Uniforms: \$45 - \$60    Cosmetology kit: \$436.50 (plus tax)

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576  
 Math - Scale Score  $\geq$  577  
 Language - Scale Score  $\geq$  572

**Program Times**

Status	Times	Frequency
Full Time - Day (Option 1)	7:45AM - 12:45PM	MTWRF
Full Time - Day (Option 2)	10:30AM - 3:30PM	MTWRF
Part Time - Day	Not Available	
Full Time - Evening		
Part Time - Evening		



# Cybersecurity, Applied

**Program Number: Y100300**

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 cybersecurity-related careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of cybersecurity.

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

George Stone Technical College, as a Cisco Networking Academy and Microsoft IT Academy, includes course material to prepare students for the Microsoft MTA Security and CompTIA Security+ certification exams.

**Program content includes the following courses:**

**Program Length: 750 Hours**

OCPs	Title	Course #	Hours
A	Cybersecurity Associate	CTS0018	600
B	Information Security Administrator	CTS0089	150

## Estimated Program Costs

Tuition: \$2167.50 (based on Florida resident tuition fee)  
Books: \$200 - \$250  
Supplies: \$50 - \$75

## Basic Skills Requirement

Reading - Scale Score  $\geq$  576  
Math - Scale Score  $\geq$  627  
Language - Scale Score  $\geq$  584

## **Program Times**

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Electricity

**Program Number: I460312**

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

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

This program is a planned sequence of instruction consisting of three occupational completion points. The recommended sequence allows students to complete specified portions of a program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

Students are prepared to take the National Center for Construction Education and Research (NCCER) certification exams.

**Program content includes the following courses:**

**Program Length: 1200 Hours**

OCPs	Title	Course #	Hours
A	Electrician Helper	BCV0603	300
B	Residential Electrician	BCV0640	450
C	Commercial Electrician	BCV0652	450

## **Estimated Program Costs**

Tuition: \$3468.00 (based on Florida resident tuition fee)

Books: \$550

Supplies: \$175 - \$200

## **Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

## **Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Emergency Medical Technician

**Program Number: W170212**

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

This instructional program prepares students for employment as emergency medical technicians SOC Code 29-2041 (Emergency Medical Technicians and Paramedics) to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials.

The content includes but is not limited to: patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.

The program prepares students for certification as an EMT in accordance with Chapter 64J of the Florida Administrative Code. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification. The length of the program is ten (10) weeks.

**Program content includes the following courses:**

**Program Length: 300 Hours**

OCPs	Title	Course #	Hours
A	Emergency Medical Technician (EMT)	EMS0110	300

## Estimated Program Costs

Tuition: \$867.00 (based on Florida resident tuition fee)

Uniforms, book, and field kit: \$603.00 + tax

Background Check, Fingerprinting, Drug Screening, Exam/License Fees: \$321.00

Physical & Immunizations: Cost varies w/ physician

## Program Times

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF

*\*Students are required to attend program orientation prior to program enrollment. Schedule will also include clinicals, which will vary from student to student.*

# Fire Fighter/ EMT - Combined

**Program Number: P430216**

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.

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 Fire Fighter I/II program or the Emergency Medical Technician program.

Pursuant to 633.128, Florida Statutes, the Department of Financial Service, Division of State Fire Marshal, has established training requirements for firefighters and volunteer firefighters. These requirements are implemented by Rule 69A-37.055, Florida Administrative Code. (NOTE: The curriculum frameworks are subject to change by the Bureau of Fire Standards and Training (BFST) in accordance with statutory or Florida Administrative Code (F.A.C.) rule changes.)

The EMT component of this combined program prepares students for certification as an EMT in accordance with Chapter 64J of the Florida Administrative Code. It meets the Department of Health trauma score card methodologies and Sudden Unexpected Infant Death Syndrome training education requirements. This is the initial level for a career in emergency medical services and the primary prerequisite for paramedic training and certification.

**Program content includes the following courses:**

**Program Length: 698 Hours**

OCPs	Title	Course #	Hours
A	Fire Fighter I	FFP0010	206
B	Fire Fighter II	FFP0020	192
C	Emergency Medical Technician	EMS0110	300

## **Estimated Program Costs**

Tuition: \$2017.22 (based on Florida resident tuition fee)  
Uniforms, books, and field kit: \$653.00 + tax  
Fingerprinting, Background Checks, Gear Rental, Exams: \$1269.00  
Physical & Immunizations: Cost varies w/ physician

## **Basic Skills Requirement**

Reading - Scale Score  $\geq$  597  
Math - Scale Score  $\geq$  627  
Language - Scale Score  $\geq$  608

## **Program Times**

Days and times may vary depending on curriculum needs. Contact Student Services Department for program availability.

*\*Students are required to attend program orientation prior to program enrollment. Schedule will also include clinicals, which will vary from student to student.*

# Home Health Aide

**Program Number: H170604**

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 Health Science career cluster. This program is designed to prepare students for employment as a home attendant or home health aide.

The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment, as stated in Rules of the Department of Health - Minimum Standards for Home Health Agencies. Additional content areas to be included are legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record keeping; pet facilitated therapy; and employability skills.

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies will be provided to enhance hands-on experiences for students.

Students will perform nursing skills in a simulated laboratory setting under the supervision of a certified instructor.

**Program content includes the following courses:**

**Program Length: 165 Hours**

OCPs	Title	Course #	Hours
A	Basic Healthcare Worker	HSC0003	90
B	Home Health Aide	HCP0330	75

## Estimated Program Costs

Tuition: \$476.85 (based on Florida resident tuition fee)

Books: \$150 - \$200    CPR Card: \$25

State Board Exam: \$140.00

## Program Times & Location

Status	Times	Frequency
Part Time - Day	8:00AM - 11:00AM	MTWRF
Offered at satellite site - Pathways for Change-The Family Center 2050 West Blount Street Pensacola, FL 32501		

# Florida Law Enforcement Academy

**Program Number: P430105**

This program is established for the purpose of providing job-related training to candidates for full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code (F.A.C.), and Chapter 943, Florida Statutes (F.S.).

The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations; investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure; knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques; traffic control and direction; DUI enforcement techniques; first aid techniques; communications skills; and human relations skills.

**Program content includes the following courses:**

**Program Length: 770 Hours**

OCPs	Title	Course #	Hours
A	Introduction to Law Enforcement	CJK0001	10
	Legal	CJK0012	62
	Interactions in a Diverse Community	CJK0013	40
	Interviewing and Report Writing	CJK0014	56
	Fundamentals of Patrol	CJK0064	35
	Calls for Service	CJK0065	36
	Criminal Investigations	CJK0077	50
	Crime Scene to Courtroom	CJK0078	35
	Critical Incidents	CJK0092	44
	Traffic Stops	CJK0087	30
	DUI Traffic Stops	CJK0084	24
	Traffic Crash Investigations	CJK0088	32
	CMS Law Enforcement Vehicle Operations	CJK0020	48
	CMS First Aid for Criminal Justice Officers	CJK0031	40
	CMS Criminal Justice Firearms	CJK0040	80
	CMS Criminal Justice Defensive Tactics	CJK0051	80
	Dart-Firing Stun Gun	CJK0422	8
Criminal Justice Officer Physical Fitness Training/Law Enforcement	CJK0096	60	

**Course Prerequisites:**

- School District Recognized Accredited High School Diploma or GED
- A physical training pre-test is required
- Criminal Justice Basic Abilities Test (CJBAT) (\$40)
- Fingerprint Card processed by FDLE and FBI (\$55.00)
- Physical exam with EKG Results and Drug Screen (cost varies with each doctor)
- Three (3) day orientation process

**Estimated Program Costs**

Tuition: \$2140.60 (based on Florida resident tuition fee)    Law Enforcement Supply Fee: \$825.00    Uniforms: \$400

**Program Times**

Days and times may vary depending on curriculum needs. Contact Criminal Justice Department (850-941-6200, ext. 2152) for schedules.

# Law Enforcement to Corrections, Crossover

## Program Number: P430152

This program is established for the purpose of providing job-related training to students that require certification, in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.) as full-time or Correctional Officers.

The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations; search and seizure; supervision, protection, care, custody, and control, or investigation, of inmates within a correctional institution.

Program content includes the following courses:

Program Length: 198 Hours

OCPs	Title	Course #	Hours
A	Introduction to Corrections	CJK0300	32
	Communications	CJK0305	40
	Officer Safety	CJK0310	16
	Facilities and Equipment	CJK0315	8
	Intake and Release	CJK0320	18
	Supervising in a Correctional Facility	CJK0325	40
	Supervising Special Populations	CJK0330	20
	Responding to Incidents and Emergencies	CJK0335	16
	Cross-Over Program Updates	CJK0393	8

### Course Prerequisites:

- School District Recognized Accredited High School Diploma or GED
- A physical training pre-test is required
- Criminal Justice Basic Abilities Test (CJBAT) (\$40)
- Fingerprint Card processed by FDLE and FBI (\$55.00)
- Physical exam with EKG Results and Drug Screen (cost varies with each doctor)
- Over (1) day orientation process

### Estimated Program Costs

Tuition: \$550.44 (based on Florida resident tuition fee)      Corrections Supply Fee: \$275.00      Uniforms: \$400

### Program Times

Days and times may vary depending on curriculum needs. Contact Criminal Justice Department (850-941-6200, ext. 2152) for schedules.

# Marine Service Technologies

**Program Number: T400210**

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 Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: service, repair and overhaul of four-stroke and two-stroke cycle engines and outboard motors; and service and repair of boating accessories. With regard to the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

The course content also includes training in communication, leadership, human relations and employability skills; and safe, efficient work practices. Upon completion of the program, students are prepared to take industry certification exams issued by the American Boat & Yacht Council.

**Program content includes the following courses:**

**Program Length: 1350 Hours**

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

**Estimated Program Costs**

Tuition: \$3901.50 (based on Florida resident tuition fee)

Books: \$350 - \$500

Supplies: \$25 - \$50

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR



# Medical Administrative Specialist

## Program Number: B070300

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 as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist in the Business, Management, and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.

The content includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Upon completion of the Medical Administrative Specialist program, students are prepared to test for the Certified Medical Administrative Assistant (CMAA) certification.

**Program content includes the following courses:**

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Information Technology Assistant	OTA0040	150
B	Front Desk Specialist	OTA0041	300
C	Medical Office Technologist	OTA0631	300
D	Medical Administrative Specialist	OTA0651	300

### Estimated Program Costs

Tuition: \$3034.50 (based on Florida resident tuition fee)

Books: \$500 - \$600

Supplies: \$50 - \$75

### Basic Skills Requirement

Reading - Scale Score  $\geq$  597

Math - Scale Score  $\geq$  627

Language - Scale Score  $\geq$  608

### Program Times

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	10:30AM - 1:30PM	MTWRF
Full Time - Evening	Not Available	
Part Time - Evening		

# **Network Support Services (Cisco)**

**Program Number: B078000**

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 network support services positions in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster. This program offers a broad foundation of knowledge and skills in current network technologies for Local Area Networks (LANs), Wide Area Networks (WANs), and the Internet. Through classroom work, computer-aided instruction, hands-on labs, and team projects, the student learns the skills necessary to install, support, and perform day to day administrative tasks for single and multiple domain networks.

The content includes, but is not limited to, instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

George Stone Technical College, as a Cisco Networking Academy and Microsoft IT Academy, includes course material to prepare students for the Microsoft MTA Networking, CompTIA Network+, and Cisco CCENT certification exams.

**Program content includes the following courses:**

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Information Technology Assistant	OTA0040	150
B	Computer Support Assistant	EEV0504	150
C	Network Support Help Desk Assistant	CTS0022	150
D	Network Support Administrator	CTS0023	150
E	Senior Network Administrator	CTS0024	150
F	Wireless Network Administrator	CTS0029	150
G	Data Communications Analyst	EEV0317	150

**Estimated Program Costs**

Tuition: \$3034.50 (based on Florida resident tuition fee)

Books: \$465 - \$500

Supplies: \$50 - \$75

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Network Systems Administration

**Program Number: B079300**

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 such as a Computer Support Assistant, Network Support Technician, Systems Administrator, Systems Engineer, Wireless Network Administrator, and Data Communications Analyst in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes, but is not limited to, instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills. Extensive coverage begins with an introduction to Windows Server 2012 R2 and includes active directory design, account management, group policy management and configuration, certificate services, AD LDS, AD RMS, AD FS, server core, Windows Hyper-V virtualization, and server management.

George Stone Technical College, as a Cisco Networking Academy and Microsoft IT Academy, includes course material to prepare students for the Microsoft MTA Server, CompTIA Network+, and Microsoft Certified Solutions Associate (MCSA Windows Server 2012 R2) certification exams.

**Program content includes the following courses:**

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Information Technology Assistant	OTA0040	150
B	Computer Support Assistant	EEV0504	150
C	Network Support Technician	CTS0026	150
D	Systems Administrator	CTS0027	150
E	Systems Engineer	CTS0028	150
F	Wireless Network Administrator	CTS0029	150
G	Data Communications Analyst	EEV0317	150

## Estimated Program Costs

Tuition: \$3034.50 (based on Florida resident tuition fee)

Books: \$465 - \$500

Supplies: \$50 - \$75

## Basic Skills Requirement

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

## Program Times

Status	Times	Frequency
Full Time - Day	Not Available	
Part Time - Day		
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Professional Culinary Arts & Hospitality

**Program Number: N100500**

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

The content includes, but is not limited to, preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry as food preparation workers, restaurant cooks, chefs, head cooks, and food service managers.

Students are required to pass the Florida Food Manager certification exam; additional student-selected certifications are optional.

**Program content includes the following courses:**

**Program Length: 1200 Hours**

OCPs	Title	Course #	Hours
A	Food Preparation	HMV0100	300
B	Cook, Restaurant	HMV0170	300
C	Chef/Head Chef	HMV0171	300
D	Food Service Management	HMV0126	300

**Estimated Program Costs**

Tuition: \$3468.00 (based on Florida resident tuition fee)

Books: \$175 - \$200

Uniforms: \$200 - \$300    Tools & Equipment: \$100

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	Not Available	
Part Time - Day		
Full Time - Evening		
Part Time - Evening		

# **Welding Technology**

## **Program Number: J400400**

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 Manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes, but is not limited to, planning, management, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, oxyfuel gas cutting practices, drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, basic and intermediate Shielded Metal Arc Welding (SMAW), Carbon Arc Gouging (GAC) principles, visual examination skills, basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

Upon successful completion of the program, students are prepared to take the National Center for Construction Education and Research (NCCER) certification exams and test to become a Certified Welder through the American Welding Society (AWS).

**Program content includes the following courses:**

**Program Length: 1050 Hours**

OCPs	Title	Course #	Hours
A	Welder Assistant 1	PMT0070	150
	Welder Assistant 2	PMT0071	150
B	Welder, SMAW 1	PMT0072	150
	Welder, SMAW 2	PMT0073	150
C	Welder	PMT0074	450

### **Estimated Program Costs**

Tuition: \$4084.50 (based on Florida resident tuition fee)

Books: \$450

Supplies: \$200 - \$350

### **Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

### **Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# **Welding Technology - Advanced**

**Program Number: J400410**

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 Manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes, but is not limited to, planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, advanced Gas Tungsten Arc Welding (GTAW) skills, and emerging technologies directly related to geographically relevant welding needs of business and industry

Upon successful completion of the program, students are prepared to take the National Center for Construction Education and Research (NCCER) certification exams and test to become a Certified Welder through the American Welding Society (AWS).

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

**Program content includes the following courses:**

**Program Length: 750 Hours**

OCPs	Title	Course #	Hours
A	Advanced Welder 1	PMT0075	600
B	Advanced Welder 2	PMT0076	150

**Estimated Program Costs**

Tuition: \$2917.50 (based on Florida resident tuition fee)

Books: \$450

Supplies: \$200 - \$350

**Basic Skills Requirement**

Reading - Scale Score  $\geq$  576

Math - Scale Score  $\geq$  596

Language - Scale Score  $\geq$  584

**Program Times**

Status	Times	Frequency
Full Time - Day	8:00AM - 1:30PM	MTWRF
Part Time - Day	8:00AM - 10:30AM	MTWRF
Part Time - Day	11:00AM - 1:30PM	MTWRF
Full Time - Evening	2:15PM - 9:00PM	MTWR
Part Time - Evening	2:15PM - 5:15PM	MTWR
Part Time - Evening	6:00PM - 9:00PM	MTWR

# Cooperative Education

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Provides the student with the opportunity to receive on-the-job training from his or her employer while maintaining the status and benefits of being a GSTC student.

## Guidelines

- Employment must be in the student's program field.
- Employer must agree to provide the training that is described in the student's Training Plan.
- Training must be completed within the same time schedule as if the student were receiving training at George Stone Technical College.
- Student must be recommended by his/her instructor. Contact the Co-Op Coordinator for all required documentation (850-941-6200, ext. 2362).
- Student may apply only after completing one half the total hours in his/her program.

## The following programs are not eligible for Cooperative Education:

- Aviation Airframe Mechanics
- Aviation Powerplant Mechanics
- Correctional Officer
- Cosmetology
- Emergency Medical Technician
- Fire Fighter/EMT - Combined
- Florida Law Enforcement Academy
- Home Health Aide

## Electrical Apprenticeship Program

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The purpose of the Electrical Apprenticeship Program is to learn a skilled trade in the electrical industry. The Apprenticeship Program may require four or more years to complete, based on 2,000 hours of on-the-job training with a minimum of 144 hours of related classroom study each year. Apprentices attend class a minimum of one night a week and work with a participating contractor during the day receiving programmed pay increases.

In addition to structured training and pay increases, Apprentices receive enhanced job security and recognition of achievements. The program provides both in-town and out-of-town employment. Contact the Apprenticeship Coordinator at (850) 941-6200, extension 2183 for available opportunities and qualifications.

# Adult Education Programs

**GED Preparatory Programs** - Instruction is given to the students in the areas assessed by the official GED exam. Students enrolling into the GED Preparation program must have a minimum score of NRS Level 5 on each section of the TABE assessment.

**Adult Basic Education** – Courses designed for students who are working to attain a GED and score Level 5 or below on the TABE.

**Applied Academics for Adult Education** – Program is based upon the assessed needs of the individual and the academic and employability requirements related to Florida’s Career and Technical Education (CTE) programs. It is designed for students who have tested at NRS Level 5 or above but lack the required level of basic skills for completion of the CTE program. This program is open-entry/open-exit and competency based.

## Admission Requirements

To enroll in the Escambia County Adult Programs, the student must: 1) be at least 16 years of age; 2) have an age waiver on file (GED students ages 16-17 only); 3) have a TABE score less than one year old; 4) be officially withdrawn from the K-12 program; 5) complete the online registration form; 6) not expelled from an educational institution; 7) provide necessary residency documentation; 8) pay tuition fees; 9) attend orientation prior to first class.

## TABE (Test of Adult Basic Education)

The TABE assessment is given to find where the student is working academically. This is a requirement for admission into the programs. A fee of \$15 (cash or money order only) and a photo ID is required. Generally, the TABE is administered on Tuesdays and Fridays at 7:45AM in the Assessment Department. Pre-registration is required. Call 941-6200 ext. 2160 to for information or to schedule a testing appointment.

Arrangements for accommodations may be made prior to testing by contacting the George Stone Assessment Department at 850-941-6200, x2160. An IEP or 504 Plan is required for documentation of accommodations.

## Tuition

Tuition for all adult education programs is **\$30 per term**. Refunds will not be given once the student receives one service from any Adult Education Program. There is no tuition for co-enrolled students.

## Curriculum

Courses for the George Stone GED Prep and the AAAE Program will be offered using Aztec, a high-interest online learning program. All students must participate in career exploration to guide students into a post-secondary educational path. Students enrolled in these programs may be eligible to concurrently enroll in a post-secondary program at George Stone Technical College. Please speak with your GSTC school counselor for details.

## Age Waiver

For students ages 16 and 17, an age waiver is necessary for enrollment. This can be obtained in the Adult Education Coordinator’s office. Transcripts and withdrawal forms from the last school attended and parental permission are required to complete this process. Please call 941-6200, x2184 to make an appointment.



# Adult Education Programs

## Adult High School Graduation Requirements

To obtain a standard adult high school credit diploma, a student must earn the required 24 credits or the Academically Challenging Curriculum to Enhance Learning (ACCEL) option of 18 credits per s.1002.3105, F.S., and successfully complete all statewide assessments (Algebra I EOC and ELA FSA) or attain a recognized concordant score as specified in s.1008.22(7), F.S., or a recognized comparative score as specified in s.1008.22(8), F.S. A cumulative GPA of 2.0 on a 4.0 scale is required for all adult education students.

<i>Academic Area</i>	<i>Specific Requirements for Graduation</i>	<i>24 Credits</i>	<i>18 Credits Option</i>
<b>English</b>	<b>4 Credits</b> - English courses must include major concentration in composition, reading for information, and literature.	X	X
<b>Mathematics</b>	<b>4 Credits</b> - To include Algebra I and Geometry	X	X
<b>Science</b>	<b>3 Credits</b> - Two of the science credits must include a laboratory component.	X	X
<b>Social Studies</b>	<b>1 Credit</b> - United States History <b>1 Credit</b> - World History <b>.5 Credit</b> - Economics <b>.5 Credit</b> - United States Government	X	X
<b>Physical Education</b>	<b>1 Credit</b> - To include Personal Fitness	*	
<b>Foreign Language</b>	A foreign language is not required for high school graduation but is required for state university admission and for many scholarships.		
<b>Practical Arts Career Education or Fine Arts</b>	<b>1 Credit</b>	*	
<b>Electives</b>	<b>10 Credits</b> - Study Hall and other courses identified as noncredit (NC), Applied Academics for Adult Education (AAAE), Adult Basic Education (ABE), and General Education Development (GED) Preparation may not be used to satisfy this requirement.	X	X (4 credits)
<b>Online</b>	Students entering 9th grade during the 2011-2012 school year and beyond must complete one of their credits online.	X	
<b>Grade Point Average (GPA) Requirements</b>	Earn a cumulative GPA of 2.0 on a 4.0 scale.	X	X

\* Not required, may substitute with elective credit

Check with a George Stone Technical College school counselor for a complete and individual graduation plan.

# **Adult Education Programs**

## **GED Exam**

The GED exam is administered in the Assessment Department every Wednesday and Thursday. All candidates must register for the exam online at [www.myged.com](http://www.myged.com). Test times are provided at the time of registration. Fees vary depending on tests selected and are paid online during the registration process. **GSTC does not collect fees.** Please refer to your confirmation email from GED for the required items needed at the time of testing. Contact the Assessment Department at 941-6200 ext. 2160 for further information.

Accommodations for the GED test can be made by contacting the Assessment Department where the student plans to test. Information on qualifying for an accommodation can be obtained by accessing this Web Site: [http://ged.fldoe.org/pdf/ged\\_accommodation\\_manual.pdf](http://ged.fldoe.org/pdf/ged_accommodation_manual.pdf).

Be cautious of online GED exams. There is only one official GED exam and it is administered at locations that have been approved through the GED Testing Services (GEDTS). The GED is a diploma awarded by the state in which it was given. For more information please speak to the GSTC Assessment Department.

## **Statewide Assessment for Adult High School**

The passing score for statewide assessments required for adult high school graduation or for course credit is the minimum scale score in achievement level three. Beginning in 2014-15, students must pass the English Language Arts (ELA) assessment to earn a standard adult high school diploma. A student can also substitute a concordant score on the ACT or SAT to meet the reading graduation requirements.

Students must take the Algebra I EOC assessment and earn a minimum scale score in achievement level three (3). Students can also substitute a concordant score on the PERT to meet the Algebra I EOC graduation requirement.

Passing scores for statewide assessments and acceptable concordant and comparative scores where required, are listed at <http://www.fldoe.org/core/fileparse.php/7764/urlt/GradRequireFSA.pdf>. Please visit this document in its entirety for additional graduation options and clarification, links to a variety of helpful resources, and contact information.

Please speak with your GSTC counselor to determine how these requirements affect your graduation status.

## **Credits**

Students may earn academic credits upon satisfactory completion of a course which includes at least twelve hours of class time, an average grade of 70% or higher, and completion of all the necessary coursework.

## **Guidance**

Course and schedule information will be available through the school counselors. Orientations are administered through the online application process.

## **Family Literacy**

The Adult Education Program connects resources for our students who are parents. For more information, please call 941-6200, x2117.

## **Enrichment**

Classes for personal growth and enjoyment are offered throughout the district and are fee supported. Please contact the Adult Education Coordinator at 941-6200, x2117 for more information.

# Adult Education Programs

## Attendance

Students are expected to make the most of the educational opportunities available by regularly attending classes and lab sessions.

- A student who is absent six (6) consecutive days will be withdrawn.
- If a student receives (6) six absences over a 9-week period or if his/her cumulative attendance, as measured by the ratio of clock hours attended to clock hours scheduled, falls below 83%, the student will be placed on **Attendance Probation** for thirty (30) days. While on Attendance Probation, the student may not have more than two (2) absences. A student on Attendance Probation will have the beginning of his new 9-week period reset to the first day of Attendance Probation. Students failing to maintain satisfactory attendance while on Attendance Probation may face an administrative withdrawal.
- Students with extenuating circumstances for absenteeism may appeal to a counselor for exception to a withdrawal.
- Any student who withdraws while on Attendance Probation will be required to complete probation time upon re-enrollment.

It is the responsibility of the student to know the attendance policies for the program in which he/she is enrolled and to be aware of all absences.

## Administrative Withdrawal (Involuntary)

Students may be withdrawn for the following reasons:

- Unsatisfactory progress as reported by the instructor.
- Disciplinary action in accordance with the Secondary Student Rights and Responsibilities Handbook. A copy of the guidelines can be found on the Escambia County School District Website: <http://www.escambiaschools.org>
- Excessive Absences

## Withdrawal (Voluntary)\*

The student will notify the instructor of the program in which he/she is enrolled. The withdrawal date is the last date of attendance.

Re-Entrance Process: 1) See a school counselor; 2) Space must be available in the desired program.

*\* Students are allowed only one withdrawal each school term. When a student is withdrawn, he/she must wait thirty (30) calendar days to re-enroll, if space is available. If a student withdraws a second time, he/she must wait until the next term to re-enroll.*

## Switching Programs During the School Year

Students are allowed to switch programs ONLY once during the school year, if space is available.

# Adult Education Programs

## Student Behavior Guidelines

Please refer to page 24-28.

## Program Times and Locations

George Stone Technical College		
Program	Time	Frequency
High School Completion - Evening	3:30PM - 6:30PM	MTWR
Adult Basic Education and GED Prep Classes	8:00AM - 11:00AM	MTWRF
Adult Basic Education and GED Prep Classes	11:30AM - 2:30PM	MTWRF
Adult Basic Education and GED Prep Classes	2:30PM - 5:30PM	MTWR
Adult Basic Education and GED Prep Classes	6:00PM - 9:00PM	MTWR

GED Prep classes are also offered at several locations throughout our community, including Pathways for Change Family Center, the Molino Community Center, and Ensley Elementary School. For specific times and locations, please call 941-6200, extension 2361.

# Faculty Member Listing

NAME	DEGREE	PROGRAM	PHONE EXT.
Arndt, Dan	Bachelors, University of West Florida	ABE / GED	850-619-2542
Arne, Glen	Experiential	Welding - AM	2147
Beaird, Derrick	Associates, Columbia State Community College	Network Support Services & Systems Administration	2364
Brooks, Stephen	Masters, University of West Florida	Assistant Principal	2156
Brown, Bob	Experiential	A/C, Refrigeration & Heating Technology	2150
Cain, Danny	Experiential	Welding Progam @ Road Camp	N/A
Carr, Trena	Masters, University of Montevallo	School Counselor	2116
Castleberry, Dwyne	Experiential	Welding - PM	2147
Childers, Bob	Experiential	WIOA Coordinator	2111
Cotton, Art	Experiential	Electricity - AM	2196
Davis, Bill	Experiential	Aviation Maintenance	2163
Delacruz, Reynaldo	Experiential	Professional Culinary Arts & Hospitality/ Baking & Pastry Arts	2139
Ebbert, Eddie	Bachelors, University of Utah	ABE / GED	N/A
Ellison, Travis	Experiential	Automotive Service Technology - PM	2138
Ferrell, Mallory	Experiential	Aviation Maintenance	2163
Fowler, Diann	Masters, University of Southern Mississippi	School Counselor	2167
Gilmore, Annie	Bachelors, Florida A&M University	Administrative Office, Accounting, & Medical Admin. Specialist	2186
Given, Erik	Experiential	Cybersecurity	2369
Harrison, Patricia	Masters, University of South Alabama	School Counselor	2361
Henderson, Lydia	Masters, University of West Florida	Coordinator, Assessment Center	2159

# Faculty Member Listing

NAME	DEGREE	PROGRAM	PHONE EXT.
Lyster, Cliff	Masters, Troy University	Law Enforcement Officer	2161
Merritt, Kevin	Bachelors, University of West Florida	Emergency Medical Technician	2177
Moody, Greg	Bachelors, Troy University	Coordinator, Criminal Justice	2158
Noa, Jake	Bachelors, University of West Florida	Director, EMT and Fire Fighter	2177
Phillips, Dale	Experiential	Automotive Service Technology - AM	2108
Rollins, Thomas J.	Masters, University of West Florida	Principal	2103
Russo, Gerald	Masters, Troy State University	Corrections	2173
Schmitt, Stefan	Experiential	Marine Service Technology	2155
Scott, Lisa	Masters, University of West Florida	Educational Resource Teacher	2120
Sherrill, Mike	Masters, University of West Florida	Assistant Principal	2383
Shockley, Susan	Masters, University of West Florida	Co-Op Coordinator	2362
Sizemore, Ed	Experiential	Auto Collision	2157
Spoke, Craig	Experiential	Computer Systems & Information Technology	2186
Steward, Vera	Masters, Cambridge College	School Counselor	2110
Tallman, Walt	Associates, Cincinnati State Technical College	Aviation Maintenance	2163
Vonada, Cliff	Experiential	Coordinator, Aviation Maintenance	2629
Whitfield, Suzanne	Associates, Georgia Military College	Cosmetology	2148
Wiggins, Anthony	Experiential	Technology Coordinator	2192
Wilson, Alisa	Masters, Webster University	Educational Resource Teacher	2104
Winters, Susan	Specialist, University of West Florida	ABE / GED	2373
Wolfe, Jesse	Masters, University of West Florida	Coordinator, Adult General Education	2117
Zipfel, Doug	Bachelors, Excelsior College of New York	Electricity - PM	2196

## **Faculty Member Listing**

<b>Part-Time Faculty</b>			
<b>NAME</b>	<b>DEGREE</b>	<b>PROGRAM</b>	<b>PHONE EXT.</b>
Edgar, Samantha	Experiential	Cosmetology	2148
Field, William	Experiential	Electrical Apprenticeship	N/A
Queen, Donna	Masters, University of Phoenix	School Counselor	2375
Williams, Eddie	Experiential	Electrical Apprenticeship	N/A

# Fee Schedule

1st Semester					2nd Semester			
Days	Daily Hours	Total Hours	Total Tuition		Days	Daily Hours	Total Hours	Total Tuition
86	5	430	\$ 1,242.70	Full Time AM	92	5	460	\$ 1,329.40
69	6.25	431.25	\$ 1,246.31	Full Time PM	74	6.25	462.5	\$ 1,336.63
86	2.5	215	\$ 621.35	Part Time AM	92	2.5	230	\$ 664.70
69	3	207	\$ 598.23	Part Time PM	74	3	222	\$ 641.58
86	5	430	\$ 1,672.70	FT Welding - AM	92	5	460	\$ 1,789.40
69	6.25	431.25	\$ 1,677.56	FT Welding - PM	74	6.25	462.5	\$ 1,799.13
86	2.5	215	\$ 836.35	PT Welding - AM	92	2.5	230	\$ 894.70
69	3	207	\$ 805.23	PT Welding - PM	74	3	222	\$ 863.58
90	6	540	\$ 1,830.60	Aviation	90	6	540	\$ 1,830.60

Certificate (PSAV) – Resident	\$2.89
Certificate (PSAV) – Non-Resident	\$11.63
Welding (PSAV) – Resident	\$3.89
Welding (PSAV) – Non-Resident	\$12.63
Aviation (PSAV) – Resident	\$3.39
Aviation (PSAV) – Non-Resident	\$12.13
Adult General	\$30.00

***FEES ARE DUE BY THE FIRST DAY OF CLASS. FAILURE TO PAY FEES WILL RESULT IN THE STUDENT BEING DROPPED FROM THE CLASS.***



# Programs of Study

## Business

Accounting Operations  
Administrative Office Specialist  
Computer Systems & Information  
Technology (CSIT)  
Cybersecurity  
Medical Administrative Specialist  
Network Support Services (CISCO)  
Network Systems Administration

## Health

Emergency Medical Technician  
Fire Fighter/EMT - Combined  
Home Health Aide

## Public Services

Correctional Officer  
Florida Law Enforcement Academy

## Industrial

A/C, Refrigeration & Heating Technology  
Automotive Collision Technology  
Automotive Service Technology  
Aviation Airframe Mechanics  
Aviation Powerplant Mechanics  
Professional Culinary Arts & Hospitality  
Baking & Pastry Arts  
Cosmetology  
Electricity  
Marine Service Technology  
Welding Technology

## Other Education Options

Adult Basic Education (ABE)  
Adult General Education (GED)  
Applied Academics for Adult Education (AAAE)  
Apprenticeships  
Cooperative Education



Workforce Education  
Empower Your Mind



2400 Longleaf Drive • Pensacola, FL 32526  
850.941.6200  
[www.GeorgeStoneCollege.edu](http://www.GeorgeStoneCollege.edu)