



Choose Your Future

Choosing a career path is an important decision. Manatee Tech's counselors are available to help you find the right program based on your interests and future goals. Our counselors are here to guide you through the enrollment process and will help you understand our admission requirements, procedures and deadlines. Counselors work hand-in-hand with our Financial Aid Department and, working together, will provide you with help in obtaining any needed financial aid.

Admissions

For Career Prep. and Continuing Education Programs*

Speak to one of our counselors in person or via phone.

Complete the following enrollment steps in any order:

- Take the TABE (Test of Adult Basic Education) or provide proof of exemption. (Please refer to the MTC Catalog at <http://www.ManateeTech.edu/catalog>)
- Submit MTC Application at <http://www.ManateeTech.edu/apply.html> (East Campus programs also have an additional application)
- Submit Florida Residency Documents and Residency Form
- Apply for Financial Aid at www.fafsa.ed.gov; use school code 015496.

*For some Continuing Education Programs the TABE may not be needed. Speak with a counselor about an exemption.

For Adult General Education Programs

Speak to one of our counselors in person or via phone.

Complete the following enrollment steps in any order:

- Submit MTC Application at <http://www.ManateeTech.edu/apply.html>
- Take the TABE Test.

For Non-Credit Enrichment Programs

Contact Tim Arb at 941.751.7900 x 1108 for enrollment or further information.

For an online class, visit <http://ManateeTech.edu/onlineclasses.html>.

For more information or answers to specific questions, contact us!



Main Campus
6305 State Road 70 East
Bradenton, FL 34203
941.751.7900

Building Hours
Mon - Thurs: 7 a.m. - 6:30 p.m.
Fri: 7 a.m. - 4 p.m.

**Counselors/Financial Aid/
TABE Scheduling**
Mon - Fri: 7:30 a.m. - 3 p.m.

Bookstore Hours
Mon, Wed: 7:30 a.m. - 4 p.m.
Tues, Thurs: 7:30 a.m. - 6 p.m.
Fri: 7:30 a.m. - 3 p.m.



East Campus
5520 Lakewood Ranch Blvd.
Bradenton, FL 34211
941.752.8100

Building Hours
Mon - Thurs: 7:30 a.m. - 7 p.m.
Fri: 7:30 a.m. - 3:30 p.m.

School year hours listed. Call for summer/holiday hours.



West Campus
5505 34th Street West
Bradenton, FL 34210
941.209.6800

Building Hours
Mon - Thurs: 8 a.m. - 8:30 p.m.
Fri: 8 a.m. - 4 p.m.



North Campus
801 Ninth Street West
Palmetto, FL 34221
941.845.2092

Building Hours
Mon - Wed: 8 a.m. - 8:30 p.m.
Thurs - Fri: 8 a.m. - 4 p.m.



The mission of Manatee Technical College is to meet and exceed our community's training and educational expectations.

Manatee Technical College is accredited by the Commission of the Council on Occupational Education and the Southern Association of Colleges and Schools.



Farmworker Career Development

Programa de Educacion para Trabajadores Agricolas

Learn English. Learn a job skill. Prepare for the GED® test. Get work experience. Get the support you need to succeed.
Call 941.751.7947

Aprenda inglés. Estudie una carrera Vocacional. Obtenga su GED® o consiga un trabajo de tiempo completo. Obtenga el apoyo que usted necesita para salir adelante y triunfar.
Llámenos al 941.751.7947.

Manatee Technical College

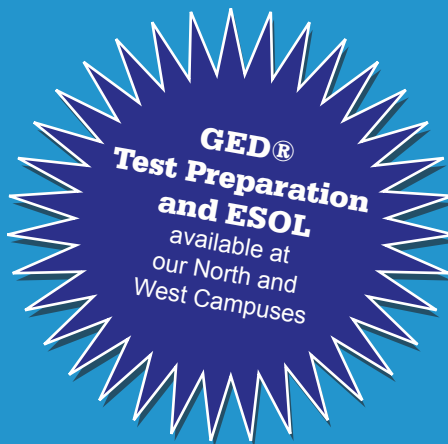
Program Guide Fall 2015



Actual students.

Top Five Reasons to Choose Manatee Technical College!

- With 50 career prep programs, finding a career you'll love is easy.
- Our "Career in a Year" programs get you into the workforce as soon as possible.
- You may earn articulated college credit and state licensure or industry certification.
- With a 90% placement rate, you can start your high wage/high demand career with confidence.
- Tuition is affordable, and many students qualify for financial aid.



ManateeTech.edu

No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the School District of Manatee County.

6/16/15

ManateeTech.edu



Main Campus Career Prep Programs
Approximate costs, full-time attendance - Start August 5

- Accounting Operations* - 9 months**
Learn about double-entry principles, methods of recording business transactions, payroll, control systems, transaction analysis, inventory methods. Prepare for Microsoft Office Specialist or Master Certification and QuickBooks Pro Certified User. **\$3,890**
- Administrative Office Specialist* - 10 months**
Learn high-tech skills in Microsoft Office, QuickBooks, accounting principles, keyboarding, business communications, letter writing, etc. Prepare for Microsoft Office Specialist Certifications and QuickBooks Pro Certified User. **\$4,880**
- Advanced Esthetics - 6 months**
Participate in theory classes, practical/laboratory activities and hands-on classes. Demonstrations from outside personnel and field trips to doctors' offices are included. Learn in-dept skin care and the ability to work with plastic surgeons and dermatologists. **\$2,690**
- Air-Conditioning, Refrigeration and Heating Technology* - 13 months**
Prepare for employment in the HVAC/R air conditioning industry with our extensive program. You will learn to master electrical components, test for your HVAC Excellence Certification and for your mandatory EPA Certification and other refrigerant-specific certifications. **\$4,910**
- Automation and Production Technology - 6 months**
Study the application of automation in manufacturing, engineering and robotics. Includes study of enterprise systems, assembly, safety, quality and leadership skills. Program stresses tools, machines, materials and processes. Prepare for MSSC Certification. **\$2,500**
- Automotive Collision Repair and Refinishing* - 14 months**
Learn refinishing, sheet metal repairs, frame and unibody squaring and aligning, fillers, paint systems and undercoats, trim-hardware maintenance, glass servicing and more. Prepare for ASE certifications as well as I-CAR ProLevel 1 Credentials. **\$5,190**
- Automotive Service Technology - 18 months**
Learn applied theory, the use of tools, equipment, materials, diagnostics and processes. Prepare for Automotive Service Excellence (ASE) certifications. **\$6,335**
- Baking and Pastry Arts - 6 months**
Learn about making breads, bakery goods, creams/mousses, chocolate and sugar applications, formal dining desserts, dessert displays and more. Earn ACF Certified Pastry Culinarian designation with a minimum of one year field experience. **\$3,230**
- Barbering - 11 months**
Prepare for employment as a Florida Licensed Barber. Instruction includes theory and practical experiences with guest artists and an active clinic. Excludes uniforms. **\$5,145**
- Building Trades & Construction Design Technology - 9 months**
Prepare for employment in the building construction industry. NCCER certification and assistance with job placement available for adults. Classroom, shop, and laboratory activities are an integral part. **\$4,350**
- Carpentry - 11 months**
Learn the use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes. NCCER certification and assistance with job placement available for adults. **\$4,800**
- Cloud Computing & Virtualization - 9 months**
Learn software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills. **\$3,800**
- Commercial Foods/Culinary Arts - 11 months**
An intense program with a hands-on "brigade" approach. Learn nutrition, sanitation, management, stocks, soups, sauces, cold cuisine, vegetables, meats, grains, legumes, starchy foods and formal dining room service, baking and pastry arts. **\$5,850**
- Cosmetology* - 11 months**
Learn all aspects of cosmetology: hair, skin, nails, diseases and disorders, with emphasis on beautification. Instruction includes theory and hands-on. Clinicals include working as a stylist, receptionist and in the dispensary. **\$5,015**
- Digital Design - 11 months**
Build visual designs using Adobe Creative Suite. Includes Digital Graphic Design and Photography, Image Editing and Retouching, and Camera and Lighting. Prepare for Adobe certification. Graduate with an interview-ready portfolio, book and CD. **\$4,345**
- 3-D Animation - 10 months**
Prepare for a career in 3-D animation, film production, or graphic design. Acquire specialized skills including video editing, audio features, and animation/authoring software. **\$4,310**

Estimated costs are based on FL residency in-state tuition. All tuition and fees are estimates and are subject to changes. Estimated costs include tuition fees, books, and uniforms. Additional supplies/tools may also need to be purchased.

- Digital Video Production - 12 months**
Learn the latest techniques offered in the production of digital video activities including: scripts, lighting, camera operation, electronic news gathering, field/studio production, and video editing. Prepare for Adobe Premiere Pro Certification. **\$5,690**
- Drafting - 15 months**
Learn manual drafting and CAD procedures incorporating theory and practice. Extensive training in 2D and 3D modeling applications preparing real-world drawings. Earn national certifications in AutoCAD and Solidworks. **\$5,485**
- Early Childhood Education Apprenticeship - 24 months**
Provides the advanced credentials necessary to meet DCF licensing standards. Must be a full-time employee at a licensed, participating child care facility, 18 years or older and have a high school diploma or GED®. Application is processed through employer.
- Electrician* - 15 months**
Learn the use of tools, Ohm's Law, blueprint reading, NEC (National Electric Code), DC and AC, circuits, basic safety, construction site etiquette, conduit bending, residential, commercial and industrial wiring. Obtain NCCER certification. **\$5,800**
- Electronic Technology - 14 months**
Use precision test equipment for analyzing, troubleshooting and repairing electronic circuitry. Graduates pursue working with entertainment, commercial, industrial, and medical diagnostic equipment. Prepare for ETA certifications. **\$5,075**
- Facials Specialty - 3 months**
Participate in both theory and practical (hands-on) activities. Clinical consists of machine, chemical and manual applications for facial cleansing. Skin toning, hair removal, lash and brow tint are also taught. Prepare for FL Registered Facials Specialist exam. **\$1,460**
- Industrial Technology - 16 months**
Learn CAD, Lean Manufacturing, Automated Manufacturing Technology (computer-aided manufacturing and numerical control), Rapid Prototyping and Robotics. Earn national certifications in AutoCAD and Solidworks. **\$5,845**
- Java Development & Programming - 11 months**
Learn how to create Java programs and statements using Java code along with HTML commands using online databases to create web-based applications. **\$4,900**
- Legal Administrative Specialist - 10 months**
Learn Microsoft Office 2013 (Word, Excel, PowerPoint, Outlook), legal software applications, legal transcription, legal terminology, basics of the legal system, accounting basics, keyboarding, business communications. Prepare for MOS and NALS Certifications. **\$4,880**
- Machining Technologies* - 15 months**
Prepare for employment or advanced training in the machining technology industry. Learn the use of lathes, CNC machines, mills, grinders and milling machines. Prepare for NIMS Certification. **\$5,590**
- Major Appliance Repair- 11 months**
Learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, microwave ovens and window air conditioners. Prepare for the PSA Certified Appliance Repair Graduate Technician exams. **\$4,350**
- Marine Service Technologies - 14 months**
Focus on outboard engines, 2-stroke and 4-stroke theory. Troubleshoot and repair boats and engines, rig boats with proper wiring, and install engines and accessories. Prepare for Mercury Marine and Bombardier certifications. **\$4,675**
- Marketing Management & Entrepreneurial Principals PSAV - 6 months**
Learn skills needed for retail sales, marketing management and general management including human relations skills, distribution, financing, pricing, promotion, purchasing, location analysis, financial planning, strategy and global trends. **\$2,500**
- Medical Administrative Specialist - 10 months**
Learn skills needed in high-tech medical offices: Microsoft Office 2013, MediSoft, medical billing and insurance, terminology, transcription, accounting basics and administrative medical assisting. Prepare for MOS Certification and CMAA exam. **\$4,880**
- Medical Coder/Biller ATD - 11 months**
Learn medical terminology, anatomy, physiology, coding, fundamentals of disease including pharmacology, health care delivery systems, medical records, ethical and legal responsibilities, safety/security procedures. Prepare for CPC exam. **\$5,540**
- Nails Specialty - 3 months**
Encompasses hand, arm, foot and leg care. Theory and hands-on excellence through live clinical situations. Related beautification is added through a total knowledge of artificial nail applications, chemistry of products and other techniques. **\$1,230**

**Day and evening classes available.*

- Network Support Services* - 10 months**
Software support, hardware configuration, networking, security, wireless, and troubleshooting. Use of routers, switches, servers, computers and other devices. Installing, configuring, repair of computers and networks. Prepare for Comptia's A+ and CCENT exams. **\$4,375**
- Plumbing Technology - 9 months**
Includes safety, plumbing-related math, blueprint and job specifications, building codes, pipe-cutting-and-joining skills, rough and trim plumbing, water heaters, and storm drains. Prepare for NCCER Core and/or Plumbing Technology certifications. **\$4,155**
- Sport, Recreation & Entertainment Marketing - 6 months**
Learn employability skills, selling techniques, public relations and publicity, event planning and execution, licensing, sponsorship and endorsements. **\$2,500**

East Campus Career Prep Programs
Approximate costs, full-time attendance - Start August 5

- Dental Assisting Technology & Management ATD - 11 months**
Learn general chairside, dental lab and business office admin. Earn a state certificate in dental radiography & dental assisting expanded functions. Prepare to take the DANB CDA. Must be 18 years of age with a HS diploma or equivalent. Limit 24/class. **\$6,500**
- Emergency Medical Technician (EMT) ATD* - 3 months**
Equips student with the knowledge, skills, and attitude necessary to be a team member of an emergency medical services team and qualifies students for the Florida EMT-Basic Certification and National Registry Certification **\$1,760**
- Fire Fighter I/II - 4 months**
Participate in the state required program to become a Certified Fire Fighter. Approved by the Florida Bureau of Fire Standards and Training. Must be 18 with a HS diploma, pass a background check, pass a physical and attend an 8-hour orientation. **\$5,000**
- Law Enforcement Academy - 6 months**
Train in firearm proficiency, driving, tactics, first responder, and academic areas. Must be 18, US citizen, HS diploma/GED®, good character, no felony or misdemeanor convictions of false statements or spouse battery, good physically, and completed F-BAT. **\$4,890**
- Massage Therapy - 8 months**
Includes theory, practice, anatomy, physiology, kinesiology, ethics, law, leadership, business, hydrotherapy, modalities, medical errors, health, safety and CPR. Includes 60 hours in a public clinic. Prepare for MBLEx licensing exam to be eligible to apply for FL licensure. **\$3,365**
- Medical Assisting - 13 months**
Obtain clerical and managerial skills, competent in ECG, phlebotomy, laboratory skills, patient care and education. Become eligible for national certification by exam for the CMA, Certified EKG Technician & Certified Phlebotomy Technician. **\$5,715**
- Nursing Assistant - 3 months**
Learn to provide basic patient care under the direct supervision of a nurse in a variety of settings. Successful completion of this 11-week program prepares you to take and pass the CNA exam. Limit 12 students. **\$1,400**

West & North Campus Adult Ed. Programs

- Adult Basic Education**
Improve basic skills including reading, writing, math, science, social studies, workplace skills and basic computer skills. Must be 16 or older and not in high school. Registration ongoing.
- Applied Academics**
Career assessment, employability behavior and basic skills for students who have tested at the 9th grade and above to meet the requirements of a program in which they are enrolled.
- English as a Second Language (ESL)**
Includes language studies, civics, consumer education, cultural awareness, family reading/parenting, career planning and personal development.
- GED® Test Preparation**
For adults, 16 years old or older, not enrolled in high school who wish to pass the GED test. Online classes, computer-lab or teacher-taught classes available. Ongoing registration.

Non-Credit Enrichment Programs

Information about other non-credit enrichment classes such as Photography 101, Culinary, Basic Marine Mechanics, Computer Basics, MSExcel and more is available at ManateeTech.edu. Other classes are available to take online at <http://ManateeTech.edu/onlineclasses.html>

Estimated costs are based on FL residency in-state tuition. All tuition and fees are estimates and are subject to changes. Estimated costs include tuition fees, books, and uniforms. Additional supplies/tools may also need to be purchased.

- Web Development - 10 months**
Includes intro to IT and computer systems, HTML5, CSS3, web design principles and technology, JavaScript, multimedia, responsive web design, e-commerce, CMS, SEO. Prepare for CIW Site Development Associate certification. **\$4,065**
- Welding Technology* - 10 months**
Covers all four major welding processes including SMA, GTA, GMA and FCAW. Torch Cutting, Plasma Cutting, and Carbon Arc Gouging are also covered. Prepare for American Welding Society Certifications and National Welder Registry. **\$4,620**

- Optometric Assisting - 11 months**
Study ocular anatomy & physiology, diseases, refractive errors, vision & special testing, eyeglasses, contact lenses & business management. Completers eligible to sit for the AOA Certified Paraoptometric Assistant Exam. **\$4,665**
- Orthopedic Technology - 8 months**
Learn skills needed to apply casts, splints, braces, and prosthetics and to assist acutely injured patients, and to assist in the reduction/manipulation of orthopedic injuries and more. Prepare for NAOT Certified Orthopedic Technician. **\$4,250**
- Paramedic - 11 months**
Learn the knowledge and skills necessary to become a Certified Florida Paramedic. Certified by the Committee on Accreditation of Educational Programs for EMS Professions. Must be a state certified EMT and 250 hrs in EMS field. 24 students maximum. **\$5,050**
- Patient Care Technician - 6 months**
Study health science core curriculum, medical terminology, emergency care, patient care procedures, nutrition, aging process and gerontology, infection control, phlebotomy, EKG, CPR and more. **\$2,575**
- Pharmacy Technician - 10 months**
Learn terminology, pharmacology, medication processing, law & ethics, IV/chemotherapy preparation, inventory, automation/computer applications and customer service. Become eligible to sit for the Certified Pharmacy Technician (CPhT) exam. **\$4,450**
- Practical Nursing - 14 months**
Learn basic theory and clinical skills to become a proficient practical nurse. One half of program scheduled in clinical settings. After successful completion of program, eligible to take NCLEX. Program can articulate into AS degree in participating colleges. **\$6,590**
- Surgical Technology - 14 months**
Learn legal/ethical responsibilities, terms, anatomy, physiology, pathophysiology, microbiology and pharmacology. Practice sterilization/disinfection, surgery room and patient prep. Includes clinical learning. Successful completors may sit for the CST. **\$6,085**

Continuing Ed. Programs

Below is a non-inclusive list of current continuing education programs:
ACLS and ACLS Instructor/PALS and PALS Instructor
AutoCAD/SolidWorks Professional Certification
Backhoe/Bucket Truck/Front Loader/Forklift Safe Operator
BLS Heathcare Provider and BLS or Heart Saver Instructor
HR 218 Retired Officer Licensing
Emergency Vehicle Operator Certification/First Responder
ECG & Pharmacology
Excavation Safety Certification - Trenching/Shoring
Heartsaver CPR AED Adult/Child
Fire Apparatus Operator, Instructor, Investigator, Officer, Safety Inspector
First Aid & CPR Certification
Home Health Aide/Phlebotomy for Heath Care Workers
NCCER Field Safety, Electrical Safety, Pumps/Drivers and Valves
Nine-Week Construction Express
OSHA Ten-Hour Construction Training, Ten-Hour General Industry Training
Stormwater Certifications
Traffic School
Welding
Information about other continuing education classes is available at ManateeTech.edu.

**Day and evening classes available.*