



*More affordable than a standard four year college.*

MAIN | WEST | HIGH SCHOOL  
CAMPUS LOCATIONS

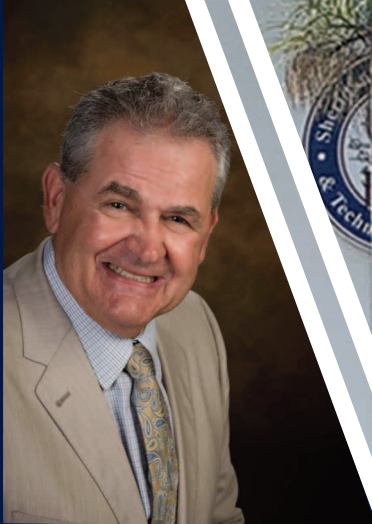
## 2020/21 Student Catalog

WE ARE  
*open to serve you*



Stay Connected





## WELCOME FROM THE DIRECTOR

*On behalf of the faculty, staff, and student body of Sheridan Technical College and Technical High School, I would like to welcome you to our campus.*

*We are here to support you in achieving your academic and career goals. We offer challenging and exciting instructional programs that are designed to enable you to successfully enter and remain competitive in today's global workforce. Our programs are industry certified and articulate with college credit to our state's community college system.*

*This catalog was developed to assist you in understanding our programs of instruction, curriculum design and delivery, and the policies and procedures that govern our college.*

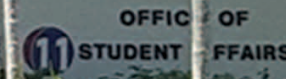
*We look forward to working with you. We wish you the very best in achieving your goals.*

Thomas Moncilovich



## OUR MISSION

*To promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.*



## General Information

- Director's Message ..... Inside Cover
- Table of Contents ..... 1
- About Sheridan Technical College ..... 2
- History of the College ..... 3-5
- Mission, Vision & Beliefs ..... 5

## Accreditation ..... 5

## Counselor Information & Admissions Requirements ..... 6-9

- Postsecondary Students
- Secondary Students
- Program Orientations
- Admission & Registration Procedures
- Testing

## Counseling & Student Services ..... 9-13

- Career Center
- Career Services
- Counseling
- Disability Services
- Financial Assistance
- Media Center
- Veterans Information
- International Students
- Applied Academics for Adult Education (AAAE)

## College Fees & Tuition ..... 13-14

- Fees
- Method of Payment
- Refund Policy

## Transfer Policy ..... 15

- Transfers Within the Institution
- Experiential Credit
- Transfers From Other Institutions

## Instructional Policies & Procedures ..... 16 - 17

- Attendance
- Interventions
- Probation
- Authorized Leave
- Tardies
- Denial of Re-Registration
- Distance/Online Learning

## Conduct & Discipline Code ..... 18

for Adult Students

## Online Learning Attendance Policy ..... 19

## Grading System ..... 19

## Grievance Procedures ..... 19

## Success Guarantee ..... 19

## Sheridan Technical High School ..... 20

## Adult Academic Education ..... 21

- AAAE (Adult Academics for Adult Education)
- ABE (Adult Basic Education)
- ESOL (English for Speakers of Other Languages)
- GED® (General Educational Development)

## Automotive Technology ..... 22-24

- Automotive Service Technology
- Automotive Collision Technology Technician
- Advanced Automotive Technology-Audi Automotive Service Training (AAST)
- Advanced Automotive Technology-NISSAN/Infiniti Technician Training Academy (NTTA)
- Advanced Automotive Technology-GM ASEP
- Advanced Automotive Technology-Chrysler MCP
- Advanced Automotive Technology-Ford ASSET

## Commercial Vehicle Driving & Diesel Maintenance ..... 25

- Commercial Class B Driving
- Commercial Vehicle Driving
- Diesel Maintenance Technician
- Forklift Certification

## Barbering, Cosmetology & Spa Services ..... 26 - 27

- Barbering
- Cosmetology
- Facials Specialty

## Business & Information Technology ..... 28 - 31

- Accounting Operations
- Administrative Office Specialist
- Business Management & Analysis
- Computer Systems & Information Technology
- Legal Administrative Specialist
- Medical Administrative Specialist
- Network Systems Administration
- Network Support Services
- Web Development

## Construction Trades & Energy ..... 32 - 33

- Heating, Ventilation, Air-Condition/Refrigeration (HVAC/R)
- Building Trades and Construction Design Technology
- Electricity
- Plumbing

## Culinary Arts & Hospitality ..... 34

- Professional Culinary Arts & Hospitality

## Education & Training ..... 35

- Early Childhood Education
- Child Care Center Operations

## Health Science ..... 36 - 37

- Electrocardiograph (EKG) Technology
- Medical Assisting
- Medical Coder/Biller - Applied Technology Diploma
- Pharmacy Tech - Applied Technology Diploma
- Phlebotomy
- Surgical Technology

## Practical Nursing ..... 37

- Home Health Aide
- Patient Care Technician
- Practical Nursing

## Hybrid/Distance Education Programs ..... 38

## Sheridan Technical College & Technical High School Faculty ..... 39 - 40

## School Calendar ..... Inside Cover

# TABLE OF CONTENTS



### Director

Thomas Moncilovich

### Assistant Directors

Mary A. Barba  
Barrett Goldman  
Annette Johnson  
Fareed Khan  
Jose Laverde, Jr.



### Campus Locations

Sheridan Technical College  
& Technical High School - **Main Campus**  
SheridanTechnicalCollege.edu  
5400 Sheridan Street • Hollywood, FL 33021  
Tel: 754.321.5400

Sheridan Technical College - **West Campus**  
20251 Stirling Road • Pembroke Pines, FL 33332  
Tel: 754.321.3900

### Sheridan Technical High School

browardschools.com/sheridantechhigh  
3775 S.W. 16th Street • Fort Lauderdale, FL 33312  
Tel: 754.321.7450

Campus Maps for the Main and West locations are located in the Office of Student Affairs.





## *academic and technical instruction*



As a Broward County Public School, Sheridan Technical College (STC) offers career and technical study programs affording students the opportunity to gain skills in high wage, high demand occupational fields and compete successfully in the global workforce. Under the direction of licensed and certified teaching professionals, students engage in full or part time training in forty-seven Career and Technical Education programs using the latest industry-approved technology and equipment.

Sheridan Technical College has three campuses. STC Main Campus is located on a beautifully landscaped, 18-acre site in Hollywood, Florida and hosts the majority of STC's Career and Technical Education programs. The STC West Campus in Pembroke Pines, Florida houses the Audi Exclusive Education Program, Commercial Class B Driving, and Truck and Bus Technician programs. Students may also study Practical Nursing, English for Speakers of Other Languages (ESOL) and Applied Academics for Adult Education (AAAE). Sheridan Technical High School in Fort Lauderdale, Florida is a blended learning magnet school where high school students are offered a four-year course of study delivering high rigor academic and technical instruction while infusing technology into the various aspects of campus life.

All of STC's programs have online learning components. In fact, many programs are offered completely online. Our online learning options allow students flexibility to gain job skills while working and caring for a family.

STC Career and Technical programs are concentrated in occupational clusters: Automotive Technology; Commercial Vehicle Driving and Truck/Bus Technology; Barbering, Cosmetology & Spa Services; Business Marketing & Information Technology; Architecture, Construction & Energy; Culinary Arts; Education and Training; Health Science; and Practical Nursing.

Other educational services include: Applied Academics for Adult Education (AAAE), Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development (GED®) Preparation, Exceptional Student Education (ESE) services, Adult Curriculum for Community, Employment, and Social Skills (ACCESS), Veterans' Assistance (VA) and Disability Services.

Phase I of Sheridan Vocational-Technical Center was officially dedicated on September 14, 1967. Six (6) programs were available to approximately 200 high school students during the 1967-1968 school year. After the completion of Phase II in the second semester of 1969-1970, the number of programs increased to 15 with over 500 high school students participating. The 1970-1971 school year began with close to 900 secondary students in 18 programs.

Sheridan Vocational-Technical Center became one of 90 institutions to be accepted as charter affiliated members of the eleven States' Association of the Committee on Occupational Education of the Southern Association of Colleges and Schools in 1969. The Center continued as an affiliated school until a change in designation to candidate for accreditation was made in 1973.

During the school year 1973-1974, Sheridan Vocational-Technical Center became a candidate for accreditation by conducting a self-study and was visited by an evaluation team from the Commission of Occupational Education Institutions (COEI). The Center received full accreditation from the Southern Association of Colleges and Schools in December, 1974. A self-study and review of the institution is conducted every five (5) years for the purpose of developing and applying standards of quality and procedures for self-improvement. The Center has continuously maintained full accreditation since 1974.



WE ARE  
*student focused*

## HISTORY OF THE COLLEGE

Sheridan continued to grow and as a result, Phase III of Sheridan began and was dedicated on February 7, 1982. The 1988-1989 school year brought improvements in landscaping and parking areas, as well as the dedication of the Ann B. Robb Student Services Center recognizing the leadership and service of Mrs. Robb. And in June, 1991, a new facility "Sheridan Vocational-Technical Center West" Campus was opened at 2560 North State Road 7, Hollywood, to house the expanding GED and ESOL programs.

Continuing a tradition of recognition of service, Sheridan established a scholarship in honor of Mrs. Jeanette Lindsey Shirley, a nurse and teacher who founded Broward County's Practical Nursing Education Program. The scholarship is to help underprivileged students receive financial resources to attend the Licensed Practical Nursing Program at Sheridan. In 1990-1991, to further recognize and commemorate her contributions, the Health Occupations Building was renamed The Jeanette L. Shirley Medical Building.

In July 1995, "Sheridan Vocational-Technical Center West" was transferred from the operation of this center. Also in July 1995, the Industry Services Training Center, formerly part of Sheridan as Adult Vocational Off-Campus Center South (AVOCC South), was transferred back to the operation of Sheridan.



**WE OFFER**  
*a diverse faculty and staff*



## OUR VISION

*To change the lives of people from all  
backgrounds through innovative  
education.*

## HISTORY OF THE COLLEGE *{Continued}*

To more accurately reflect the level of training programs offered in high wage/high skill occupations, in June 1999, the names of the three area centers in Broward County were changed by the School Board, deleting the word "vocational." Sheridan's official name became Sheridan Technical Center.

During the 2007-2008 school year, Sheridan Technical Center celebrated its 40th anniversary of providing the finest in career training programs for the South Florida community. It also began offering selected technical programs delivered online as part of the developing eLearning Broward Program.

During the 2012-2013 school year, Sheridan Technical Center opened a satellite campus, the Sheridan Technical Center West Campus, to provide training additional to what was offered at the primary campus.

In June, 2014 we began a new era as Broward Technical Colleges. In an unprecedented vote, the School Board unanimously approved the name changes of all three centers from Technical Centers to Atlantic Technical College, McFatter Technical College and Sheridan Technical College. Also, in August 2014 Sheridan Technical High School opened as a school of choice utilizing a four-year phase-in process, expanding one grade level at a time. That is, in the first year of operation (2014-2015) enrollment will consist of a 9th grade class of one hundred fifty (150) students, with a grade level added each year thereafter. Full enrollment of grades 9 to 12 will be accomplished in the 2017-2018 school year with an enrollment ceiling of 600 students, school-wide, and no greater than 150 students per grade level.

As a result of continuing expansion and enhancement, it is possible for Sheridan Technical College & Technical High School to offer training to over 3,000 full-time and part-time high school and adult students. Over 50 full-time and part-time job preparatory and supplemental programs are offered with state-of-the-art equipment. Sheridan has had seven (7) directors at the helm since its inception: Glenn S. Sanderson, Gene Horne, Ann Robb, Dr. Horace F. McLeod, Mariann Jensen, D. Robert Boegli and our current, Thomas A. Moncilovich.

### **Mission**

Our mission is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

### **Vision**

Our vision is to change the lives of people from all backgrounds through innovative education.

## ACCREDITATION & PARTNERSHIPS

### **Beliefs**

- Ensuring an optimum teaching and learning environment which sets high expectations and enables all students to reach their maximum potential
- Integrating applied academics into technical training
- Integrating human, physical, and technological resources to obtain educational excellence
- Providing an academically challenging and skill-oriented environment
- Giving appropriate attention to student learning outcomes and responding to students as individuals
- Providing the best occupational education possible for any individual
- Providing an education that enables students to become productive members of the workforce and community
- Attracting, enrolling and retaining a secondary and postsecondary student body which reflects our diverse society
- Encouraging and fostering partnerships among occupational programs, the business community and industry

### **Accreditation**

- Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850 • Atlanta, Georgia 30326  
Tel: (404) 975-5000 • Fax: (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)
- American Culinary Federation Education Foundation Accrediting Commission
- Association for Healthcare Documentation Integrity (AHDl)
- Automotive Service Excellence Education Foundation (ASE)
- Florida Department of Business and Professional Regulation
- Approved by the Florida Board of Nursing
- Partnership for Heating Ventilation Air-Conditioning Refrigeration Accreditation (PAHRA)
- The Commission on Accreditation of Allied Health Education Programs
- Council on Occupational Education  
7840 Rosewell Road, Building 300, Suite 325 • Atlanta, GA 30350  
Tel: (770) 396-3898 • Fax: (770) 396-3790 • [www.council.org](http://www.council.org)



## COUNSELORS & ADVISORS

### Counselor Information

For additional information on a specific program, contact the Counselor/Advisor listed below:

#### **Victor Calderon – 754.321.5443**

**[victor.calderon@browardschools.com](mailto:victor.calderon@browardschools.com)**

##### **Business & Information Technology:**

- Accounting Operations
- Administrative Office Specialist
- Business Management and Analysis
- Computer Systems and Information Technology
- Legal Administrative Specialist
- Medical Administrative Specialist
- Network Support Services (CISCO)
- Network Systems Administration
- Web Development

#### **Jessica Clark-Flournoy – 754.321.5445**

**[jessica.clark@browardschools.com](mailto:jessica.clark@browardschools.com)**

##### **Barbering, Cosmetology & Spa Services:**

- Barbering
- Cosmetology
- Facials Specialty

##### **Culinary Arts & Hospitality:**

- Professional Culinary Arts & Hospitality

##### **Education & Training:**

- Child Care Center Operations
- Early Childhood Education

#### **Dorie Copeland – 754.321.5459**

**[dorie.copeland@browardschools.com](mailto:dorie.copeland@browardschools.com)**

##### **Health Science:**

- EKG Technology
- Medical Assisting
- Medical Coder/Biller - ATD
- Pharmacy Technician - ATD
- Phlebotomy
- Surgical Technician

##### **Practical Nursing:**

- Home Health Aide
- Patient Care Technician
- Practical Nursing

#### **Joni McLaurine – 754.321.5457**

**[joni.mclaurine@browardschools.com](mailto:joni.mclaurine@browardschools.com)**

##### **Automotive Technology:**

- Automotive Collision Technology Technician
- Adv. Auto Technology (GM ASEP, FORD ASSET, MCAP & NISSAN/INFINITI)
- Automotive Service Technology
- Maintenance & Light Repair Technician

##### **Construction Trades & Energy:**

- Building Trades & Construction Design Technology
- Electricity
- Heating, Ventilation, Air Conditioning/Refrigeration (HVAC-R)
- Plumbing

### **SHERIDAN WEST CAMPUS ADVISOR**

#### **June Armstrong – 754.321.3903**

**[june.armstrong@browardschools.com](mailto:june.armstrong@browardschools.com)**

##### **Automotive Service Technology:**

- Advanced Auto Technology - AUDI

##### **Commercial Vehicle Driving & Diesel Maintenance:**

- Commercial Vehicle Driving
- Commercial Class "B" Driving
- Diesel Maintenance Technician
- Forklift Certification

### **SHERIDAN ADVISOR - HIGH SCHOOL**

#### **Nicole Alexander – 754.321.7485**

**[nicole.alexander@browardschools.com](mailto:nicole.alexander@browardschools.com)**

##### **High School Advisor**

### **SHERIDAN MAIN CAMPUS**

#### **Althea Jester – 754.321.5514**

**[althea.jester@browardschools.com](mailto:althea.jester@browardschools.com)**

##### **Job Placement Specialist**

#### **Di Jadulal – 754.321.5563**

**[diramnath-jadulal@browardschools.com](mailto:diramnath-jadulal@browardschools.com)**

##### **Job Placement Specialist**

#### **Joyce Maltz – 754.321.5419**

**[joyce.maltz@browardschools.com](mailto:joyce.maltz@browardschools.com)**

##### **Adult General Ed.**

- Adult General Ed.: AAAE/ABE/ESOL/GED®

#### **Ervean Shannon-Goff – 754.321.5447**

**[ervean.shannon-goff@browardschools.com](mailto:ervean.shannon-goff@browardschools.com)**

##### **Exceptional Student Education Specialist**



**WE ARE**  
*here to assist you*

### **Admissions Requirements and Procedures/Postsecondary Students**

Sheridan Technical College admits individuals on a nondiscriminatory basis who are beyond the age of compulsory school attendance and who have the ability and desire to benefit from workforce education training. General admissions procedures require that all applicants attend a program orientation, take a basic skills assessment, and have a counselor interview. As a result of job market demands and licensure requirements, program prerequisites may vary. Pursuant to Florida Statute 295.125(2), Vietnam-era veterans are given preference in the admission process at Sheridan Technical College. Applicants for technical programs must attend one of the program orientations, which are scheduled on a weekly basis. Individual counselor interviews are scheduled following program orientation to discuss test results, program placement, special needs, and registration procedures. Referrals to the Applied Academics for Adult Education (AAAE) Center are made if minimum basic skill levels have not been achieved. Registration for postsecondary students, depending on the specific program, is held five (5) times annually for the following terms: August, October, January, April, and June.

### **Career Dual Enrollment (CDE) High School Programs**

Career Dual Enrollment is an option for high school students to enroll in postsecondary courses creditable toward both high school graduation and a career and technical program certificate. For more details, please go to [www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu) and select Career Dual Enrollment under the High School tab.

### **Program Orientation**

Program orientations are scheduled on a weekly basis as listed on this page. Each session is limited to 45 participants. The program orientation provides information pertaining to curricula, costs, entry requirements, support services, financial aid, and general institutional policies. Please note, children are not permitted in orientation or testing due to the consideration of all participants, sensitive nature of topics discussed, safety concerns, limited seating and test security. Please refer to the next page for the Orientation Schedule.

### **Admission and Registration Procedures**

To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

#### **1. Attend Orientation**

A one hour program specific orientation is held Monday through Thursday. Please note, children are not permitted in orientation or testing due to the consideration of all participants, sensitive nature of topics discussed, safety concerns, limited seating and test security. Please refer to the front page for the scheduled orientation day.

To register for orientation bring a **valid photo ID** and report to:

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

#### **2. Apply for Financial Assistance (OPTIONAL)**

If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

#### **3. Take the Test**

Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. The CASAS Goals (Reading/Math) and TABE (Language) computer-based tests assess students in the areas of reading, math and language and may take approximately 3 to 3.5 hours. Some students may be exempt from testing, so please refer to the second page for a list of basic skills exemptions/exit criteria. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist (contact listed on second page). A \$15.00 test fee and valid state or government issued picture ID is required. No appointment required. Please contact Main Campus (754.321.5400) or the West Campus (754.321.3900) for testing schedule.

#### **4. Counselor Interview**

An interview with the program counselor/advisor is required to finalize the admissions process. Test scores cannot be provided over the phone. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

#### **5. Register for Class**

Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving an acceptance letter. Registration is ongoing, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class.

**Please contact the Main Campus (754.321.5400) or the West Campus (754.321.3900) for the registration office schedule.**

### Monday—Main Campus

- EKG Technology
- Medical Assisting
- Medical Coder/Biller - ATD
- Patient Care Technician
- Pharmacy Technician - ATD
- Phlebotomy
- Practical Nursing
- Surgical Technology

### Tuesday—Main Campus

- Barbering
- Child Care Center Operations
- Cosmetology
- Professional Culinary Arts & Hospitality
- Early Childhood Education
- Facials Specialty

### Tuesday—West Campus

- Advanced Automotive Technology AUDI
- Commercial Vehicle Driving/Commercial "Class B" Driving
- Diesel Maintenance Technician
- Global Logistics & Supply Chain Technology

### Wednesday—Main Campus

- Accounting Operations
- Administrative Office Specialist
- Business Management and Analysis
- Computer Systems & Information Technology
- Legal Administrative Specialist
- Medical Administrative Specialist
- Network Systems Administration
- Network Support Services (CISCO)
- Web Development

### Thursday—Main Campus

- Advanced Automotive Technology (GM ASE, FORD ASSET, MCAP, NISSAN/INFINITI)
- Automotive Collision Technology Technician
- Automotive Maintenance & Light Repair
- Building Trades & Construction Design Technology
- Electricity
- Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
- Plumbing



WE OFFER  
*a financial savings  
to students!*

ORIENTATION SCHEDULE



### **Basic Skills Exit Requirements**

Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination. Individuals will be recorded when testing remotely. The following students are exempt from taking the initial basic skills assessment:

- A) A student who possesses an associate college degree or higher from a regionally accredited institution
- B) A student who demonstrates readiness for public postsecondary education pursuant to rule 6A10.0315, F.A.C., a student entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma
- C) A student who passes a state, national or industry certification or licensure examination aligned to their program of study that is identified in the Basic Skills Licensure Exemption List

In addition, per State Board Rule 6A-10.040, Section 4, a student may apply for a waiver from meeting the minimum basic skills for the technical program in which they are enrolled. This provision allows for program completion by students with disabilities that meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

### **High School Diploma Requirement**

Program prerequisites may vary because of occupational requirements, School Board policy, and/or licensing regulations. Licensure programs that require a high school diploma or equivalent for entry do not accept correspondence diplomas or diplomas from non-accredited schools. Only diplomas from a regionally accredited educational institution will be accepted. Students with foreign transcripts are responsible for obtaining their own translation and evaluation which must be completed by a Broward County Public Schools approved agency. A list of approved agencies may be found in the Office of Student Affairs/Office of Admissions. Students should note that just a translation of their foreign transcript is not sufficient; their educational records must be certified "as being the equivalent to a secondary and/or postsecondary education in the United States."

### **Career Technical Education**

The State of Florida has mandated that all students enrolled in a postsecondary program consisting of 450 clock hours or more must meet a minimum basic skill level in reading, mathematics, and language. Students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first six (6) weeks of admission into the program. The State Curriculum Frameworks have established the minimum standards for each program. Please refer to Admission and Registration Procedures for TABE testing information.

#### **GED® (General Educational Development)**

- TABE Testing
- Placement Test \$15
- Please contact the Office of Student Affairs at 754.321.5400 for the Testing Schedule.
- Valid picture ID required

#### **ESOL (English for Speakers of Other Languages)**

- CASAS Testing
- Monday – Thursday (Main Campus)
- Tuesday, Wednesday & Friday (West Campus)
- Times vary – please check current schedule
- \$15 testing fee upon registration
- Valid picture ID required



## **STUDENT SERVICES**

### **Career Center**

The STC Career Center is a professional, dynamic, and engaging facility utilized to assist students, alumni, and employers in meeting career/employment related goals. Our mission is to provide career development programs, services and supports that are responsive and accessible to our students, alumni, employers, and community. Some of the services Career Center staff assist with include: resume/cover letter writing, job/internship search, mock interviews, employability skills, networking, and much more. The STC Career Center is located in Building 1 on our main campus.

### **Career Services**

An Employment Specialist is available to assist graduates in finding employment opportunities. Teachers also assist with placement. Job openings are available 24/7 through Sheridan Technical College's online job board. Students may view employment opportunities by registering with the online job board at <http://www.collegecentral.com/sheridantechical>. If you would like to schedule an appointment with the Employment Specialist, please call 754.321.5514 or email [althea.jester@browardschools.com](mailto:althea.jester@browardschools.com).

### **Counseling**

Sheridan Technical College considers career guidance and development to be an integral part of the overall educational process. Our goal is to ensure students are properly equipped to make informed decisions when selecting a career program. For this reason, counselors/advisors are available to assist students with evaluating their interests, values, and skills to determine suitable career goals.

### **Disability Services**

As an Equal Access/Equal Opportunity institution, Sheridan Technical College assures students with disabilities equal access to all programs, activities, and services as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Specialized services and counseling are provided by trained staff in the Office of Student Affairs. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) are encouraged to contact the Exceptional Education Specialist at 754.321.5447.

A Section 504/ADAAA Liaison (Disability Services Counselor/Advisor) is available to students who have or believe they have a disability. It is the student's responsibility to disclose and document his/her disability if he/she

### Disability Services {Continued}

wishes to access accommodations for that disability. Disclosure of a disability is voluntary. To be eligible for services and accommodations, a student must provide appropriate and current documentation to the Disability Services Office.

Possible accommodations may include:

- Extratimefortesting
- Privateworkarea
- Alternate test formats (Braille, audiotape, largeprint)
- Assistivedevices
- Frequentbreaks

• *Interpreters*

### **Financial Assistance**

Sheridan's Financial Aid Office provides financial aid based on individual student need. The Office of Student Financial Services will help determine eligibility and explain all requirements.

The following financial assistance and tuition payment programs may be available to students depending upon the course of study:

- Agency Referrals
- Bright Futures
- Broward Technical Colleges' Education Fund
- CareerSource Broward
- Children of Deceased and Disabled Veterans
- Federal Pell and FSEOG Grants
- Fee Waivers
- Financial Aid Fee Trust Fund (FAFTF)
- FL National Guard Education for Dollars (EDD)
- Florida Pre-Paid Tuition Plan
- Florida Division of Vocational Rehabilitation
- Florida Student Assistance Grant
- Career Education (FSAG-CE)

• *Scholarships*

### **Media Center**

The mission of the Media Center is to encourage and support life-long learning, literacy, and independent thinking. The media specialist and the media staff work with students, teachers, and staff to ensure that they are effective users of ideas, information and technology. The Media Center is open Monday to Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 3:30 p.m.



**Note:** Complete the online Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>  
**STC School Code: 009902**

**See financial aid staff for additional information.**



### Benefits and Attendance

Sheridan Technical Colleges give veterans preference in the admission process.

For complete information on eligibility, students should contact the Department of Veterans Affairs by calling 1.800.442.4551 or go to the VA website [www.gibill.va.gov](http://www.gibill.va.gov). For information pertaining to the school's programs approved for veterans benefits by the State Approving Agency, and for additional information regarding the admissions process, contact the school's Certifying Official at 954.614.1608.

### VA Attendance Policy

Per the Department of Veterans Affairs Policy, veterans enrolled in NCO (non-college degree) programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and leaving class early exceed 20 percent of scheduled class clock hours in a month or, where the course is less than one month in length, 20 percent of total approved course clock hours for the length of the program (days or weeks). The termination will be reported to the Department of Veterans Affairs within 30 days of the veteran's last date of positive attendance when absences/tardy exceeds 20% (using Form 22-1999b to report the termination for unsatisfactory attendance) and will reflect that last date of the student's class attendance before violating this policy.

A veteran may be recertified for VA educational benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veteran meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

### Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0/C by the end of each course completion. A VA student whose CGPA falls below a C at the end of any course will be placed on academic probation for a maximum of two (2) consecutive terms of enrollment. If the VA student's CGPA is still below a C at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0/C. To be recertified after attaining a CGPA of 2.0/C.

### Education Benefits/Tuition for VA Students

The Department of Veterans Affairs will only provide educational benefits for the length of time listed on the Florida Department of Education's Program Curriculum Frameworks and within the advertised hours in the school's catalog. If a student's enrollment exceeds these hours, the student will be financially responsible for any additional tuition and fees.

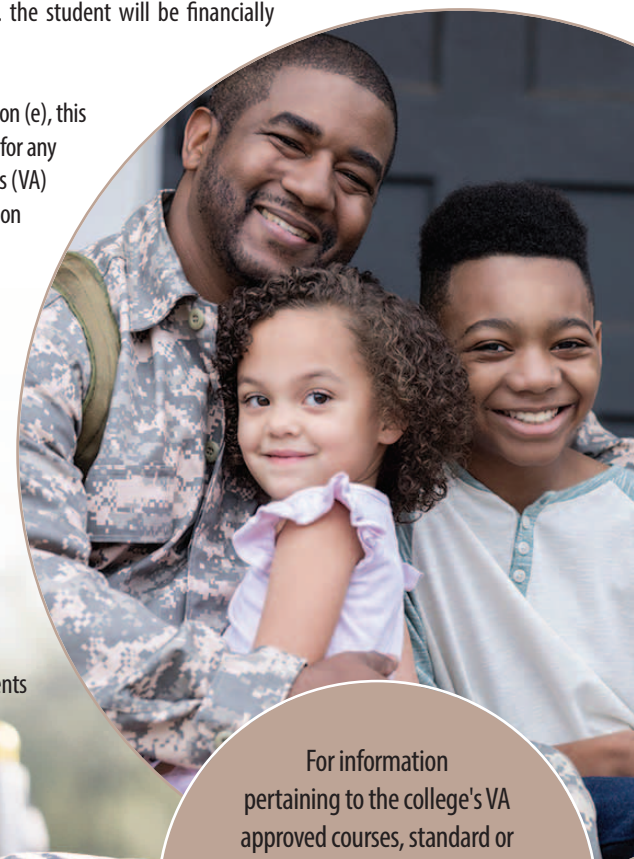
In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

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



For information pertaining to the college's VA approved courses, standard or progress, attendance, transcript requirements and the processing of paperwork, contact the Veteran Certifying Official, Joanne Santana, at 954.614.1608.

WE ARE  
*veteran approved for most programs*





## INTERNATIONAL STUDENTS

### ***International Students Requirements for Admissions***

Prospective international students may enroll and attend classes at Broward Technical Colleges. International Students (M-1 Student Visa Status) must be enrolled in a program as a full time student (18-22 clock hours per week) and should apply to Broward Technical Colleges two (2) to four (4) months prior to the term of enrollment. No online or distance education classes may be considered to count toward an M-1 student's full course of study requirement if such classes do not require the students physical attendance for classes, examination, or other purposes integral to completion of the class. M-1 students are admitted for a specific educational objective and cannot change that objective while in the United States. International students are not eligible for annual vacation such as summer break.

International students are considered temporary residents of the United States and may not be deemed Florida residents for tuition purposes. Therefore, they are required to pay out of state tuition for the duration of their studies. They must maintain lawful M-1 visa status with the U.S. Citizenship & Immigration Services (USCIS) and be in compliance with all Broward Technical Colleges' rules and regulations.

Acceptance to Broward Technical Colleges does not guarantee a student visa by the U.S. Embassy from abroad; nor does it guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS).

International students obtaining a student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

For complete admissions requirements, documents needed, and steps to take after applying for a program, contact the International Student Advisor Vera Fernandez at 754-321-5737.

### ***Attendance***

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. After that, the student will be terminated from the Student and Exchange Visitor Information System (SEVIS) for unsatisfactory attendance. With appropriate documentation two (2) additional absences may be allowed. M-1 students can only drop to part time status while enrolled in a full course of study due to an approved medical condition.

### ***Standards of Academic Progress***

International Students must maintain a minimum cumulative grade point average (CGPA) of C by the end of each course completion. International students whose CGPA falls below a C at the end of any course will be withdrawn from school and terminated from the Student and Exchange Visitor program.

### ***Financial Aid***

To obtain an International Student Visa, the prospective student or sponsor must have sufficient funds to cover tuition and living expenses during the period of intended study. The U.S. government and Department of Homeland Security do not offer financial aid packages to international students.



## COLLEGE FEES & TUITION

### ***Florida Residency Requirements for Tuition Purposes***

Florida Residency for Tuition Purposes refers to whether the applicant is an in-state Florida resident or an out-of-state resident, and this classification determines tuition cost as defined by Florida State Statute 1009.21 and the State Board of Education Rule 6A-10.044. To be eligible for in-state tuition, applicants to Certificate or Applied Technology Diploma programs or their parents must have established and maintained legal residency in Florida for at least 12 consecutive months immediately prior to the first day of class. Tuition for out-of-state students is calculated at a higher rate. All applicants must complete the Florida Residency Declaration for Tuition Purposes form and submit the required supporting documents. Registration, activity, books, supply and insurance fees are in addition to tuition and included in the calculation of total program costs.

Per Florida Statute Rule 1009.26(12)(a), authority is given to waive out-of-state fees for students, including, but not limited to students who are undocumented for federal immigration purposes, who meet the following conditions:

- Attended a Florida secondary school (e.g. high school) for three consecutive years immediately before graduating from a high school in the state
- Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
- Submit an official Florida high school transcript(s) as evidence of attendance and graduation
- See a counselor/advisor for a Fee Exemption Authorization Form

In cases where the applicant is deemed as a Florida non-resident, he/she may appeal the residency classification decision. Broward Technical Colleges' institutional appeal process requires applicants to submit a Florida Residency Classification Appeal form, supporting documentation, and a signed Release of Information form to the program counselor/advisor within ten (10) school days of the denial.

The decision of the Residency Appeal Committee will be rendered to the applicant within 30 school days in writing and is final for the term.

The Residency Appeal Committee consists of an Assistant Director, Office of Student Affairs Director and Director, Office of Financial Aid.

### ***Fees***

Fees charged for enrollment in programs/courses are established by the Florida Legislature and are in accordance with a schedule adopted by The School Board of Broward County, Florida. Registration schedules contain fee information. Published fees are for Florida residents; nonresident fees are higher.

### ***Method of Payment***

Credit cards, cash or checks drawn on local banks are accepted for payment of the registration fee and tuition. A local address and telephone number must be placed on all checks. If fees paid by check are refunded, the applicant must wait at least ten (10) school days for processing the refund. Sheridan Technical College is not permitted to cash personal checks. Bookstore supplies must be purchased with cash or credit/debit card.



## REFUND POLICY

### Refund Policy

1. All refunds shall be accounted for and audit trails maintained in accordance with Business Practice Bulletins issued by the Office of the Chief Financial Officer.

2. Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a term shall be entitled to a full refund of tuition, student activity fee, fee-supported cost recovery, and lab/supply fees. Registration fees and Health Science fees are non-refundable. Five (5) school days shall not apply to courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third (1/3) of its assigned hours. Retention of fees collected in advance for a student who does not enter class shall not exceed \$100. Refunds will be made within forty-five (45) days of the date on which the student voluntarily withdraws.

3. Students involuntarily withdrawn pursuant to the Adult Student Conduct and Discipline Code are not entitled to a refund of any fees.

4. Students who pay fees but are entitled to a waiver, voucher or agency payment (refer to SBBC Policy 6606) shall be entitled to a refund of fees only if required evidences are presented to the school/college principal/director or his/her designee within fifteen (15) school days of the beginning of a term.

5. In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/director or his/her designee may honor a request for full or partial refund of fees provided that: (1) the request is made in writing prior to the date that the course would have normally ended, two (2) supporting evidence (where appropriate) is provided. If said refund results in a failure to satisfy state fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund is given.

6. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Student Conduct and Discipline Code. See page 17 for procedures.

7. Refunds, when due, will be made without requiring a request from a student.

8. Refunds, when due, will be made within forty-five (45) days: one (1) of the last day of attendance if written notification of withdrawal has been provided to the school/college by the student, or two (2) from the date the school/college withdraws the student or determines withdrawal by the student.

9. A student is entitled to a full refund of fees if a course is canceled by the school/college, principal/director or his/her designee, provided however, that the student was not reported in membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the state requirement shall be refunded.

10. Miscellaneous items purchased from the school bookstores (textbooks, uniforms, etc.) may be returned for a full refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

WE OFFER  
*diversity, equity, and inclusion*



## TRANSFER POLICY

### **Transfers Policy**

Students with previous technical training from other institutions may receive credit for that training within 2 years of completion. A transcript from a Florida public institution documenting Course Completion and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institution for the same technical program. A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the Broward County Public Schools (BCPS) and that participates in the common course designation numbering system will be accepted in transfer at the receiving institution for the same course/program.

A transcript from a non-accredited institution will be evaluated on an individual basis by the department head, counselor, instructor, and program administrator to determine if advanced placement in a given program is applicable.

### **Experiential Credit**

Students entering Workforce Education Certificate and Applied Technology Diploma programs may be eligible to receive Experiential Performance Awards within their program of choice. Experiential Performance Awards will allow students to accelerate the instructional process by applying past experiences toward competencies taught in the program. Performance awards may be granted for appropriate coursework from regionally accredited educational institutions, and/or significant life experiences such as work experiences, volunteer work, military service, industry certifications or self-directed study. Specific criteria will be followed in order to consistently evaluate and grant Experiential Performance Awards. Prospective students requesting experiential credit must meet with the assigned counselor, teacher, and department head to ensure proper documentation and placement. All supporting documents must be provided based on the criteria as set forth in the Experiential Performance Guidelines. Administrative approval may be required prior to registration. Course Completion must have been awarded within two (2) years of application for Performance Awards. Students must submit application for Experiential Performances prior to entering program. Completion will only be awarded for the entire course, no partial course completions will be awarded.



A woman wearing a beige hijab and blue medical scrubs with a stethoscope around her neck is smiling. In the background, there is a circular inset image of a man in a pink shirt sitting at a desk with a laptop.

**WE ARE**  
*Sheridan*  
**Technical College!**

## INSTRUCTIONAL POLICIES & PROCEDURES

### ***ABE, GED® Test Preparation, AAE & ESOL***

The following attendance policy has been established by the Department of Education. A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date. There are no excused absences. Withdrawn students may re-enter in the same class if space is available, however, students will be limited to one (1) re-entry per enrollment period.

### ***Interventions***

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

It is the responsibility of Broward Technical Colleges to prepare our students for the workforce by teaching them the skills necessary to be successful employees.

Employers recognize that the single most important trait for career success is good attendance in all Certificate and Applied Technology Diploma (ATD) programs at Broward Technical Colleges.

It is the intent of Broward Technical Colleges to provide the best educational opportunity possible that will prepare individuals to make a positive contribution to their chosen occupation. It is expected that every Workforce Education student will demonstrate attendance habits consistent with the expectations of the workplace. Instructors and counselors/advisors may offer intervention strategies where attendance is affecting the educational progress of the student. All postsecondary students will assume responsibility for making up missed assignments in a timely manner in order to stay current with program progression.

*Note that attendance policies for VA students are different. Please refer to the section on Veterans Education for VA policies.*

### ***Certificate & Applied Technical Diploma (ATD) Programs***

#### ***Total Absences***

A student must be withdrawn after being absent for six (6) consecutive days. The student will be withdrawn on the seventh (7th) day, which will be recorded as the withdrawal date.

Two (2) additional absences may be allowed for: court appearance, death in the family, illness, or hospitalization; the duration of jury duty will be exempt when official documentation is provided. If the student is unable to

present documentation before the absence occurs, then they must present appropriate documentation to the instructor and program administrator before re-entering class. For Practical Nursing, please refer to the Practical Nursing Handbook.

### ***Interventions***

Students who reach an intervention point within an enrollment period as indicated by a pattern of non-attendance, poor attendance or are not making adequate progress, shall be counseled either by the instructor, program counselor/advisor, or department head. An Educational Contract for Success may be completed by the instructor, program counselor/advisor, or department head.

### ***Probation***

Students who have been withdrawn for attendance reasons may not re-enter their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not be able to re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within a twelve-month period may not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught, or a seat is not available at the time they are eligible to re-enter.

### ***Authorized Leave***

Students may apply for one (1) Authorized Leave through their program administrator each academic year. The maximum length of time for the leave is the remainder of the current enrollment period. Students must clear all financial obligations, and check with financial aid or sponsoring agency before an Authorized Leave is approved.

### ***Tardies***

Tardies are defined as a student not being present in the classroom for the hours indicated on his/her schedule. Attendance at Broward Technical Colleges is recorded in positive half hour increments. If a student is tardy more than three (3) times, he/she will be referred to his/her counselor/advisor or administrator.

### ***Denial of Re-Registration***

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within an enrollment period, the student may be denied the ability to re-register for the next enrollment period.

Administrative approval is required to deny or rescind re-registration privileges and to determine when it is academically appropriate to re-enter the program. Reasons for denial of re-registration due to inadequate progress include: poor attendance, missed/unsatisfactory class or lab work, or inability to demonstrate skills necessary to meet industry specific standards.

### ***Distance/Online Learning***

Each online or hybrid certificate/ATD program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed in a classroom as they relate to program courses or Occupational Completion Points.

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the online or hybrid program.

Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn.

Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

## ***distance education classes***



*first day*

*graduation day*



## CONDUCT & DISCIPLINE CODE FOR ADULT STUDENTS

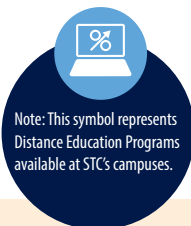
Broward County Public Schools firmly believes a positive school culture promotes the equal educational opportunity and establishes a framework for a safe learning environment. The Code of Student Conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit for all. Students are expected to adhere to the Conduct and Discipline Code for Adult Students enrolled in Career, Technical, Adult, and Community Education programs. These include safety and health rules, and the expectation that students will conduct themselves in a manner consistent with a safe and productive work environment. The rules apply to all activities occurring on the grounds or other sites being used for such activities. The School Board is not responsible for students, their conduct and activities, when attending non-school sponsored activities. "Adults" are defined as individuals beyond compulsory school age who have legally left the K-12 school program or are high school students who are co-enrolled in an adult program. For Career-Dual Enrolled high school students at Broward Technical Colleges, the District's Code of Secondary Student Conduct applies.

1. All provisions of state, county, and municipal criminal codes as well as District policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.
2. Any adult student who engages in behavior which is in violation of any section of the criminal code may be referred by the school administrator to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.
3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus, outside the school at school-sponsored activities and/or at District sponsored training facilities.
4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood altering substances while under the jurisdiction of The School Board of Broward County, Florida.
5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, technical, and community schools for one (1) school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent; associated with gangs or cults; encourage drugs, alcohol, or violence; or support discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.



7. Per District Policy 4001.1, suspected acts of bullying, cyberbullying, harassment and discrimination by any student in the school or outside the school at school-sponsored activities or at District sponsored training facilities shall be reported to school-based administration, but the complaint shall also be filed with, and investigated by, the EEO/Title IX Coordinator (754-321-2150).
8. Violations of the Conduct and Discipline Code for Adult Students which are not illegal but which are very serious in nature, may result in an immediate withdrawal from the school. Less serious behavioral violations shall be managed in the following manner:
  - a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;
  - b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action.
  - c. If the student does not modify his/her behavior after the administrator's intervention, the administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one (1) school year from the date of the infraction.
9. A K-12 student who has been expelled or suspended from the K-12 program may not be accepted for enrollment as an adult student until after the duration of expulsion or suspension. Students who participate in an alternative to external suspension program are not considered suspended.
10. A student's locker or other storage areas may be subject to a search based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions, and/or vehicle.
11. Adult students disciplined under any of the above rules may appeal the decision by following the Student Grievance Procedure.

## ONLINE LEARNING ATTENDANCE POLICY



Note: This symbol represents Distance Education Programs available at STC's campuses.

Each online or hybrid certificate/ATD program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed in a classroom as they relate to program courses or Occupational Completion Points.

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the online or hybrid program.

Students who have one (1) week of inactivity during the enrollment period will be contacted by the instructor or the program counselor/ advisor. The instructor will maintain documentation of this contact. Upon completion of the second week of inactivity during the enrollment period, the student will be withdrawn. Pro-rated attendance hours will be deducted when only partial work for the week is submitted.

### **Probation**

Students who have been withdrawn for attendance reasons may not re-enter their program without meeting with their program administrator. The administrator may refer the student for counseling and notify the student that he/she will be placed on probation for the remainder of the enrollment period at the administrator's discretion. If any further absences occur, the student will be withdrawn and will not be able to re-enter until the next enrollment period. Any student who is withdrawn from a program three (3) times within a twelve-month period may not be allowed to re-enter that program for a period of two (2) consecutive enrollment periods. It may be necessary for students to wait until it is academically appropriate to re-enter if the course they are enrolled in is not being taught, or a seat is not available at the time they are eligible to re-enter.

## GRADING SYSTEMS

### **Evaluations & Grades**

Sheridan Technical College students are evaluated on their performance in the classroom and/or in the lab. Upon request, transcripts of completed courses are available through the Office of Student Affairs. The following system of grading shall be used.

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%
I	Incomplete



In many programs the final grade and/or issuance of a program certificate will be determined by completion of career and technical education courses and a combination of test scores completed within a specified time frame. If a student does not complete all coursework during the enrollment period due to extenuating circumstances, the teacher may apply an "I" and execute an Educational Contract For Success between the student, teacher, and counselor defining the terms for awarding a grade of A - F dependent on student performance. Students may view their progress through the Broward Focus Student Portal. Grades will be issued upon completion of each course in a program.

## GRIEVANCES & SUCCESS GUARANTEE

### **Grievance Procedures**

Grievance procedures for adult students are published in the Broward Technical Colleges Student Handbook, which students review and acknowledge at the beginning of a program. Students who feel that they have been treated unfairly may follow the grievance procedure steps outlined in the handbook. These steps begin with written notice of the grievance to the director, and the designated chain of command.

To review the grievance procedures in the Broward Technical Colleges Student Handbook, visit [www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu). Students may also contact the Commission on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Secondary students receive the Secondary Conduct and Discipline Code that must be signed by both the parents and student.

### **Sheridan Technical College Success Guarantee**

Sheridan Technical College is committed to teaching the skills necessary for career success. To demonstrate our support, we offer the Guarantee for Success Plan. If a graduate of Sheridan Technical College does not pass the identified, entry-level, industry certification test in his/her field of study, the student is invited to return for additional training and/or test preparation at no additional cost (certain conditions apply). Students, in consultation with their instructor and/or counselor, will attend up to nine (9) weeks.

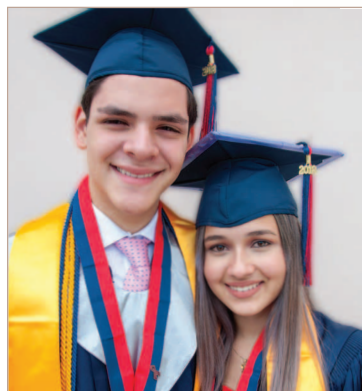
**Sheridan Technical High School**  
[browardschools.com/sheridantechhigh](http://browardschools.com/sheridantechhigh)  
 3775 S.W. 16th Street • Fort Lauderdale, FL 33312  
 Tel: 754.321.7450

## key points

- Curriculum is delivered through a block schedule
- Students are enrolled in honors, advanced placement, or college dual enrolled courses
- Traditional high school coursework is merged with the requirements for technical certifications in more than twenty technical programs over the four-year high school program of study
- Instruction is enhanced through a one-to-one laptop initiative where all students are given their own laptop to use both at school and at home
- Students access all course materials via the Internet
- As part of the blended learning environment, students are able to participate in many of the typical student organizations found in a traditional high school



## way more than a diploma



## INNOVATIVE • ONLINE • ACADEMIC

### Sheridan Technical High School

The vision of the online technical high school is to provide our students with the occupational, academic, and higher-order thinking skills needed to function effectively in a technologically advanced society, a globally competitive marketplace, and information - based economy. Integrating rigor, relevance, and relationship, graduates would be eligible to earn not only a high school diploma and acquire college credit leading to an Associate's degree, but also may acquire certification in one of over 20 technical fields. Upon graduation every student will be eligible to apply for admission into any of the Florida state universities. To ensure proper post-secondary placement, be it college or career, students are assigned to a grade level guidance counselor who will work with them throughout their four-year course of study. Forging such relationships enables students, parents, and guidance and administrative staff to work closely together to the benefit of each individual student.

Delivered through a block schedule, traditional high school coursework is merged with the requirements for technical certification over the four-year high school program of study. Within a block schedule, students take four of their eight courses first semester, and complete the remaining four in the second semester. This type of schedule more closely follows how college courses are delivered and enables students to earn a total of 32 credits upon graduation.

Instruction is enhanced through a one-to-one laptop initiative where all students will be given their own laptop to use both at school and at home. Students will access all course materials via the Internet, making carrying heavy book bags obsolete. Students are enrolled in honors, advanced placement, or college dual enrolled courses. Matriculation in Sheridan Technical Online High School combines the rigor of an online technical education with the experiences of a traditional high school.



## *Applied Academics for Adult Education (AAAE)/Adult Basic Education (ABE)/ESOL/GED Preparation*

### ***Applied Academics for Adult Education (AAAE)***

The Applied Academics for Adult Education (AAAE) provides basic skills remediation and the integration of academic skills in technical instruction. The AAAE system is based upon the assessed needs of the individual and the academic and employability requirements related to occupational training. It is designed to identify a technical student's basic skills deficiencies, develop an instructional prescription and provide individualized instruction in reading, language, mathematics, and basic computer literacy.

The purpose of this program is to prepare students for college and future careers by improving Reading, Math, and Language skills. The Applied Academics for Adult Education (AAAE) 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. Flexible class times are available to accommodate student needs. \*In addition to the \$30 tuition there is a \$15 assessment fee and \$20 Student Activity fee per year.

### ***Adult Basic Education (ABE)***

The Adult Basic Education (ABE) program provides basic literacy and life skills for individuals who desire to

improve their academic levels. Adult Basic Education includes content standards for Mathematics, Language, and Reading. Flexible class times are available to accommodate student needs. \*In addition to the \$30 tuition there is a \$15 assessment fee and \$20 Student Activity fee per year.

### ***English for Speakers of Other Languages (ESOL)***

The English for Speakers of Other Languages program prepares students to communicate in English to improve job skills and to further their technical and academic studies. Classes focus on life skills, reading, test taking skills, listening, speaking and writing. \*In addition to the \$30 tuition there is a \$15 assessment fee and a \$20 Student Activity fee per year.

### ***GED Preparation***

The GED® Preparation Program consists of four content-area assessments: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. \*In addition to the \$30 tuition there is a \$15 assessment fee and \$20 Student Activity fee per year.



Online classes  
are available 24  
hours a day, 7  
days a week.

Many flexible class times  
are available to accommodate  
student needs. \*In addition to the  
\$30 tuition there is a \$15 assessment  
fee and \$20 Student Activity  
fee per year.

## CAREER PROGRAMS & DESCRIPTIONS

### Automotive Service Technology

ONLY AVAILABLE AT THE  
WEST CAMPUS

#### Advanced Automotive Technology

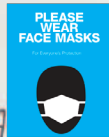
##### Audi Automotive Service Training (AAST)

2400 hrs |

24 months .....full-time

Students attend Sheridan Technical College on Mondays and Tuesdays from 8:00 am to 4:30 pm while working at their sponsoring dealerships part time the rest of the week. Students will work approximately 20 to 30 hours a week at a dealership, under the supervision of a Master Technician, earning a minimum of \$11.00 to \$14.00 per hour totaling nearly \$27,000 during the program. Audi students will be encouraged to take the ASE Automobile Certification Tests during the normal length of the program and should have at least four (4) ASE certifications upon graduation. Students will also obtain official Audi Factory Training in a variety of areas. This training is recognized by Audi Dealers Nationwide. As the technology increases in automobiles, the need for highly skilled factory trained automobile technicians also increases. The average Audi graduate should earn into the \$40,000 range within a couple of years after graduation. Many technicians earn over \$50,000 a year and it is not unusual to earn over \$75,000 a year. For more information and details about this program contact the Audi Training Coordinator Edgard Solis at 954.801.7188 or Sheridan's West Campus Counselor at 754.321.3903.

Approximate Total Cost \$8,410



Audi



#### Automotive Service Technology

1800 hrs | HYBRID

18 months .....full-time

36 months .....part-time



The Automotive Service Technology program prepares students for employment as automotive technicians by providing them with state-of-the-art automotive service repair techniques. Technical training is provided in the classroom and in the lab on both foreign and domestic vehicles. Included in this NATEF Certified Program are the following ASE Certification subjects: Electrical Systems, Engine Theory and Repair, Engine Performance, Manual Drivelines and Axles, Automatic Transmissions, Brake Systems, Heating and Air Conditioning, and Steering/Suspension Systems. Introduction and routine maintenance subjects are also included. This competency-based program combines theory and real-life working conditions to provide an effective beginning for students who wish to become certified automotive service technicians.

Approximate Total Cost \$6,640



**Advanced Automotive Technology**  
**NISSAN/Infiniti Technician Training Academy - NTTA**

2400 hrs | HYBRID

24 months .....full-time

Full-time students attend Sheridan Technical College on Tuesday and Wednesday from 8:00 am to 3:00 pm while working at their sponsoring dealerships part time the rest of the week. Students will work approximately 20 hours a week at a dealership, working under the supervision of a Master Technician. Nissan/Infiniti students will be encouraged to take the ASE Automobile Certification Tests during the normal length of the program. Students will also obtain official Nissan/Infiniti Factory Training in a variety of areas. This training is recognized by Nissan/Infiniti Dealers Nationwide. As the technology increases in automobiles, the need for highly skilled factory trained automobile technicians also increases. The average Nissan/Infiniti graduate should earn into the \$40,000 range within a couple of years after graduation. Many technicians earn over \$50,000 a year and it is not unusual to earn over \$75,000 a year. For more information and details about this program contact the Nissan/Infiniti Training Coordinator Mark Couvillion at 954.253.8664.

Approximate Total Cost      \$8,615

Good cars get you from point A to point B...  
**Great cars...well they just get you into trouble.**



**#STCAutomotivePartnershipPrograms**



**Automotive Collision Technology Technician**



1400 hrs |

12 months .....full-time

24 months .....part-time

The learning experiences included in the Automotive Collision Technology Technician program prepares students for employment in the collision repair industry. Consumers are keeping their vehicles longer and every year more cars and trucks crowd onto the highways. Both factors create a need for more body and paint repair technicians. Available occupations include collision repair technician, paint repair technician, body shop office personnel, material supplier, sales, glass technician, and related positions within insurance companies.

Approximate Total Cost      \$5,157



**Advanced Automotive Technology**  
**MOPAR Career Automotive Program - MCAP**

2400 hrs |

24 months .....full-time



FIAT CHRYSLER AUTOMOBILES

Entry level automotive technicians will work for a local Chrysler, Jeep, Dodge, Ram, Fiat, or SRT dealer while attending a two year factory training program at Sheridan Technical College. Students must attend Sheridan Technical College every Monday to receive factory training. Students have the option to attend an academic class one night a week at Broward College. Students usually work 35 paid hours per week, earning \$22,000 in their training years. Graduates earn approx, \$42,000 a year. Students will earn while they learn. Sheridan Technical College accepts "college prepaid" and "federal student aid." For more information contact Mark Couvillon at 954.253.8664. Applicants must have a GED or High School diploma, less than three points on drivers license, pass a background check and drug test.

Approximate Total Cost      \$8,615



**Advanced Automotive Technology FORD - ASSET  
(Automotive Student Service Educational Training)**

2400 hrs |  
24 months .....full-time

The Ford ASSET program is a two-year program in cooperation with Ford or Lincoln dealerships. ASSET incorporates the most advanced foundation in automotive service technology, mechanical skills, and academic skills. ASSET provides a solid education combined with invaluable work experience at a Ford or Lincoln dealership for hands-on learning. Applicants must have GED or High School diploma, less than three points on drivers license, pass a background and drug test, and be at least 18 years of age. Contact Jim Anderson at 954.804.7666.

Approximate Total Cost \$8,609



**Advanced Automotive Technology - GM ASEP  
(Automotive Student Service Educational Training)**

2400 hrs |  
24 months .....full-time

The General Motors Automotive Service Educational Program (GM ASEP) is an alliance between Sheridan Technical College and General Motors Corporation. GM ASEP is a two year automotive training program. Students attend class full time for eight (8) weeks followed by eight (8) weeks of full time paid work experience at a local General Motors Dealership. GM ASEP students must complete academic classes at Broward College while taking advanced automotive technical training at Sheridan Technical College. Applicants must be at least 18 years of age. Contact Craig Robinson 954.448.0156 or Tim Hassett 954.242.1797.

Approximate Total Cost \$9,348



**Automotive Maintenance & Light Repair**

600 hrs | **NEW PROGRAM**

The Automotive Maintenance and Light Repair program focuses on the knowledge and skills needed to work on a variety of systems such as engine, drivetrain, brakes, electrical, and steer & suspension. Students learn to conduct basic repairs and maintenance on automobiles and light truck systems. This program is designed for those who wish to be certified in basic entry skills as a service technician. This certificate will aid students in obtaining an entry-level position at either a dealership or an independent repair facility. Upon completion, the goal is to give the technician well-rounded entry-level knowledge in all 8 of the areas that are covered under the industry standard of Automotive Service Excellence (ASE).

Approximate Total Cost \$2,279

## Commercial Vehicle Driving & Diesel Maintenance Technology

### Commercial Class "B" Driving

150 hrs |

The Commercial Class "B" Driving program will prepare students for entry-level employment as a professional local truck driver. Upon successful completion of the program, which includes 200 miles of local and highway driving, Commercial Class "B" Driving students will receive a technical certificate, and will be able to test at our facility for their Class "B" Commercial Drivers License (CDL).

Approximate Total Cost \$1,182

### Commercial Vehicle Driving

320 hrs |

The Commercial Vehicle Driving program will prepare students for entry-level employment as a professional local or over-the-road (OTR) truck driver. Upon successful completion of the program, which includes 1,000 miles of local and highway driving, Commercial Vehicle Driving students will receive a technical certificate, and will be able to test at our facility for the Class "A" Commercial Drivers License (CDL). Commercial Vehicle Driving is a job preparatory program that instructs students in:

- The proper loading and securing of cargo
- Coupling and uncoupling
- Shifting
- Maneuvering
- Backing of large tractor trailers, truck controls, and systems
- Double-clutching and shifting techniques of 9, 10, and 13-speed transmissions

Students will practice concepts previously covered in the classroom and the basic procedures needed to safely operate large tractor trailers prior to being taken on the road. The remaining portion of the Commercial Vehicle Driving program will be spent driving on all different types of highways.

Approximate Total Cost \$2,226



Photo Credit: Danielle McColgin



Photo Credit: Danielle McColgin

State License: Commercial Driving License

Program Courses:

- TRA00840 Commercial Vehicle Driving (150 hours)
- Additional fees associated with program attendance:
  - DOT (Department of Transportation) Physical exam – fee varies by provider (once every 3 years)
  - Seven Year Driving Record (DMV) \$10
  - Books (approximately) \$120

Fees associated with licensure:

- \$75.00 licensing fee from the DMV

COMMERCIAL CLASS B DRIVING

ALL  
PROGRAMS  
ON THIS  
PAGE ARE  
AVAILABLE AT THE  
WEST CAMPUS  
ONLY

State License: Commercial Driving License

Program Courses:

- TRA00800 Commercial Vehicle Driving (320 hours)
- Additional fees associated with program attendance:
  - DOT (Department of Transportation) Physical exam – fee varies by provider (once every 3 years)
  - Seven Year Driving Record (DMV) \$10
  - Books (approximately) \$120

Fees associated with licensure:

- \$75.00 licensing fee from the DMV

COMMERCIAL VEHICLE DRIVING

### Diesel Maintenance Technician

600 hrs | HYBRID

6 months ..... full-time

The Diesel Maintenance Technician is an exciting new accelerated "Boot Camp" type program that prepares students for a wide array of career opportunities in the commercial diesel repair industry. The Diesel Maintenance Technician program will teach students the necessary soft and hard skills needed such as employability, problem solving, and recommended OSHA (Occupational Safety and Health Administration) procedures for entry level success. Students will learn safe and efficient work practices, while the main focus of the program will be CMV (Commercial Motor Vehicle) Preventative Maintenance and Air brakes systems. The students will have the exposure to and also learn the skills necessary to repair ALL heavy vehicle systems including system diagnostics. Students will enjoy hands-on experience learning while maintaining and repairing an active fleet of trucks for our Commercial Vehicle Driving program.

Approximate Total Cost \$2,589



Photo Credit: Danielle McColgin



### Forklift Certification

6 hrs | TRADITIONAL

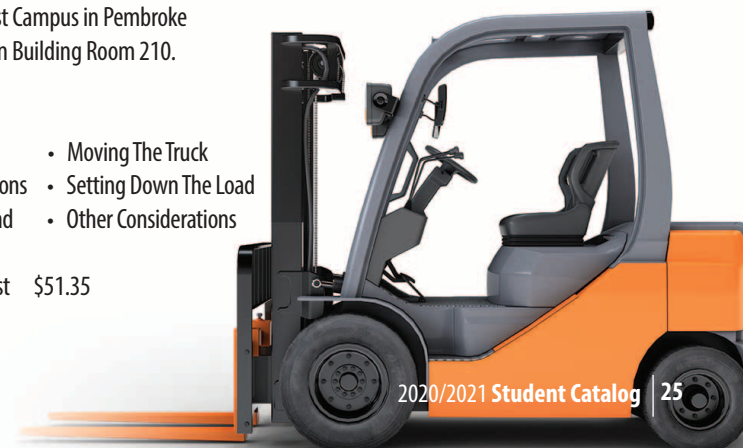
1 day ..... full-time

Let Sheridan Technical College certify you to drive a fork lift through the National Safety Council/FLI Learning Systems, Inc. You will receive classroom and hands-on training. Certification includes operation training definitions from OSHA and NIOSH. Fine tune your operational skills and refresh your understanding of safe fork lift operating procedures. Certificate is valid for 3 years. Classes are only offered one Saturday per month at the West Campus in Pembroke Pines - Administration Building Room 210.

Program Content

- Safety Inspection
- Design Considerations
- Picking Up The Load
- Moving The Truck
- Setting Down The Load
- Other Considerations

Approximate Total Cost \$51.35



## Barbering, Cosmetology & Spa Services

the **spa**  
@ Sheridan's Cosmetology Lab



### Barbering

1200 hrs | HYBRID

12 months ..... full-time  
24 months ..... part-time

The Barbering program includes training in hair cutting with clippers, shears, styling, shaving, mustache and beard designs, hair coloring, chemical waving and relaxing. Students are introduced to the laboratory where they render hair and facial treatments to the general public for a nominal fee. This invaluable work experience at Sheridan Technical College prepares the student with entry level skills. The Barber curriculum is designed to qualify students for the Barber Licensing Examination which is governed by the Florida Department of Business and Professional Regulation.

Approximate Total Cost \$5,228

State License: Barber License

#### Program Courses:

- COS0150 Restricted Barber 1 - 333 hours
- COS0151 Restricted Barber 2 - 333 hours
- COS0152 Restricted Barber 3 - 333 hours
- COS0671 Barber - 200 hours

#### Additional fees associated with program attendance:

- Barbers Kit - \$779.53
- Barbers Textbook Bundle - \$294.14
- Barbers Uniform - \$47.08

#### Fees associated with licensure:

- \$228.00 - Application and Licensing Fee to Board of Barbering (fee varies by year)
- \$15 - 4 hour HIV Exam
- \$23.50 - Pearson Vue, Testing Vendor

BARBERING

*In accordance with the Florida Board of Barbering, The Broward County Public School District Barbering Program is accredited by:*  
Accreditation Commission for Barbering  
Department of Business and Professional Regulations  
2601 Blair Stone Road • Tallahassee, FL 32399 • Phone: 850-487-1395  
[myfloridalicense.com](http://myfloridalicense.com)

“Life  
isn’t  
perfect  
but your  
hair  
can be.”

Cosmetology,  
Barbering &  
Spa Services



### Cosmetology

1200 hrs | HYBRID

12 months ..... full-time  
24 months ..... part-time

The Cosmetology program is designed to qualify students for the Cosmetology Licensing Examination governed by the Florida Department of Business and Professional Regulation. The Cosmetology program length may vary based upon a student's ability, attendance, and prior knowledge. Cosmetology graduates are eligible to apply for licensure or registration in Florida as a Cosmetologist and Esthetician. Students are introduced to the laboratory where they render hair, basic nails and skin care services to the general public for a nominal fee. This invaluable work experience at Sheridan Technical College prepares the student with entry level skills for the job market.

Approximate Total Cost \$5,057

*In accordance with the Florida Board of Cosmetology, The Broward County Public School District Barbering Program is accredited by:*  
Accreditation Commission  
Department of Business and Professional Regulations  
2601 Blair Stone Road • Tallahassee, FL 32399 • Phone: 850-487-1395  
[myfloridalicense.com](http://myfloridalicense.com)

State License: Cosmetology License

#### Program Courses:

- CSP0009 Grooming and Salon Services Core, Facials and nails - 225 hours
- COS0002 Cosmetologist and Hairdresser 1 - 300 hours
- COS0003 Cosmetologist and Hairdresser 2 - 300 hours
- COS0009 Cosmetologist and Hairdresser 3 - 375 hours

#### Additional fees associated with program attendance:

- Cosmetology Kit - \$758.82
- Cosmetology Uniform - \$34.76
- Milady Online Course - \$289.26

#### Fees associated with licensure:

- \$63.50 Application and Licensing Fee for Board of Cosmetology
- \$15.00 4 hour HIV Exam
- \$23.50 Pearson Vue, Testing Vendor

COSMETOLOGY

# It's a Cosmetology thing.

*You wouldn't understand.*

#stcthespa



## **Facials Specialty**

260 hrs | HYBRID

9 weeks .....full-time

The Facials Specialty program prepares students for employment as a Facial Specialist. Training includes background in bacteriology, hygiene, personality development, Florida law, machine and manual facials, tweezing/waxing, basic makeup, eyebrow/lash tinting, and entrepreneurship. Instruction and learning activities are provided in a laboratory setting with hands-on experience using chemicals, implements, and equipment appropriate to the program content in accordance with current trade practices.

Instruction is designed to qualify students for employment while obtaining Facial Registration from the Florida Department of Business and Professional Regulation.

Approximate Total Cost \$1,442



Cosmetology,  
Barbering &  
Spa Services

the **spa**  
@ Sheridan's Cosmetology Lab



## Business & Information Technology

### Accounting Operations

900 hrs | DISTANCE EDUCATION

7-9 months .....full-time



The Accounting Operations Program is designed to prepare students for employment as an Accounting Clerk, Accounting Associate, and Accounting Assistant. The course content includes the applications of accounting principles related to: business transactions; financial statements; payroll records, forms and reports; accounting control systems; account and transaction analysis; inventory methods; the aging process; and depreciation. Activities include the use of computers, spreadsheet (MS Excel), and Accounting QuickBooks software. The Accounting Operations Program prepares students for the QuickBooks Certified User Industry Certification.

Approximate Total Cost \$3,011



### Administrative Office Specialist

1050 hrs | DISTANCE EDUCATION

10 months .....full-time



The Administrative Office Specialist will prepare you to perform several office tasks. Students will learn office procedures, advanced features of business software applications, administrative and financial functions, and document production. It is designed to prepare students for employment as a General Office Typist/ Clerk, Secretary, or Administrative Assistant. You will learn office terminology & procedures, various communication, and transcription with proper formatting to office documents; critical thinking with decision making skill sets as it relates to the office practices and prepare your training towards submitting document electronically and conferencing virtually. Students will explore the different administrative careers and

techniques to develop an electronic employment portfolio while learning job seeking skills as they seek employment in the administrative office field. Upon completion of the Administrative Office Specialist Program students will specialize and become Industry Certified in Microsoft Office Suite 2016 (MOS Certification).

Approximate Total Cost \$3,622

**“The future  
of the world  
is in my  
classroom  
today.”**

**– Ivan Welton  
Fitzwater**

### Business Management & Analysis

900 hrs | DISTANCE EDUCATION

9 months .....full-time



The Business Management and Analysis Program is designed to prepare students for employment as a Supervisor, Manager Trainee or in Small Business Management.

The course content includes: communications and human resource management; finance; technology; accounting fundamentals; environmental health and safety; computer applications; functions of management; forms of business ownership; organizational structures; business law and ethics; insurance; government regulations in business; and how to open and operate a business. As a final project, students prepare a portfolio and business plan. The Business Management and Analysis Program prepares students for the Microsoft Office Specialist (MOS) Industry Certification.

Approximate Total Cost     \$3,129

### Computer Systems & Information Technology

900 hrs | DISTANCE EDUCATION

9 months .....full-time



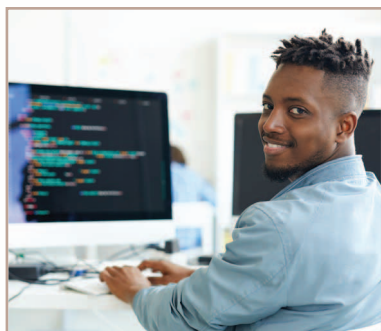
The Computer Systems & Information Technology program offers a broad foundation of knowledge and skills that prepare students for employment in the Computer/Network/Security fields. The course content includes computer hardware, troubleshooting, repair and maintenance, operating systems and software, networking fundamentals, networking protocols, networking media and topologies, network devices, network requirements, network tools, local area networks, identifying network security threats, WAN links and Wireless technologies. The Computer Systems & Information Technology student will receive preparation for the CompTIA A+, Network+, and Security+ certifications. The program consists of three online days and daytime face-to-face classes.

Approximate Total Cost     \$3,033



*"Never stop learning,  
because life never stops teaching."*

— Anonymous





### Legal Administrative Specialist

1050 hrs | DISTANCE EDUCATION

10 months .....full-time

The Legal Administrative Specialist Program will prepare you to become a Legal Secretary, General Office Clerk, Clerical Support Staff, and Administrative Support Staff. It is designed to prepare students for employment in the legal settings such as law firms and courts whether in the federal, state and local government environment. Students will learn legal office terminology and procedures, legal communications and transcription of legal documents, critical thinking and decision making skill sets as it relates to the legal practices in the legal field of business and prepare legal document electronically; and at the same time, learn the legal document formatting with the use of legal software; explore the different legal careers and practices; students will learn how to develop an electronic employment portfolios while learning job seeking skills as they seek employment in the legal field. The Legal Administrative Specialist Program will prepare students to specialize and become Industry certified in Microsoft Office 2016 (MOS Certification) and Court Reporting.

Approximate Total Cost \$3,758

### Medical Administrative Specialist

1050 hrs | HYBRID

10 months .....full-time

This program will provide students with a variety of skills for employment in the medical field to perform administrative support functions. The program will include training in medical office duties that utilize knowledge of medical terminology, medical office procedures including Medical Billing and Coding, and Microsoft Office 2016.

Upon completion of this program, students are qualified to attain the Certified Medical Administrative Assistant (CMAA) certification through the National Healthcare Association (NHA) to become part of the Allied Health Profession. Medical Administrative Specialist program training include proficiency in:

- Information technology
- Communication (verbal and written)
- Medical Terminology
- Basic Pharmacology
- Infection Control
- Measurement of Vital Signs
- Medical Emergency and safety practices
- BLS (Basic Life Support) certification
- Electronic Health Record software (SimChart)
- Medical Laws such as HIPPA, HiTech and EHR Meaningful Use
- Medical Billing and Reimbursement Procedures:
  - \* medical insurance basics
  - \* basic ICD 10 and CPT coding
  - \* patient and insurance collections
  - \* banking procedures

By becoming a Certified Medical Administrative Assistant (CMAA), you'll have the recognized credentials healthcare employers are searching for now.

Approximate Total Cost \$3,825



### Network Systems Administration

1050 hrs | DISTANCE EDUCATION

10 months .....full-time

The Network Systems Administration program prepares students for the following Information Technology industry certifications: CompTIA IT Fundamentals (ITF+), CompTIA A+, CompTIA Network+, and the Microsoft Certified Azure Administrator Associate (Exam AZ-104). "The Microsoft Azure cloud platform is more than 200 products and cloud services designed to help you bring new solutions to life—to solve today's challenges and create the future. Build, run, and manage applications across multiple clouds, on-premises, and at the edge, with the tools and frameworks of your choice". Also included is a complete course for administering Microsoft's Active Directory using traditional Windows Servers. This solution is ideal for organizations that wish to build a hybrid platform, combining a classic on-premises network infrastructure, with the latest Cloud-based services utilizing Microsoft Azure.

In addition to daily instructor-led lessons, students learn using a sophisticated learning management system that replaces traditional textbooks with a combination of video lessons, fact sheets, demonstrations, exams, and numerous practical lab exercises. Each lab exercise is designed to simulate an actual work environment, and thus help the student develop essential hands-on skills.

Approximate Total Cost    \$3,915

### Network Support Services

1050 hrs | HYBRID

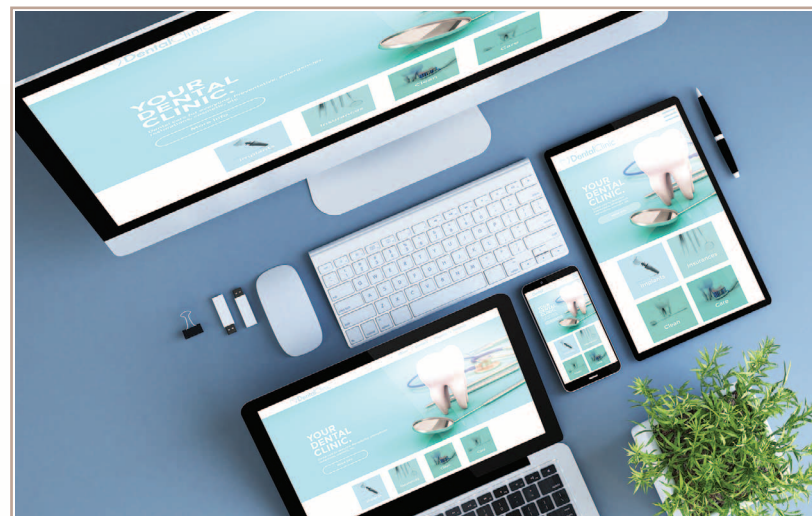
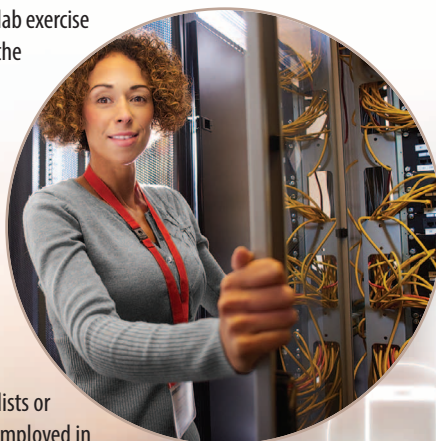
10 months .....full-time

The Network Support Services program prepares students for employment in network administration as network support specialists or provides supplemental training for people previously or currently employed in networking support occupations. The program prepares students to create, monitor, and maintain computer networks and operate computers and peripheral equipment. Laboratory activities are an integral part of this program. Activities include building and maintaining computers, installing operating systems, configuring routers and switches, and demonstrating mastery through culminating case studies.

#### Program Content:

• A+ Certification Training • Routing and Switching Training • Computer Literacy • Computer User Support • Hardware and Software Troubleshooting • Installation and Configuration Activities • Network Configuration • Network+ Certification Training

Approximate Total Cost    \$3,318



### Web Development

1050 hrs | DISTANCE EDUCATION

10 months .....full-time

This program offers a broad foundation of knowledge and skills to prepare students for employment in positions from Assistant to Senior Web designer. The content includes operating system commands and Web document development, design, e-commerce and promotion, and scripting. In this program you will learn to create state-of-the-art Web sites that can be seen not only on desk and laptop computers but also on today's mobile devices, such as smart phones and tablets. You will be able to do this through learning: Photoshop, Dreamweaver, Premiere, HTML5/CSS3, Canvas, JavaScript, jQuery, XML, WordPress, PHP, CMS, SEO, and Web analytic tools. The Web Development program prepares students to take the Adobe Photoshop, Dreamweaver and Premiere Certification Exams.

Total Approximate Cost    \$3,503

## Architecture, Construction & Energy

### Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)

1350 hrs | TRADITIONAL & HYBRID

12 months .....full time

Air Conditioning, Refrigeration and Heating is a high demand career field. The program trains students for employment as heating, air conditioning, and refrigeration mechanics or air conditioning installer-servicers. Instruction and laboratory activities include planning, installing, testing, servicing of A/C, refrigeration, and heating systems and components. Students also learn: troubleshooting electrical and mechanical components/equipment, brazing and soldering tubing/piping, installing and servicing controls and components, electrical wiring, and routine maintenance and service. This program also offers EPA certification, comprehensive recovery, and recycling.

Approximate Total Cost    \$4,824



**NEW  
IN DEMAND  
CAREER**

### Building Trades & Construction Design Technology

900 hrs |

7-9 months .....full time

The Building Trades and Construction Design Technology program is designed to prepare students for employment in the residential, commercial and industrial maintenance industry. The content includes but is not limited to blueprint reading, construction codes and building requirements, use of hand/power tools and safety on the job. The curriculum integration of theory and practices provides students with fundamental entry level skills necessary to perform general operational maintenance, repair and alterations to equipment and buildings to meet industry standards.

Approximate Total Cost    \$2,995





### Electricity

1200 hrs |

12 months .....full-time

The Electricity program focuses on training in electricity for residential, commercial, and industrial systems. The students will be instructed on conduit bending techniques, blueprint reading, fire alarm installation, journeyman preparation, and interpreting national and local electrical codes. Also, the students will master the understanding of all aspects of the electricity industry's planning, management, finance, technical and productions skills, with underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Approximate Total Cost    \$3,903

*“dreams and dedication are a powerful combination.”*

*– William Longgood*

### Plumbing

1080 hrs |

10 months .....full-time

This program focuses on training in plumbing for residential, commercial, and industrial systems. Students will be instructed on soldering, blueprint reading, cutting/joining pipes, and interpreting national and local plumbing codes. Also, the students will master the understanding of all aspects of the plumbing industry's planning, management, finance, technical and production skills, with underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.

Approximate Total Cost    \$3,757



## Professional Culinary Arts & Hospitality

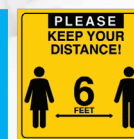
### Professional Culinary Arts & Hospitality

1200 hrs | HYBRID

12 months ..... full-time

Love food? Train for a career in Culinary Arts to become a cook/chef. The program covers Garde Manger (Cold Foods), Hot Foods, Commercial Baking, Sanitation & Safety, Nutrition, Supervision & Management. This program is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) and articulates with Broward College toward a Culinary Arts Management Degree. In addition to classroom and lab experiences, students may apply for experiential credit if currently employed in a qualified food service position. Qualified students have the opportunity to obtain the ServSafe and Certified Culinarian Certifications.

Approximate Total Cost     \$4,609



*"A good teacher makes a **poor student good**  
and **good students superior.**"*

– Marva Collins

## Child Care Center Operations/Florida Director Credential



45 hrs | DISTANCE EDUCATION

The Child Care Center Operations program is an approved Department of Children and Families (DCF) course and is included on the State of Florida's approved "Overview of Child Care Management" course list for earning a Florida Director's Credential.



The administrator of a child care facility is a multifaceted position that requires an extensive amount of dedication, knowledge and expertise in program administration. Florida Legislature mandates, in the Child Care Licensing Standards, that directors of licensed child care facilities possess a Director's Credential.

Approximate Total Cost    \$372



## Early Childhood Education

600 hrs (ECPC) |

6 months ..... full-time

12 months ..... part-time

The Early Childhood Education/Early Childhood Professional Certification (ECPC) Program prepares students for employment within the industry as early childhood educators, child care personnel, lead preschool teachers, VPK teachers, before-care/after-care workers and supervisors, child development specialists, camp counselors/supervisors, directors/owners, and family day care home operators. Included are the following major areas of training: child growth and development; health; safety; nutrition; behavior guidance techniques; child abuse and neglect; rules and regulations governing child care; observation, screening and assessment; community and environmental issues; language development and emergent literacy; lesson and program planning; implementation of developmentally appropriate practices for children birth through age eight; inclusion of children with special needs; communication; balancing family, school and work; employability skills; labor issues; entrepreneurship; management and finance. Early Childhood Education is a Florida Department of Education Early Childhood Professional Certificate (ECPC) program. The ECPC is accepted for the Department of Children and Families (DCF) Staff Credential. Students who complete the ECE/ECPC program are prepared to pursue the national CDA credential and are also eligible for nine (9) college credits at any state public university.

Approximate Total Cost    \$2,175

## Education & Training





### Electrocardiograph Technology (EKG)

465 hrs | HYBRID  
4 months .....full-time

Electrocardiograph (EKG) Technicians operate equipment that records and measures heart activity, which is used to assist cardiologists and physicians in diagnosing and treating cardiac (heart) and peripheral vascular (blood vessel) issues. If you like making a difference in the lives of others, this is the career choice for you!

Over the course of 5 months, students will learn human anatomy and physiology with an emphasis on cardiac and vascular systems, medical terminology and transcription, patient care techniques, medical instrumentation, cardiovascular drugs, cardiac wellness and rehabilitation, and how to differentiate between normal and abnormal monitoring and testing results.

This is a blended course, meeting Tuesday and Thursday from 4:30 to 9:30 for lab time, and Monday, Wednesday and Friday online days.

Approximate Total Cost \$1,795



### Medical Assisting

1300 hrs | HYBRID  
12 months .....full-time

**HS Diploma/GED for the Medical Assisting program is preferred.**

Medical Assisting skills include managing medical records utilizing electronic medical record software applications, an introduction to diagnosis and CPT codes, completing insurance forms, arranging hospital admissions, scheduling of appointments and handling billing and bookkeeping. Clinical skills taught are assisting the physician during patient examinations, recording vital signs, taking medical histories, performing basic laboratory tests, performing phlebotomy, EKG and administration of medication as directed by the physician. Medical Assistants may find employment in offices of physicians, outpatient care centers, general medical and surgical hospitals, and allied healthcare facilities. This class meets Monday thru Friday, full-time and the only online component is Core.

Approximate Total Cost \$5,203

### Medical Coder/Biller Applied Technology Diploma

1110 hrs | DISTANCE EDUCATION  
11 months .....full-time

The Medical Coder/Biller program is designed to prepare students for employment in a variety of health care settings as an entry level medical coder, coding technician, coding clerk, or medical insurance biller. Coding is the process of taking a written diagnosis or operative procedure and assigning alpha-numeric numbers used for reimbursement billing and statistics. The program covers ICD-10-CM and ICD-10-PCS coding systems, CPT, and HCPCS coding systems. Students are taught manual and automated procedure coding. The student will also be trained to prepare and file medical insurance claim forms for reimbursement.

Approximate Total Cost \$5,018

*\*National Certification is not required in the state of Florida but recommended as this increases employability nationwide for the Medical Assistant Graduate.*



### Pharmacy Technician - ATD

1050 hrs | HYBRID  
12 months .....full-time

Pharmacy Technicians generally work under the supervision of a registered pharmacist and perform tasks related to receiving, dispensing, distribution, control, maintenance, compounding, manufacturing, packaging and labeling of pharmaceutical products. Currently, pharmacy technicians are responsible for routine tasks previously performed by pharmacists and for mastering new pharmacy technology as it becomes available. Opportunities for advancement may vary with the pharmacy technician's employer. Upon successful completion of this program, students will earn an Applied Technology Diploma (ATD).

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by the Florida College System. Additional college credit may be awarded with the attainment of additional industry credentials.

Approximate Total Cost \$3,318

### Phlebotomy

165 hrs | HYBRID  
5 weeks .....full-time

This course will enable the health care provider to master the skills and practice phlebotomy. The course includes the study of anatomy and physiology of the venous system and common laboratory blood tests. The first 90 hours of this course provides a solid foundation for the healthcare worker and will be full-time hours in a blended format. Upon completion students are eligible for national certification.

Approximate Total Cost \$742



## Surgical Technology

1330 hrs | HYBRID

12 months .....full-time

The Surgical Technology program prepares students for employment as surgical technologists. Included are the following major areas of training: communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy.

This program prepares individuals for employment in the operating room, central supply, ambulatory surgical centers, and physicians' offices. Students are introduced to the surgical area early in the program. Students must be able to stand for long hours and work in an atmosphere that is often charged with pressure and urgency. Knowledge of, and experience with, aseptic techniques qualify surgical technicians to prepare instruments and materials for use at the operating table and to assist in their use with skill and dexterity. Graduates are eligible to take the National Certifying Examination for Surgical Technologists.

*The Surgical Technology program is accredited by  
Commission of Accreditation of  
Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 North, Suite 158 • Clearwater, Florida 33763  
Phone 727.210.2350 • Fax 727.210.2354 • [www.caahep.org](http://www.caahep.org)*

Approximate Total Cost \$5,291

## Home Health Aide

165 hrs | HYBRID

5 weeks .....full-time

The curriculum prepares students for employment as home health aides assistants and provides foundational knowledge and skills. Students receive training in communication and interpersonal skills, maintaining a clean and healthy environment, basic anatomy, body mechanics, safety/emergency procedures, and promoting residents' independence and respecting patient rights. The Home Health Aide works in the nursing home or private setting as a member of the healthcare team. Duties include taking vital signs and assisting patients with basic tasks.

Approximate Total Cost \$543



State License:: Licensed Practical Nurse

Program Courses:

- PRN0098 Practical Nursing Foundation 1 – 300 hours
- PRN0099 Practical Nursing Foundation 2 – 300 hours
- PRN0290 Medical Surgical Nursing 1 – 300 hours
- PRN0291 Medical Surgical Nursing 2 – 300 hours
- PRN0690 Comprehensive Nursing and Transitional Skills – 150 hours

Additional fees associated with program attendance:

- Physical exam – annual Fee varies by provider
- Tuberculin (PPD) 2-Step (X2) or Chest X-Ray – annual fee varies by provider
- Vaccines may be required – Fee varies by provider
- Drug Testing (Authorized Lab Only) \$38
- Level 2 Background Check (Approved Vendor Only) \$45
- Compliance Tracking Subscription (Approved Vendor Only) \$18
- ATI TEAS Test Fee \$60

Fees associated with licensure:

- \$110 Application and Licensing Fee to Board of Nursing
- \$200 to Pearson Vue, Testing Vendor
- Fee varies for LiveScan Services Provider

PRACTICAL NURSING



## Patient Care Technician

600 hrs | HYBRID

6 months .....full-time

The Patient Care Technician (Nursing Assistant) tends to ill and injured individuals under the supervision of doctors, nurses, and medical professionals. The duties include taking vital signs, collecting specimens, assisting patients with eating, personal hygiene and grooming. Employment is in the hospitals, nursing homes, and home health agencies. Upon successful completion of the Patient Care Technician Training program students may take the State Nursing Assistant Certification Examination. Students also receive training in 12 lead EKG and basic phlebotomy techniques.

Approximate Total Cost \$2,505



Thank you  
Nurses

Completion rate  
(2019-20): 74%  
Placement rate  
(2019-20): 87%  
NCLEX P.N. pass rate  
(2020): 80%

## Practical Nursing

1350 hrs |

12 months .....full-time

Train to become a Licensed Practical Nurse working in a variety of healthcare settings giving direct patient care under the supervision of doctors and registered nurses. Duties include giving medication, documentation, wound care and other tasks that are more complex than nurse's aides. Licensed graduates may advance into Broward College's Registered Nurse program (PN/RN Articulation program).

Approximate Total Cost \$5,717



Sheridan Technical College Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc. Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850 • Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



Florida Board of Nursing (FBON)  
4052 Bald Cypress Way Bin C-02  
Tallahassee, FL 32399-3252  
(850) 488-0595  
[floridanursing.gov](http://floridanursing.gov)

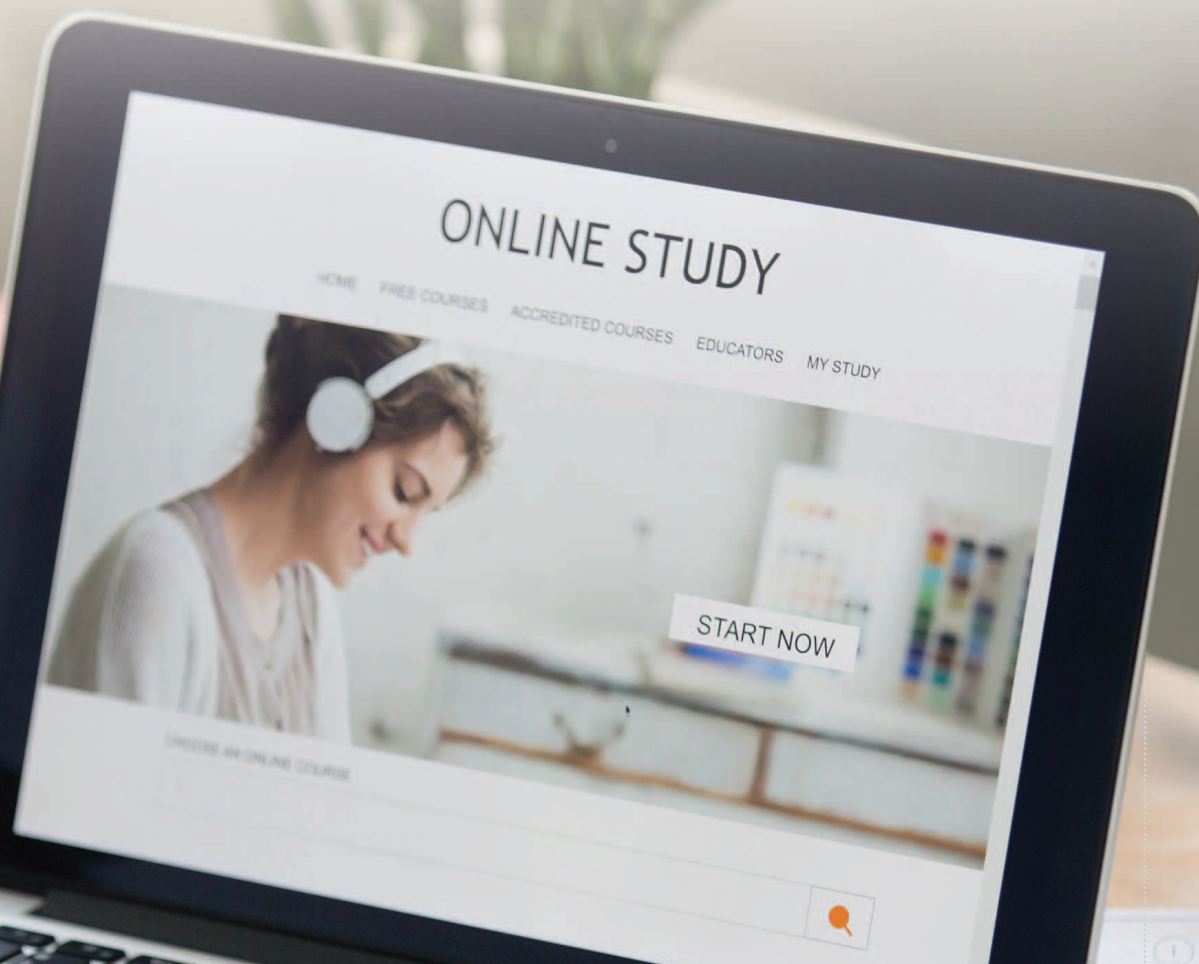


Florida Department of Education (FLDOE)  
Turlington Building, Suite 1514  
325 West Gaines Street  
Tallahassee, Florida, 32399  
(850) 245-0505  
[fldoe.org](http://fldoe.org)

## HYBRID/DISTANCE EDUCATION PROGRAMS

Sheridan Technical College offers online courses and programs to provide you with the training you need to succeed in your present career or prepare for a new future. Online courses can be custom fit for the stay-at-home person wanting to re-enter the work force, a full-time worker who needs more training, or the individual who is looking to succeed in a brand new career. Online programs will give you the skills needed to stay competitive in today's job market. Courses can accommodate your schedule, enabling you to reach your full potential. For more information, visit [www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu).

<b>AAAE/ABE</b>   6 or 15 hours per week .....	See pages 21
<b>Accounting Operations</b>   900 hours .....	See page 28
<b>Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R)</b>   1350 hours .....	See page 32
<b>Administrative Office Specialist</b>   1050 hours .....	See page 28
<b>Business Management &amp; Analysis</b>   900 hours .....	See page 29
<b>Child Care Center Operations</b>   45 hours .....	See page 35
<b>Computer Systems &amp; Information Technology</b>   900 hours .....	See page 29
<b>ESOL</b>   6 or 15 hours per week .....	See page 21
<b>GED®</b>   15 hours per week (continuous start dates) .....	See page 21
<b>Legal Administrative Specialist</b>   1050 hours .....	See page 30
<b>Medical Coder/Biller Applied Technology Diploma</b>   1100 hours .....	See page 36
<b>Network Support Services</b>   1050 hours .....	See page 31
<b>Web Development</b>   1050 hours .....	See page 31





# SHERIDAN TECHNICAL COLLEGE FACULTY

**Anderson, James**  
FORD ASSET Teacher  
Associates  
Broward College, FL

**Anderson, Marlene**  
Practical Nursing Teacher  
Masters  
Nova Southeastern University, FL

**Armstrong, June**  
Career Advisor  
Associates  
Broward Community College, FL

**Arocha, Tania**  
ESOL Teacher  
Bachelors  
Florida Atlantic University, FL

**Askin, Paul**  
Speech Language Pathologist  
Teacher/ACCESS & Career Placement  
Department Chair  
Masters  
University of Central  
Florida, FL

**Ball, Cori**  
ESE Teacher  
Bachelors  
CA State University, CA

**Bastiani, John**  
Carpentry Teacher  
Bachelors  
Bolagna, Italy

**Blackwin, Mureen**  
Practical Nursing Teacher  
Masters  
University of Phoenix, AZ

**Boegli, Dolores**  
Online ESOL Teacher  
Masters  
Florida Atlantic University, FL

**Boigris, Michele**  
Medical Assisting Teacher  
Associates  
Strayer University, FL

**Boyles, Freda**  
ABE/AAAE Teacher  
Masters  
Nova Southeastern University, FL

**Burton, Maria**  
ESOL Teacher/Department Chair  
Bachelors  
Escola Superior de Agricultura Lavras,  
Brazil

**Byrd, Barry**  
Barbering, Cosmetology  
& Spa Services Teacher  
Vocational Certificate  
Broward County, FL

**Calderon, Victor**  
School Counselor  
Masters  
Carlos Albizu University, FL

**Chairnoff, Stephen**  
A/C Teacher/Architecture, Construction  
and Energy Dept. Chair  
Masters  
Temple University, PA

**Clabo, Tammy Y.**  
Commercial Vehicle Driving Teacher  
Masters  
FL Atlantic University, FL

**Clark, David**  
Automotive Service  
Technology Teacher  
Associates  
Broward Community College, FL

**Clark-Flournoy, Jessica R.**  
School Counselor  
Masters  
Nova Southeastern University, FL

**Clarke MSN-Ed, Tarnisha**  
PN Teacher  
Masters  
South University, GA

**Copeland, Dorie**  
Guidance Advisor  
Bachelors  
Art Institute of Fort Lauderdale, FL

**Corey, Angela**  
Financial Aid Specialist  
Masters  
Nova Southeastern University, FL

**Couvillon, Mark**  
MCAP Automotive / Nissan/Infiniti  
Teacher  
Associates  
Broward College, FL

**Curry, Kimberley**  
Business Management &  
Analysis Teacher  
Bachelors  
Samford University, AL

**Flynn, Debbie Ann**  
Surgical Technology Teacher  
Associate  
Arundel Community College, NY

**Datko, Fran**  
Culinary Arts Teacher  
Bachelors  
University of Miami, FL

**Diaz, Nick**  
Plumbing Teacher  
Vocational Certificate  
Broward County, FL

**Desir BSN, Emmanuela**  
Practical Nursing Teacher  
Masters  
Walden University, MN

**Dorvil, Marc**  
Testing Department Chair  
Bachelors  
Northwood University

**Ellis Bonny, Kelly**  
Job Placement Specialist  
Bachelors  
Bryant and Straton, NY

**Elder, Nicole**  
ESE Teacher  
Bachelors  
Florida Atlantic University, FL

**Eugene, Maude**  
Office of Student Affairs, Director  
Ed.S - Ed. Leadership  
M.S., Ed.S - Counseling  
Florida State University, FL  
Barry University, FL

**Fernandez, Florinda**  
Cosmetology Teacher  
Associates  
Broward Community College, FL

**Fuller, Isidore**  
Auto Service Technology Teacher  
Vocational Certificate  
Broward County, FL

**Garcia, Noelia**  
Barbering, Cosmetology  
& Spa Services Teacher  
Vocational Certificate  
Broward County, FL

**Garcia, Robert**  
A/C Teacher  
Vocational Certificate  
Broward County, FL

**Granger, Edna**  
Culinary Arts Teacher  
Bachelors  
Florida A&M University, FL

**Greene, Deborah**  
ESOL Teacher  
Bachelors  
Florida Atlantic University, FL

**Golden, Shanti**  
ESE Teacher  
Masters  
New York University, NY

**Goldman, Lisa**  
Social Media Teacher  
Bachelors  
University of Florida, FL

**Haghighat, Zsala**  
Game Simulation Animation &  
Programming Teacher  
Bachelors  
University of San Francisco, CA

**Hatter-Garcia, Lisa**  
Early Childhood Ed./Pre-K  
Teacher/Education & Training  
Department Chair  
Bachelors  
Florida State University, FL

**Hassett, Timothy**  
GM ASEPT Teacher  
Associates  
Broward College, FL

**Henry, Elizabeth D.**  
Barbering, Cosmetology,  
& Spa Services Teacher/  
Department Chair  
Bachelors  
Florida International  
University, FL

**Jadulal, Di**  
Employment Specialist  
Vocational Certificate  
Broward County, FL

**Jarmagin, James**  
Web Development Teacher  
Bachelors  
University of Phoenix, FL

**Jennings, Jennifer**  
ABE/AAAE/GED® Teacher  
Career Placement Advisor  
Department Chair  
Specialist  
Walden University, MN

**Jester, Althea**  
Career Placement Advisor  
BS Criminal Justice  
Florida Agriculture & Mechanical  
University, FL

**Joslyn, Aurora**  
Testing  
Vocational Certificate  
Broward County, FL

**Judd, Linda**  
ESE Teacher  
Masters  
Nova Southeastern University, FL

**Kahle, Jean**  
ESOL Teacher  
Masters  
Nova University, FL

**King, Karen**  
Surgical Technology Teacher  
Vocational Certificate  
Broward County, FL

**Kinney, Roger**  
Network Systems  
Administration Teacher  
Bachelors  
Miami Christian College, FL

**Lacy, Sandra**  
Medical Coder/Biller Teacher  
Associates  
Miami Dade College, FL

**Lawson, Lavinia**  
Practical Nursing Teacher  
Bachelors  
Florida Atlantic University, FL

**Lee Yee, Rosita**  
Medical Assisting Teacher  
Vocational Certificate  
Broward County, FL

**Lowery, Robert**  
Diesel Tech Teacher  
Vocational Certificate  
Broward County, FL

**Maltz, Joyce**  
Guidance Counselor/GED® Test  
Administrator/Department Chair  
Masters  
Nova University, FL

**Mancini, Denise**  
Medical Administrative Specialist Teacher  
Associates  
Broward Community College, FL

**Marshall, Steven**  
Commercial Vehicle Driving  
Teacher  
Vocational Certificate  
Broward College, FL

**Mathis-Tice, Deborah**  
Practical Nursing Teacher  
Masters  
University of Phoenix, AZ

**Matranga, Anthony**  
Media Specialist  
Masters  
University of Southern Florida, FL

**McDonnell, Michael**  
Culinary Arts Teacher/  
Department Chair  
Associates  
Art Institute of  
Fort Lauderdale, FL

**McLaurine, Joni**  
School Counselor  
Master/Ed.S  
St. Thomas University, FL

**McMahon, Michael**  
Culinary Arts Teacher  
Bachelors  
Florida State University, FL

**Michaud, Henry**  
CTE-Instructional  
Technology Support  
Bachelors  
University of Phoenix, AZ

**Montanez, Derrick**  
Ford ASSET Instructor  
AS Degree / ASE Certificates  
Broward College/Sheridan Tech Col

**Mulroy, Christine**  
ABE Teacher/Online Adult Education  
Dept. Chair  
Bachelors  
Florida Atlantic University, FL

**Muniz, Francisco**  
A/C, Refrigeration and Heating  
Technology Teacher  
Vocational Certificate  
Broward County, FL

**Musa, Jose**  
Automotive Service  
Technology Teacher  
Associates  
Broward Community College, FL

**Noel CPHT, RPT, McFarlane**  
Pharmacy Technician Teacher  
Bachelors of Science Psychology  
& Social Work  
Florida A&M University

**Oberman, Charlene**  
ABE/AAAE Teacher  
Masters  
University of Northern  
Colorado, CO

**Perez, Lourdes**  
Online ABE/VPI Teacher  
Bachelors  
St. Thomas University, FL

**Perodeau, MSN RN CPN, Cynthia**  
Practical Nursing Teacher  
Masters  
Nova Southeastern University, FL

**Phillips, Peter**  
Electrical Teacher  
Vocational Certificate  
Broward County, FL

**Pintado, Berta**  
Practical Nursing Teacher  
Masters  
Ball State University, IN

**Pintado, Karen**  
Health Science Department Chair  
Department Chair  
Masters  
University of Phoenix, AZ

**Pistor, Barbara**  
Practical Nursing Teacher  
Masters  
Florida Atlantic University, FL

**Ponce, Manuel**  
Commercial Vehicle Driving  
Teacher  
Vocational Certificate  
Broward County, FL

**Proano, Galo**  
Computer Systems and  
Information Technology Teacher  
Vocational Certificate  
Hunter College, NY

**Quackenbush, Suzi**  
Culinary Arts Teacher  
Associates  
Culinary Institute of America, NY

**Reimers, Robin**  
Patient Care Technician Teacher  
Bachelors  
Broward Community College, FL

**Robert, Anselma**  
Practical Nursing Teacher  
Doctorate  
Barry University, FL

# SHERIDAN TECHNICAL COLLEGE FACULTY {Continued}

**Robinson, Craig**  
GM ASEF Teacher  
Bachelors  
Broward College, FL

**Rutherford, Brian**  
Culinary Arts Teacher  
Associates  
Culinary Institute of America, NY

**Sanchoyerto, Fernando**  
Automotive Mobile Lab  
Highschool Students  
AS degree / ASE Certificates  
Broward College

**Samarkina, Irina**  
ESOL Teacher  
Bachelors  
Kazan State University, Russia

**Scerbo, Lauren**  
GED®/ABE Teacher  
Bachelors  
Florida State University, FL

**Schmidt, Cyndi**  
Barbering, Cosmetology,  
& Spa Services Teacher  
Vocational Certificate  
Broward County, FL

**Sepielli, Christine**  
Cosmetology Teacher  
Bachelors  
Florida Atlantic University, FL

**Shannon-Goff, Ervean**  
ESE Specialist  
Bachelors  
University of Phoenix, FL

**Simmons, Lowell**  
Diesel Maintenance Technician Teacher  
Masters  
Ball State University, IN

**Solis, Edgard**  
AUDI Automotive Service Training  
(AAST) Teacher  
Bachelors  
Florida International University, FL

**Stern, Jeff**  
Business & Information Technology  
Department Chair/Accounting  
Operations Teacher  
Associates  
Broward Community College, FL

**Taffe, Deborah**  
Health Science Teacher  
Doctorate  
Nova Southeastern University, FL

**Ulsalaam, Jillian**  
Barbering, Cosmetology  
& Spa Services Teacher  
Bachelors  
Florida International University, FL

**Upadhy, Vimla**  
Barbering, Cosmetology  
& Spa Services Teacher  
Doctorate  
University of Rajasthan, India

**Vajanc, Draguca**  
CTE-Instructional Technology  
Support/Technology  
Department Chair  
Masters of Science  
Nova Southeastern University, FL

**Waddle, Kenneth**  
Commercial Vehicle Driving  
Teacher  
Vocational Certificate  
Broward County, FL

**Walker, David**  
Adult Education/ABE Teacher  
Bachelors  
University of Iowa, IA

**Wheeler, Natalie**  
ESOL Teacher  
Masters  
Mercer University, GA

**Williams, Frederick**  
Network Support &  
Technology Services Teacher  
Masters  
Florida State University, FL

**Wynter-McKay, Claudia**  
ABE/AAAE Teacher  
Masters  
University of Phoenix, FL

## STC PART-TIME FACULTY

**Ayala, Melvin**  
ESOL Teacher  
PhD in Electrical & Computer Engineering  
Florida International University, FL

**Daniels, Mary**  
Testing  
Masters  
Nova University, FL

**Denis, Pradel**  
Automotive Maintenance & Light  
Repair Teacher  
Masters  
University of West Florida, FL

**Desmore, Keysia**  
ESOL Teacher  
Masters  
Florida Atlantic University, FL

**Gilbert, Janice**  
Administrative Office Specialist & Legal  
Administrative Specialist Teacher  
Masters in Educational Leadership  
Ed.S in Curriculum & Instruction  
Nova Southeastern University, FL

**Gonzalez, Justin**  
Commercial Vehicle Driving Teacher  
Vocational Certificate  
Broward County, FL

**Haimes, Gail C.**  
ESOL Teacher  
Masters  
Capella University, MN

**Hemingway, Robert**  
ABE/AAAE Teacher  
Masters  
Nova University, FL

**Hyatt, Birdie**  
Barbering, Cosmetology  
& Spa Services Teacher  
Vocational Certificate  
Broward County, FL

**Smith, Krayzell**  
Practical Nursing Teacher  
Masters  
FL Atlantic University, FL

**Vogt, Julie**  
ESOL Teacher  
Bachelors  
Florida Atlantic University, FL

**Williams, Alison**  
Culinary Arts Teacher  
Vocational Certificate  
Broward County, FL

**Williams, Cheryl**  
ESOL Teacher  
Masters  
Nova Southeastern University, FL

**Weinraub, Howard**  
Computer Systems & Information  
Technology Teacher  
Masters  
Florida Atlantic University, FL

## STC HIGH SCHOOL FULL-TIME FACULTY

**Aguedelo, Maria C.**  
Spanish Teacher  
Specialist - Ed Leadership  
Florida Atlantic University, FL

**Alexander, Nicole**  
CTE - Instructional Technology  
Support Teacher  
Masters Educational Specialist  
Barry University, FL

**Antolin, Philip**  
Individual/Dual Sports Teacher  
Bachelors  
Florida International University, FL

**Asselta, Ashley**  
Psychology, AP/Honors Teacher  
Masters  
Nova Southeastern University, FL

**Berman, Richard**  
Honors Physics Teacher  
Bachelors  
University of Florida, FL

**Charles, Esther**  
Reading Specialist Teacher  
Bachelors  
Florida International University, FL

**Cogan, Jason**  
US History AP/Honors Teacher  
Masters  
University of California, CA

**Dasent, Alana**  
Legal Administrative Specialist  
Bachelors  
University of Miami, FL

**Decker, Robert**  
Emerging Technology Teacher  
M.A. International Business  
University of Florida, FL

**Fee, Bethany**  
Online Counselor D2L Teacher  
Masters in Education  
Florida State University, FL

**Feinstein, Jay**  
AP Human Geography Teacher  
Masters  
College of St. Rose, NY

**Fisher, Michael**  
Technology Studies Teacher  
Bachelor of Fine Arts  
Florida Atlantic University, FL

**Friedman, Renka**  
Speech and Debate Teacher  
Bachelors in English  
Florida Atlantic University, FL

**Giannini, Helena**  
Environmental Science AP/Honors  
Teacher  
Masters Environmental Science  
Florida Atlantic University, FL

**Holder, Diahann**  
Business Mgmt. & Analysis Teacher  
Education Leadership & Technology, Ed.S.  
Barry University, FL

**Hood, Mary**  
ESE Specialist  
Masters  
Nova Southeastern University, FL

**Horton, Rita**  
English II Honors Teacher  
Bachelor of Arts Ed. Ed.  
Florida Atlantic University, FL

**Insel, Lori**  
ESE Support Specialist  
Masters of Science in Education  
Nova Southeastern University, FL

**Katz, Yvette**  
Innovative Learning Center  
Media Specialist  
Journalism Teacher  
Bachelors  
Florida State University, FL

**Lewis, Joshua**  
Mathematics Teacher  
Masters  
Florida Atlantic University, FL

**McAninch, Virginia**  
Online Instructional Support  
Masters  
Florida Atlantic University, FL

**McAfee, Bethany**  
Language Arts Teacher  
Masters  
Radford University, VA

**Novotny, Brittney**  
Marine Science Teacher  
Bachelors  
University of Tampa, FL

**Ogden, Thomas**  
World History Honors Teacher  
Bachelors of Arts & Social Science  
Florida Atlantic University, FL

**Ozkan, Keskinkaya**  
Mathematics, Honors/AP Teacher  
Masters  
Rowan University, NJ

**Payne, Wendy**  
English IV Honors/AP Teacher  
Masters  
Nova Southeastern University, FL

**Pulley, Pristine**  
Guidance Counselor  
Educational Specialist Degree  
Barry University, FL

**Rolle, Kenneth**  
School Counselor  
Masters, Ed. S  
Nova Southeastern University, FL

**Rowntree, Nicole**  
Emerging Technology in Business  
Teacher  
Bachelors in Education  
University of South Florida, FL

**Santana, Marisa**  
Magnet Coordinator  
Bachelors in Education  
Florida Atlantic University, FL

**Segal, Andie**  
School Counselor  
Masters of Social Work  
Barry University, FL

**Schroeder, Kyle**  
Algebra & Geometry Teacher  
Bachelors  
University of Central Florida, FL

**Tabachynsky, Ruslan**  
Mathematics Teacher  
Masters  
Nova Southeastern University, FL

**Tinajero, Mariuxi**  
Spanish Teacher  
Masters  
Nova Southeastern University, FL

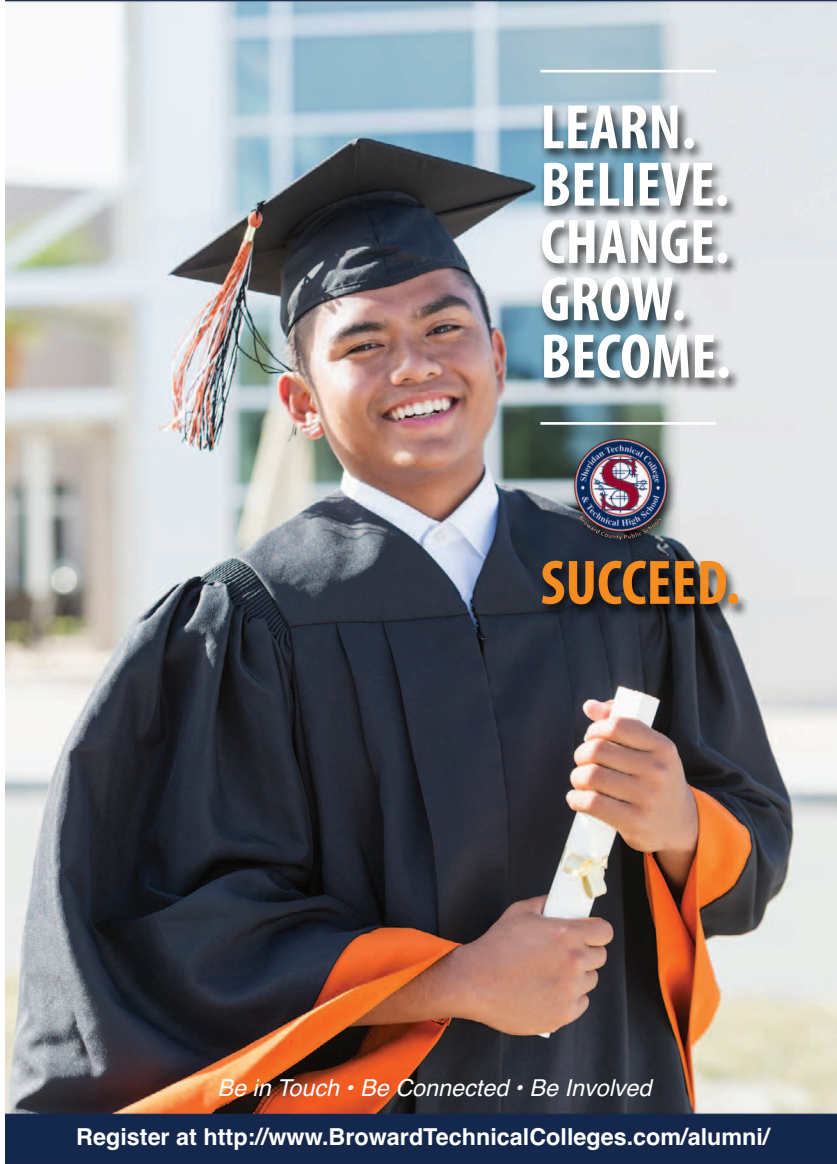
**Williams, Dineen**  
English I Honors Teacher  
Bachelors  
Florida Atlantic University, FL

**Wisner, Gregory**  
Honors Biology & Chemistry Teacher  
Bachelors  
Ohio Dominican College, OH

**Wizenberg, Peter**  
U.S. Gov't/Economics  
AP/Honors Teacher  
Juris Doctorate  
University of State of New York Regions  
College, NY

## Welcome to the Alumni Association Class of 2021

EXPERIENCE THE DIFFERENCE A CAREER IN A YEAR CAN MAKE.



**LEARN.  
BELIEVE.  
CHANGE.  
GROW.  
BECOME.**

**SUCCEED.**

*Be in Touch • Be Connected • Be Involved*

Register at <http://www.BrowardTechnicalColleges.com/alumni/>

Stay Connected



The Broward Technical Colleges follow the calendar for Broward County Public Schools.

Stay Connected



Stay Socially Connected with Sheridan Technical College



### Career Technical Programs (CTE) CALENDAR 2020 -2021

	Fall Semester - 2020/21		Winter Semester - 2020/21		Summer 2021
	Term 1 (41)	Term 2 (41)	Term 3 (47)	Term 4 (51)	Summer 18 (43)
Term Begins:	August 19	October 20	January 11	March 29	June 11
Early Release Days:	October 16	January 7	February 18 March 18	April 8 June 9	
Holiday/School Closed	Sept. 5 - 7 September 28	November 11 November 21 - 29 December 19 - January 3	January 16 - 18 February 13 - 15	March 20 - 28 April 2 - 4 May 29 - 31	July 3-4 August 14 - 15
No Classes: Planning Day	October 19	November 3 January 8	March 19	June 10	August 11 - 13 August 16 - 17
Last Day of Term:	October 16	January 7	March 18	June 9	August 10

*New students can register upon receiving an acceptance letter.  
Registration is ongoing, so verify course  
availability and registration dates with the program counselor/advisor.*

### Adult General Education (AGE) CALENDAR 2020 -2021

	2020 - 2021	2020 - 2021	2020 - 2021
	Tri A (78 days)	Tri B (70 days)	Tri C (75 days)
Term Begins:	August 19	January 4	April 26
Early Release Days:	October 16	January 7 February 18 March 18 April 8	June 9
Holiday/School Closed	September 5 - 7 September 28 November 11 November 21 - 29	December 19 - January 3 January 16 - 18 February 13 - 15 March 20 - 28 April 2 - 4	May 29 - 31 July 3 - 4
No Classes: Planning Day	October 19 November 3	January 8 March 19	June 10
Last Day of Term:	December 18	April 23	August 10



# 2020/21 Student Catalog

Sheridan Technical College  
& Technical High School  
[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)



Sheridan Technical College  
is accredited by  
the Commission of the Council on Occupational Education.  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
[www.council.org](http://www.council.org)



Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)

## Stay Connected



### Sheridan Technical College & Technical High School

**Thomas Moncilovich, Director**  
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director  
Annette Johnson, Assistant Director | Fareed Khan, Assistant Director  
Jose Laverde, Jr., Assistant Director



### The School Board of Broward County, Florida

Donna P. Korn, Chair  
Dr. Rosalind Osgood, Vice Chair  
Lori Alhadeff | Robin Bartleman | Heather P. Brinkworth | Patricia Good  
Laurie Rich Levinson | Ann Murray | Nora Rupert

### Robert W. Runcie, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. [www.BrowardSchools.com](http://www.BrowardSchools.com)

**Main Campus** 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400  
**West Campus** 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900  
**High School Campus** 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450