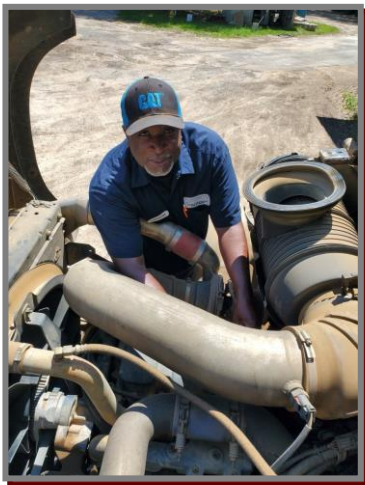
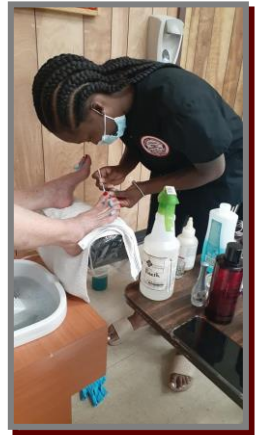




**GADSDEN TECHNICAL COLLEGE**  
**2022-2023**  
**COURSE CATALOG**



201 Martin Luther King, Jr. Blvd.  
Quincy, FL 32351  
850-875-8324  
[www.gadsdentech.org](http://www.gadsdentech.org)





## Gadsden Technical College



[www.gadsdentech.org](http://www.gadsdentech.org)

### Mission Statement

The mission of Gadsden Technical College is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The college encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

Gadsden Technical College does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admission policies, scholarship and loan programs, or any other school-administered programs.

Gadsden Technical College is approved for training by the following agencies: The Florida Department of Veteran Affairs, The State Board of Nursing, The Department of Highway Safety and Motor Vehicles, NATEF, EETC, and (Carpentry).

\* *Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.*



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201 Martin Luther King, Jr. Blvd.  
Quincy, FL 32351

Gadsden County School District Superintendent  
**Elijah Key, Jr.**

Gadsden County Governing Board  
**Cathy S. Johnson, District 1**  
**Steve Scott, District 2**  
**Leroy McMillan, District 3**  
**Charlie Frost, District 4**  
**Karema D. Dudley, District 5**

Gadsden Technical College Director  
**Thomas Saxton**

# General Information

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Welcome to Gadsden Technical College! This institution of higher learning has been a part of the Gadsden County Community for over 40 years. When Gadsden Technical first opened in August 1973, the bulk of its enrollment consisted of co-enrolled students from four comprehensive high school sites (Havana Northside, James A. Shanks, Greensboro and Chattahoochee). Today, the bulk of GTC's enrollment is students ages 18 to 65. Some of our students are seeking training for initial entry into the workforce and others are seeking retraining for new career paths. Gadsden Technical College offers training in the following areas: Automotive Service Technology, Automotive Service Technology 1, Barbering, Carpentry, Commercial Class B Driving, Cosmetology, Diesel Maintenance Technician, Facials Specialty, Nails Specialty, Pharmacy Technician, Power Equipment Technologies, and Practical Nursing. The school also has an adult education program that prepares students to pass the GED and/or provides support for earning a traditional high school diploma.

The historical purpose of Career and Technical Education in Gadsden County has always been to train citizens to enter the workforce. From the 1920s through the 1970s many high school students earned vocational certifications, allowing them to immediately enter the workforce and use their certifications to subsidize the cost of college degrees. Between the 1980s and early 2000s the focus of education shifted from workforce preparation to college preparation. As a result, Gadsden Tech's priority, like other vocational and technical institutions, became developing adult education programs that allowed individuals to earn a State of Florida High School Equivalency diploma or its equivalent required for enrollment in two or four year colleges and universities. Today the current wisdom is that global economies and expanding technology require a workforce that is technologically savvy and has the skill set to immediately transition into the labor market without extensive on-the-job training. Hence, the shift in Adult Career and Technical Education is now preparation for cutting-edge, rigorous and relevant career pathways.

GTC continues to rebrand who we are and what we hope to be for the residents of Gadsden County and all surrounding counties. Rebranding Gadsden Technical has multiple components: 1) Re-introducing our institution to the community via online, print, radio, television, and social media; 2) Maintaining an active membership of the ***Gadsden County Development Council*** so that we can provide training that supports local industry (potential employers); 3) Maintaining our Career and Occupational Education Accreditation so that we can accept Pell Grants that will allow potential students to fund their technical education; 4) Evaluating the effectiveness of current programs with respect to the number of completers, placements, and licensures; 5) Reinvesting fees and capital back into Career and Technical Education to provide 21<sup>st</sup> Century instructional environments; 6) Increasing our dialog with Career and Technical Occupational Advisory Committees so that we are fully aware of the skills local employers are looking for; 7) Reaching out to local industry for support; and 8) Reaching out to local and other post-secondary institutions for continuing education partnerships.

Gadsden Technical College is striving to become the institution that Gadsden County's 46,000 residents explore first when seeking Career and Technical Education training. As we move forward, I am honored to be a part of the Gadsden Technical College team.

***Thomas Saxton***  
**Director**

# Table of Contents

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About GTC	5
School Schedule	7
School Calendar	8
Map & Directions	9
Map of School	10
Student Enrollment Checklist	12
Enrollment Information	13-19
Summary of Fees	20-21
Automotive Service Technology	23-24
Automotive Service Technology 1	25-26
Barbering	27-28
Carpentry	30
Commercial Class B Driving	31
Cosmetology	32-33
Diesel Maintenance Technician	34-35
Facials Specialty	36
Nails Specialty	37
Pharmacy Technician	38
Power Equipment Technologies	39-40
Practical Nursing	41-42
Adult Basic Education	43
Faculty and Staff	44-45

# Student Schedule

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The school calendar operates on a semester system. Each semester is eighteen (18) weeks. The first semester begins in August and the second semester in January. Each Semester requires registration. Registration takes place prior to the term of enrollment. All fees are due at the time of registration unless a letter of intent to pay from tuition has been issued by a government agency or private business.

## **Five Day Week**

Monday – Friday 8:00 a.m. - 2:00 p.m.

	<b>A.M. Block</b>	<b>P.M. Block</b>
<b>1<sup>st</sup> Semester</b>	8:00 a.m. – 10:30 a.m. August 10, 2022 – January 11, 2023	11:30 a.m. – 2:00 p.m. August 10, 2022 – January 11, 2023
<b>2<sup>nd</sup> Semester</b>	8:00 a.m. – 10:30 a.m. January 12, 2023 – May 31, 2023	11:30 a.m. – 2:00 p.m. January 12, 2023 – May 31, 2023

## **Fall Break**

November 21 – 25, 2022

## **Winter Break**

December 19, 2022 – January 2, 2023

## **Spring Break**

March 13 – 17, 2023

## **Graduation Ceremony**

**TBA**

# 2022-2023 Student Calendar

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## **GADSDEN COUNTY SCHOOLS 2022-2023 STUDENT SCHOOL CALENDAR**

### **2022**

August	10	First Day of School for Students
September	5	Labor Day Holiday
October	17	Students out of school – Teacher Planning/In-Service Day
	28	Students out of school – Teacher Paid Holiday
November	11	Veterans Day Holiday
	18	Students out of school – Teacher Paid Holiday
	21-25	Students of school for Thanksgiving Holidays/Fall Break
December	19-30	Students out for Christmas Holiday

### **2023**

January	2	Students out of school for Christmas and New Year's Holidays
	3	Students return from Holiday Break
	16	Martin Luther King Holiday
February	20	Students out of school – President's Day
March	13-17	Spring Break – District-wide
	20	Student out of school – Teacher Planning/In-Service Day
April	7	Students out of school – Good Friday
May	29	Memorial Day Holiday (Districtwide)
	31	Last day of school for students



# Map and Directions



## From East Highway 90 (Tallahassee)

Traveling west on Highway 90, drive to the city of Quincy. At the 3rd traffic light, make a left turn (Adams Street). Drive approximately  $\frac{3}{4}$  of a mile to Martin Luther King, Jr. Boulevard. Make right turn (Sunset Mart convenience store on the right). The Gadsden County School Board offices will be on your left. Gadsden Technical College is located next to the district offices at 201 Martin Luther King, Jr. Boulevard.

## From West Highway 90 (Marianna)

Traveling east on Highway 90, drive to downtown Quincy. Make a right turn at the 3rd traffic light (Stewart Street). At 2nd traffic light, approximately  $\frac{3}{4}$  of a mile turn left onto Martin Luther King, Jr. Boulevard. Gadsden Technical College is the first building on your right, next to the district offices at 201 Martin Luther King, Jr. Boulevard.

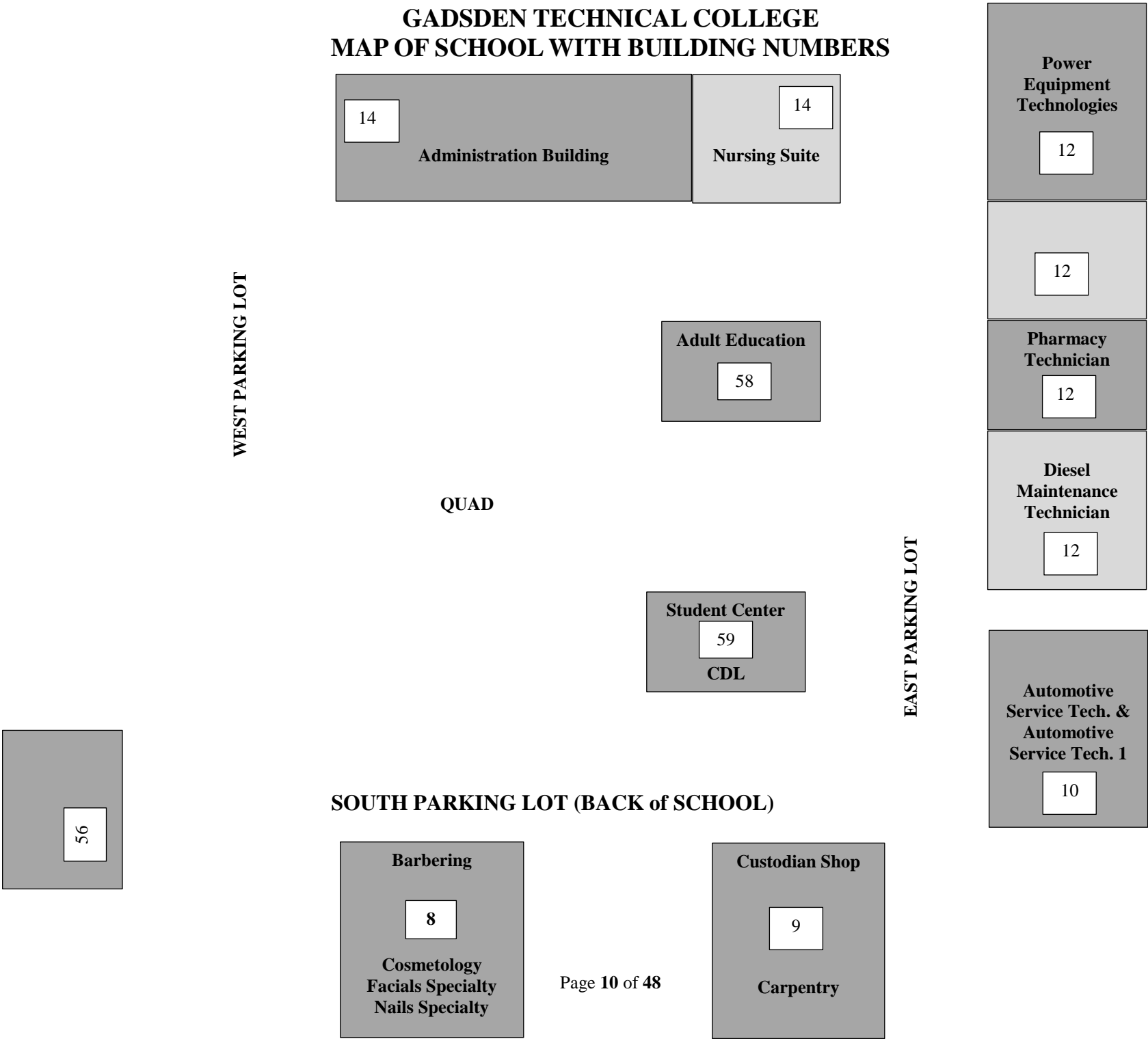
## I-10 from the East (Tallahassee)

Travel I-10 west to Quincy exit #181, veer north onto Pat Thomas Parkway (State Road 267). Travel on Pat Thomas Parkway approximately 2  $\frac{1}{2}$  miles to traffic light, at the light turn right onto Martin Luther King, Jr. Boulevard. Gadsden Technical College will be on your right at 201 Martin Luther King, Jr. Boulevard.

## I-10 from the West (Marianna)

Travel I-10 east to Quincy exit #181, turn left onto Pat Thomas Parkway (State Road 267). Travel on Pat Thomas Parkway approximately 2  $\frac{1}{2}$  miles to traffic light, at the light turn right onto Martin Luther King, Jr. Boulevard. Gadsden Technical College will be on your right at 201 Martin Luther King, Jr. Boulevard.

**GADSDEN TECHNICAL COLLEGE  
MAP OF SCHOOL WITH BUILDING NUMBERS**



# Enrollment

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## Student Enrollment Checklist

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<b>ENROLLMENT PROCESS:</b>	
Must be at least 16 years old to attend Gadsden Technical College (GTC)	
Proof of identification (Examples: Valid Driver's License or State Identification)	
Provide official transcripts from any/all schools attended. (in a sealed envelope)	
<b>ENROLLMENT STEPS:</b>	
<b>1. Complete an application packet.</b>	Registration packets are available in the front office. Complete <i>My Career Shines Journey</i> . Complete the Free Application for Federal Student Aid (FAFSA) online at: <a href="http://www.fafsa.gov">www.fafsa.gov</a> .
<b>2. Schedule an appointment with Career Counselor-Job Development.</b>	Student Services will review your application, assess your TABE scores and validate official transcript(s)
<b>3. Academic Assessment – TABE (if applicable).</b>	<p>a. TABE Assessment:</p> <p><b>Choose from the following options:</b></p> <ul style="list-style-type: none"> <li>Schedule and take TABE Test at GTC 9 cost \$20.00).</li> <li>Provide TABE scores (in a sealed envelope).</li> </ul> <p>All adult students who enroll in Workforce Education Certificate Programs of 450 hours or more will complete a basic skills examination approved by the Florida Department of Education. Admission policies require that all Post-Secondary students take the Test of Adult Basic Skills (TABE) or provide proof of acceptable forms of exemption from testing. The TABE measures basic skills in reading, mathematics and language arts. You may be exempt from the TABE testing if you:</p> <ul style="list-style-type: none"> <li>Possess a college degree at the associate in applied science level or higher</li> <li>Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled.</li> <li>Are an active duty member of any branch of the United States Armed Services</li> </ul>
<b>4. Schedule an appointment with Career Counselor-Financial Aid</b>	Meet with Career Counselor- Financial Aid to check for all needed financial aid documents (ISIR, verification letter, etc.). Bring proof of any additional grants, scholarships, or waivers in order to place your present loans in deferment.
<b>5. Prepare for Payment:</b>	<ul style="list-style-type: none"> <li><b>Adult Education</b> – self pay cost \$30.00 Part time or \$60.00 Full time <i>or</i> provide ITA Voucher (CareerSource)</li> <li><b>CTE</b> – Once it has been determined by Student Services that all of the required documents have been completed, students will be directed to Registration. Registration will officially complete until tuition, registration and lab fees have been paid or payment arrangements have been made with FA Career Counselor.</li> </ul>
<b>6. Schedule and Attend Orientation</b>	
<b>7. Take Photo ID</b>	

## Enrollment Information

Gadsden Technical College admission policies require that all applicants take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE Forms 9 and 10, or 11 and 12. Students who present official documentation from the TABE Survey, which indicates that the student has not achieved the required exit level basic skills for their program of choice will be required to retest on a different level and/or form for diagnostic proposes.

## TABE EXEMPTIONS

Students may be EXEMPT from the TABE test if at least one of the following criteria is met.

1. Possession of an Associate's Degree of higher
2. Active duty member of any branch of the United States Armed Services
3. Successfully passed a state or national industry certification or licensure examination identified in Florida Board of Education rules aligned to the chosen career education program
4. Successfully passed one of the following tests within the last two years (all scores will be verified by the Career Counselor-Job Development).

ACT	American College Test
CLAS	Calibration Laboratory Assessment Service
CLAST	College Level Academic Skills Test
CPT	Curricular Practical Training
FCAT	Florida Comprehensive Assessment Test
MAP	Measures of Academic Progress Test
PERT	Postsecondary Education Readiness Test
SAT	Scholastic Aptitude Test

## Florida Residency

*A Florida "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as Florida residents for tuition purposes only, if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education for exemption. All other persons are ineligible for classification as a "Florida Resident for Tuition Purposes."*



Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.

Who may be eligible to establish Florida residency for tuition purposes?

- U.S. citizens, permanent resident aliens, and certain Visa categories
- Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more.
  - Independent: 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.

# Enrollment Information

- Dependent: All students who do not meet the definition of an independent student shall be classified as dependent.

- Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term “dependent child” means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian.

Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa categories.

Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f). Provide proof of exemption.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)1. Provide copy of FL Prepaid card.
- New 7/1/2014: Out-of-state fee waiver for honorably discharged veterans of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard, who reside in the state while enrolled at a state university, FCS institution, career center operated by a school district under s. 1001.44, or charter technical center. F.S 1009.26. Provide copy of DD214.

### **Secondary Students (Dual-Enrolled)**

Secondary students may elect to be dually enrolled at their high school and GTC. Dual enrolled students will attend class part-time at their home school and enroll part-time in a workforce education program on GTC’s campus.

High school students who are interested in attending must apply through their high school guidance counselor and meet the following criteria.

1. Be classified as a full time 10<sup>th</sup> grade student
2. Have a minimum of 2.0 GPA
3. Complete an enrollment application
4. Complete the TABE test (dual enrolled secondary students only)
5. Have satisfactory attendance

Gadsden Technical Institute admission policies require that all applicants take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE Forms 9 and 10, or 11 and 12. Students who present official documentation from the TABE Survey Form, which indicates that the student has not achieved the required exit level basic skills for their program of choice, will be required to retest on the longer form for diagnostic purposes.

8324.

### **Student Services**

Hours of Operation: 7:30 a.m. – 4:00 p.m. Monday - Friday. Summer and holiday hours may vary and will be posted. Gadsden Technical College’s Student Services is comprised of multiple resources for students, including Testing, Guidance, Financial Aid, Learning Resource Services, and Placement Services.

# **Enrollment Information**

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## **Testing**

Gadsden Technical College follows recommendations established by the Florida Department of Education and Division of Workforce Education for technical assistance on assessment. Students who are not exempt from TABE testing must test prior to enrollment. The basic skills requirements for career education programs are exit requirements, not entry or placement requirements. A student may enter the career education program before reaching the minimum basic skills levels, but may not receive a Career Certificate of Completion until basic skills requirements are met. Students exempted from the minimum basic skills test would need to meet the guidelines in accordance with Section 1004.91, F.S.

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

The Test of Adult Basic Education (TABE) measures basic skills in reading, mathematics and English / Language. Testing is available at Gadsden Technical College Tuesday beginning at 8:00 A.M. Testing times may be extended during registration when necessary. These changes will be posted in Student Services and Testing. Please call 850-875-8324 for a complete schedule. Summer and holiday hours will vary.

No appointment is required. Test takers should allow two to three hours to complete the entire test and plan on an additional 15 minutes in order to register and pay a fee before the test begins. The fee for the TABE is \$15.00 and is not refundable. A valid photo ID is required. Register in the Registration Office in Building 14. A copy of test scores will be provided upon completion of the examination. If a sealed transcript is required or you wish to have test scores faxed to another institution, a fee of \$20.00 is required.

### **Florida CHOICES**

Florida CHOICES is the state career delivery system. It provides career and education exploration and information. Florida CHOICES includes assessments for interests, aptitudes, skills and values. Counselors can use the results to help the student develop a career path. Florida CHOICES is available through the GTC Student Services Center on a regular basis. There is no fee for this test.

### **Career Counseling**

The Student Services Department provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available. In counseling sessions, test scores are explained and other information is provided to assist in decision-making. Student Services assists students exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values and work preferences as they relate to career choices. Guidance will assist you in choosing realistic career goals. Students may see a career counselor and/or student services advisor on a walk-in basis or by appointment. Students are provided with information about GTC programs. Information is also provided concerning local job markets, pay scales and limitations (if any) imposed by working conditions.

### **Ability-to-Benefit**

Public Law 112-74 amended HEA section 484(d) to eliminate Federal student aid eligibility for students without a “certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate.” The law makes an exception for students who have completed a secondary school education in a home school setting that is treated as a home school or private school under State law. Therefore, students who do not have a high school diploma or a recognized equivalent (GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education.

## **Enrollment Information**

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### **Federal Student Assistance Grant (FSAG)**

The FSAG grant is a state funded grant and is utilized for fees, books and supplies. The FSAG grant is a “first come, first serve” grant based on need and availability of funds. All students must apply for the Federal Pell Grant, be a Florida resident and enrolled at full time status to be eligible to receive the FSAG grant. Eligible students will be offered FSAG application based on the outcome of Financial Aid Office verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their Gadsden Technical College student account.

### **CareerSource Florida**

Training opportunities are available through programs funded through CareerSource Florida Capital Region, which serves Gadsden, Leon and Wakulla counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. CareerSource also provides job search assistance, plus various workshops to assist students back to the workforce. Contact CareerSource Florida at 850-617-4508 or online at [www.careersourcecapitalregion.com/contact](http://www.careersourcecapitalregion.com/contact).

### **Veterans Affairs**

Gadsden Technical College is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the Veterans Affairs official in Financial Aid. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11). Effective July 1, 2012, the Veterans Retraining Assistance program is also accepted by Gadsden Technical College. Interested students should contact Veterans Affairs office in Student Services for more information.



### **Learning Resource Services**

Learning Resource Services provides resources and services that support, facilitate and enhance the needs of the students and faculty of Gadsden Technical College, providing an atmosphere that fosters and promotes information, competency and intellectual independence. Internet-based professional training to further prepare students to meet the needs of potential employers is available. Students using the resources during class time must have a Learning Resource Services pass signed by the program instructor. All students wishing to use the Internet in the Learning Resource Services must fill out and follow the Gadsden County Public School District Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by Gadsden County Schools. Use of the resources and materials of the Learning Resource Services is a privilege. Failure to adhere to the policies and procedures in the use of these materials and resources may result in a loss of these privileges.

### **Registration**

Upon completion of all enrollment requirements, students are to take all documentation to the Registration Office in the Administration Building. It is at this time that fees and tuition are paid. GTC accepts payment in cash, VISA, MasterCard, cashier's check or money order. Student schedule changes are permitted within the first five days of the semester only. This includes program changes and/or any changes to the student's schedule.

## **Enrollment Information**

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### **Tuition & Fees**

The Gadsden County Public School District, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida residents tuition fees for a Workforce Education Certificate Program are assessed at a rate



of \$2.92 per hour for Florida residents and assessed a rate of \$11.77 per hour for Non-Florida residents. Continuing Workforce Education course at a rate of \$5.90 per hour for Florida residents and assessed a rate of \$23.48 per hour for Non-Florida residents. A tuition fee is assessed for all post-secondary (adult) students. Non-residents and most foreign students must pay out-of-state tuition fees. Additional costs include the purchase of all required texts, uniforms, shoes, license or certification fees, where appropriate, and certain personal materials, tools and equipment as determined by the area of training.

### **Fee Exemption Request**

All fee exemptions must be submitted to Student Services for authorization prior to registration. Authorized exemptions must be presented at time of enrollment.

### **Late Registration**

Late registration is held the first week of each semester. A late fee of \$15.00 is assessed to students registering during the first week of the semester.

### **Student Accident Insurance**

All students are offered the opportunity to purchase student accident insurance through a carrier approved by the Gadsden County Public School District. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous materials and equipment. Student insurance forms are available in Student Services.

### **Student ID**

Student ID cards are issued after new student orientation each school year. There is a replacement fee of \$10.00 for a student ID card. Student ID's are to be worn at all times while students are on Gadsden Technical College's campus. Parking in all lots other than designated visitor parking is by permit only. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense.

### **Refund Policy**

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled.

### **Withdrawals**

#### **Add/Drop**

Students who withdraw prior to or during the first week of classes for any Workforce Education Certificate Program will be refunded tuition and lab fees only. Students must withdraw through Student Services. It is the responsibility of the student to provide documentation to the Registration Office within the five business days of the last date of attendance. Upon approval, Gadsden Technical College will initiate refund.

#### **Medical Withdrawal**

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Gadsden Technical College will initiate refund.

## **Enrollment Information**

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### **Death**

In the event of a death of the student, parent, child or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Gadsden Technical College will initiate refund.

### **Continuing Education Courses Refund Policy**

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by Gadsden Technical College. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

#### **Medical Withdrawal**

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Gadsden Technical College will initiate refund.

#### **Death**

In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Gadsden Technical College will initiate refund.

### **Transcripts**

Transcript request must be submitted to Registration, along with a \$10.00 service charge. Requests typically take 5-7 business days to complete.

### **Placement & Follow-Up Services**

The GTC Student Service Center coordinates all follow-up activities pertaining to the successful placement of GTC Students. The GTC Student Services Center staff is directly responsible for gathering all appropriate information according to the Placement & Follow-Up Plan and utilizing it to for the benefit and promotion of all successful program completers in coordination with individual instructors. The Student Services Center will work closely with individual completers to promote their success in attaining beneficial employment in their designated field by utilizing contacts including but not limited to Occupation Advisory Committees, GTC Business Partners, Chamber of Commerce and local agencies. All eligible students who have met all aspects of program completion and have successfully met TABE exit score requirements who have not attained an employment position in their field may submit a resume and introduction letter including a copy of their transcript and/or certificate to be forwarded to potential employers who contact Gadsden Technical College.

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

The GED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the GED test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED but also to utilize the acquired skills in the workforce and to achieve career and vocational training. This program is provided on the campus of Gadsden Technical College. For more information call 850-875-8324.

# Enrollment Information

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## **Graduation**

Students who have earned sufficient Occupation Completion Point(s) are eligible to participate in the graduation ceremony. The ceremony is held twice a year and family and friends are invited. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students. There is a fee of \$125.00 for all health education programs and \$25.00 for all other programs to participate in graduation ceremonies. This fee is non-refundable.



### **Occupational Advisory Committees (OAC)**

Each program at Gadsden Technical College maintains contact with private industry through its occupational advisory committees. These committees are comprised of competent and respected business and industry leaders who are interested in GTC's efforts to produce quality graduates in their occupational field. Occupational Advisory Committees contribute significant input regarding current employer/industry needs. Gadsden Technical College has an established school-wide Occupational Advisory Committee which consists of representatives from each program OAC.

# GADSDEN TECHNICAL COLLEGE

## 2022/23 Summary of Student Fees First Semester (90 Days)

### PART-TIME ENROLLMENT (Half Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology & Automotive Service Technology 1	\$2.92	\$20.00	\$20.00	225	\$657.00	\$150.00	\$887.00
Barbering & Cosmetology	\$2.92	\$20.00	\$20.00	225	\$657.00	\$150.00	\$887.00
Carpentry	\$2.92	\$20.00	\$20.00	225	\$657.00	\$180.00	\$887.00
Power Equipment Technologies	\$2.92	\$20.00	\$15.00	225	\$657.00	\$185.00	\$645.90

\*Clock Hours = # of Days/Semester x School Hrs/day = 82 x 2.5 hrs. (half day)=205 Clock Hours

### FULL-TIME ENROLLMENT (Full Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology & Automotive Service Technology 1	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00	\$1,504.00
Barbering	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00	\$1504.00
Carpentry	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00	\$1504.00
Commercial Class B Driving	\$2.92	\$20.00	\$5.00	150	\$438.00	\$95.25	\$533.25
Cosmetology	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$180.00	\$1534.00
Diesel Maintenance Technician	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$180.00	\$1534.00
Facials Specialty	\$2.92	\$20.00	\$20.00	260	\$759.20	\$240.00	\$1039.20
Nails Specialty	\$2.92	\$20.00	\$20.00	240	\$700.80	\$240.00	\$980.80
Power Equipment Technologies	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$185.00	\$1539.00

\*Clock Hours = # of Days/Semester x School Hrs/day = 82 x 5 hrs. (full day)=450 Clock Hours

### LICENSED PRACTICAL NURSING FEE STRUCTURE

Clock Hours	Cost/Hour	Fee/Clock Hour	Admin Fee	ATI Fees	Professional Insurance Fee	Books	Name Tag	Drug Screen	AHA CPR First Aid	Lab Fee	School Patch	Pearson/Licensure	Grad Fee	Florida Board of Nursing Trip	Total
1350	\$2.92	\$3,942.00	\$75.00	\$1350.00	\$25.00	\$670.00	\$15.00	\$140.00	\$70.00	\$300.00	\$30.00	\$315.00	\$100.00	\$200.00	\$7232.00

\*Drug screening fee also includes cost of background check.

\*Uniform cost will vary according whether a student is male or female. The average fee range \$120.00 to \$220.00.

# GADSDEN TECHNICAL COLLEGE

## 2022/23 Summary of Student Fees Second Semester (90 Days)

### PART-TIME ENROLLMENT (Half Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology & Automotive Service Technology 1	\$2.92	\$20.00	\$20.00	225	\$657.00	\$150.00	\$887.00
Barbering	\$2.92	\$20.00	\$20.00	225	\$657.00	\$150.00	\$887.00
Carpentry	\$2.92	\$20.00	\$20.00	225	\$657.00	\$180.00	\$887.00
Cosmetology	\$2.92	\$20.00	\$20.00	225	\$657.00	\$150.00	\$887.00
Power Equipment Technologies	\$2.92	\$20.00	\$15.00	225	\$657.00	\$185.00	\$645.90

\*Clock Hours = # of Days/Semester x School Hrs/day = 98 x 2.5 hrs. (half day)=245 Clock Hours

### FULL-TIME ENROLLMENT (Full Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology & Automotive Service Technology 1	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00 ^	\$1,504.00
Barbering	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00	\$1504.00
Carpentry	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$150.00	\$1504.00
Commercial Class B Driving	\$2.92	\$20.00	\$5.00	150	\$438.00	\$95.25	\$533.25
Cosmetology	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$180.00	\$1534.00
Diesel Maintenance Technician	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$180.00	\$1534.00
Facials Specialty	\$2.92	\$20.00	\$20.00	260	\$759.20	\$240.00	\$1039.20
Nails Specialty	\$2.92	\$20.00	\$20.00	240	\$700.80	\$240.00	\$980.80
Power Equipment Technologies	\$2.92	\$20.00	\$20.00	450	\$1314.00	\$185.00	\$1539.00

\*Clock Hours = # of Days/Semester x School Hrs/day = 98 x 2.5 hrs. (half day)=490 Clock Hours

### PHARMACY TECHNICIAN FEE STRUCTURE

Clock Hours	Cost/Hour	Fee/Clock Hour	Admin Fee	Pharmacy Software	Professional Insurance Fee	Uniforms	Lab Fee	Drug Screen	AHA CPR First Aid	Board of Pharmacy	National Cert Exam	Total Cost
1050	\$2.92	\$3,066.00	\$140.00	\$299.00	\$20.00	\$100.00	\$200.00	\$125.00	\$40.00	\$105.00	\$129.00	\$4224.00

# Technical & Academic Programs

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# Technical Programs

## **Automotive Service Technology**

This program prepares students for entry-level careers in nine areas of specialization.

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

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

### **PROGRAM STRUCTURE:**

The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

OCP	Course #	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours

The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.

OCP	Course #	Course Title	Length
B	AER0110	Engine Repair Technician	150 hours

The Automatic Transmission and Transaxle Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics, repair, service, and operation of automatic transmission/transaxles.

OCP	Course #	Course Title	Length
C	AER0257	Automatic Transmission and Transaxle Technician	150 hours

The Manual Drivetrain and Axle Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of drive train, clutch, transmission, transaxle, half shaft universal, constant-velocity joint, rear axle, ring and pinion gears, differential case assemble, limited slip differential, drive shaft, and four wheel drive/all-wheel drive.

OCP	Course #	Course Title	Length
D	AER0274	Manual Drivetrain and Axel Technician	150 hours



# Technical Programs

## Automotive Service Technology

The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

OCP	Course #	Course Title	Length
E	AER0453	Automobile Suspension and Steering Technician	150 hours

The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

OCP	Course #	Course Title	Length
F	AER0418	Automotive Brake System Technician	150 hours

The Automotive Electrical/Electronic System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

OCP	Course #	Course Title	Length
G	AER0360	Automotive Electrical/Electronic System Technician	300 hours

The Automotive Heating and Air Conditioning Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling.

OCP	Course #	Course Title	Length
H	AER0172	Automotive Heating and Air Conditioning Technician	150 hours

The Automotive Engine Performance Technician course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer engine and emission control systems.

OCP	Course #	Course Title	Length
I	AER0503	Automotive Engine Performance Technician	300 hours

### **PROGRAM LENGTH:**

This program is 1800 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-10, and Language-9 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.



# Technical Programs

## ***Automotive Service Technology 1***

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



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

### **PROGRAM STRUCTURE:**

The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

OCP	Course #	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours

The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

OCP	Course #	Course Title	Length
B	AER0418	Automotive Brake System Technician	150 hours

The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

OCP	Course #	Course Title	Length
C	AER0257	Automatic Suspension and Steering Technician	150 hours

The Automotive Electrical/Electronic System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

OCP	Course #	Course Title	Length
D	AER0360	Automotive Electrical/Electronic Systems Technician	300 hours

# Technical Programs

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## **Automotive Service Technology 1**

The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.

OCP	Course #	Course Title	Length
E	AER0110	Engine Repair Technician	150 hours

### **PROGRAM LENGTH:**

This program is 1050 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-10, and Language-9 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## Barbering

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



### PROGRAM STRUCTURE:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. The purpose of this program is to prepare students for employment as barbers (SOC 39-5011). Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

OCP	Course #	Course Title	Length
A	COS0160	Barber 1A	320 hours
	COS0161	Barber 2A	150 hours
	COS0162	Barber 3A	300 hours
	COS0163	Barber 4A	130 hours

- Demonstrate safe, sanitary and efficient work practices.
- Identify and perform shampoo/hair conditioners and scalp treatment.
- Identify and perform trimming/shaping of hair (cutting) with scissor, clipper, and razor.
- Identify and perform hairstyles.
- Identify and perform mustache and beard design.
- Demonstrate shaving the face.
- Demonstrate appropriate understanding of basic science.
- Identify and perform facial treatments.
- Demonstrate knowledge of professional development (employability skills).
- Demonstrate knowledge of Florida Law and State Board requirements.
- Demonstrate an understanding of entrepreneurship.
- Identify and prepare hair pieces, wigs, and hair attachments.
- Identify and perform permanent wave/reconstruction curl/chemical relaxing.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques.

# Technical Programs

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**PROGRAM LENGTH:**

This program is 900 hours long.

**ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

**ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## Carpentry

The purpose of this program is to prepare students for employment in the carpentry industry with a stress on basic carpentry skills. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to developing rough and finish carpentry skills.



### PROGRAM STRUCTURE:

The student will be able to maintain a clean, orderly, and safe work area; transport, handle, and store materials safely; Operate a fire extinguisher; qualify in basic first-aid procedures; identify common safety hazards.; identify and explain the proper use of common personal protective equipment (hard hats, safety glasses, safety shoes; describe "Florida's Right-to-Know" Law, including the Material Safety Data Sheets; explain the purpose of the Occupational Safety and Health Administration (OSHA); identify health related problems that may result from exposure to hazardous materials; describe the proper precautions for handling hazardous materials; explain eligibility and the procedures for obtaining worker's compensation.; explain the importance of complying with ADA requirements for handicapped accessibility.

OCP	Course #	Course Title	Length
A	BCV0107	Carpenter Helper	300 hours

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, Fasten stock and joints; Assemble cabinet components; Demonstrate personal money-management concepts, procedures, and strategies; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; use blueprints and specifications for trim and finish carpentry.

OCP	Course #	Course Title	Length
B	BCV0111	Trim and Finish Carpenter	300 hours

The student will be able to: use blueprints and specifications for frame and form carpentry; set up and use a transit and a builder's level; perform site-preparation and layout activities; comply with hurricane codes; lay out and construct an exterior-stair system; install a window unit (wood and/or metal; install an exterior door (wood and/or metal).

OCP	Course #	Course Title	Length
C	BCV0122	Carpenter, Rough	450 hours

The student will be able to: identify structural timber; use blueprints and specifications for form carpentry; explain or identify various forms.

OCP	Course #	Course Title	Length
D	BCV0128	Carpenter	150 hours

# Technical Programs

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## **Carpentry**

### **PROGRAM LENGTH:**

This program is 1200 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## **Commercial Class B Driving**

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



The purpose of this program is to prepare students for a Class "B" Commercial Driver License.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.

### **PROGRAM STRUCTURE:**

The Truck Driver Heavy Florida Class "B" course prepares students for entry into the trucking and logistics industry. Students explore career opportunities and requirements of a professional class "B" truck driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, maneuvering, road and hazardous driving skills, and licensing requirements.

OCP	Course #	Course Title	Length
A	TRA0084	Truck Driver Heavy Florida Class "B"	150 hours

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

### **PROGRAM LENGTH:**

This program is 150 hours long.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## Cosmetology

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



### PROGRAM STRUCTURE:

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

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

OCP	Course #	Course Title	Length
A	CSP0009	Grooming and Salon Service Core, Facials and Nails	225 hours
	COS0002	Cosmetologist and Hairdresser 1	300 hours
	COS0003	Cosmetologist and Hairdresser 2	300 hours
	CPS0009	Cosmetologist and Hairdresser 3	375 hours

- Identify career opportunities.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Employ safe, sanitary and efficient work practices.
- Demonstrate language arts knowledge and skills.
- Demonstrate mathematics knowledge and skills.
- Demonstrate science knowledge and skills.
- Explain the importance of employability skill and entrepreneurship skills.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Describe the importance of professional ethics and legal responsibilities.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Use information technology tools.
- Solve problems using critical thinking skills, creativity and innovation.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
- Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails



# Technical Programs

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## *Cosmetology*

and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.

- Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.
- Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.
- The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, Fasten stock and joints; Assemble cabinet components; Demonstrate personal money-management concepts, procedures, and strategies; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; use blueprints and specifications for trim and finish carpentry.

### **PROGRAM LENGTH:**

This program is 1200 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-8, and Language-8 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## **Diesel Maintenance Technician**

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

The course content should also include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

### **PROGRAM STRUCTURE:**

This program is a planned sequence of instruction consisting of three occupational completion points.

It is highly recommended that the courses be taught in sequential order. The courses after core (OCP-A) may be taken in any sequence.

When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3) (b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course #	Course Title	Length
A	DIM0101	Diesel Engine Mechanic / Technician Helper	150 hours

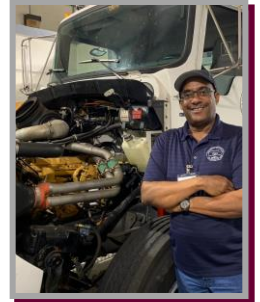
The Diesel Engine Mechanic/Technician Helper course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

OCP	Course #	Course Title	Length
B	DIM0131	Diesel Air Brakes Technician	150 hours

The Diesel Air Brakes Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of air brakes.

OCP	Course #	Course Title	Length
C	DIM0153	Diesel Preventive Maintenance Technician	300 hours

The Diesel Engine Preventative Maintenance Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, fuel, air induction and exhaust, lubrication, instruments and control, safety equipment, hardware, heating, ventilation, air conditioning systems, electrical/electronic; battery and starting systems, charging systems, and lighting systems; air brakes, hydraulic brakes, drive train, suspension and steering, tires and wheels, frame and fifth wheel systems.



# Technical Programs

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## **Diesel Maintenance Technician**

**For every task in Diesel Preventative Maintenance Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The tasks included in the Diesel Preventative Maintenance Technician area are entry-level technician inspection tasks designed to introduce the student to correct procedures and practices of vehicle inspection in a teaching/learning environment. They are not intended to satisfy the Annual Federal Vehicle Inspection requirement as prescribed in the Federal Motor Carrier Safety Regulations, Part 396, Appendix G to Subchapter B, Minimum Periodic Inspection Standards.

### **PROGRAM LENGTH:**

This program is 600 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## ***Facials Specialty***

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



A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

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

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

### **PROGRAM STRUCTURE:**

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, employ safe, sanitary and efficient work practices, locate, comprehend and evaluate key elements of oral and written information, draft, revise, and edit written documents using correct grammar, punctuation and vocabulary, present information formally and informally for specific purposes and audiences, discuss the role of creativity in constructing scientific questions, methods and explanations. formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings, identify science as it applies to decontamination and infection control, identify chemistry as it applies to products used in the salon, identify and describe the services and legal responsibilities of financial institutions, describe the effect of money management on personal and career goals, develop a personal budget and financial goals.

OCP	Course #	Course Title	Length
A	CSP0266	Facials Specialist	220 hours

### **PROGRAM LENGTH:**

This program is 220 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. There are no required basic skills grade levels for this program that must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## **Nails Specialty**

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



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

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

### **PROGRAM STRUCTURE:**

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, employ safe, sanitary and efficient work practices, locate, comprehend and evaluate key elements of oral and written information, draft, revise, and edit written documents using correct grammar, punctuation and vocabulary, present information formally and informally for specific purposes and audiences, discuss the role of creativity in constructing scientific questions, methods and explanations. formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings, identify science as it applies to decontamination and infection control, identify chemistry as it applies to products used in the salon, identify and describe the services and legal responsibilities of financial institutions, describe the effect of money management on personal and career goals, develop a personal budget and financial goals.

OCP	Course #	Course Title	Length
A	CSP0016	Manicurist and Pedicurist Specialist	180 hours

### **PROGRAM LENGTH:**

This program is 180 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. There are no required basic skills grade levels for this program that must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## Pharmacy Technician

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



### **PROGRAM STRUCTURE:**

The Basic Health Care Worker is referred to as the Health Science Core and is the first OCP in the majority of the Career Certificate Program health science programs. Secondary and Postsecondary students completing the health science core will not have to repeat the core in any other health science program in which it is a part. When the recommended sequence is followed, the structure allows students to complete at specified points for employment or remain for advanced training or cross-training.

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours

The Diesel Heating and Air Conditioning Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostic, service, and repair of HVAC, and A/C systems.

OCP	Course #	Course Title	Length
B	PTN0084	Pharmacy Technician 1	360 hours
	PTN0085	Pharmacy Technician 2	300 hours
	PTN0086	Pharmacy Technician 3	300 hours

- Practice human relations.
- Identify pharmaceutical abbreviations and terminology as related to Community Pharmacy Practice.
- Identify medical and legal considerations in various pharmacy settings.
- Perform clerical duties as related to Pharmacy Practice.
- Demonstrate knowledge of basic pharmaceutical chemistry and drug classification.
- Demonstrate knowledge of inventory management.
- Initiate measurement and calculating techniques as it relates to United States Pharmacopeia (USP) 795 (non-sterile) compounding in pharmacy practice.
- Demonstrate a basic knowledge of pharmaceutical chemistry as it relates to human physiology.
- Prepare and deliver medications.
- Repackage unit dose medications.
- Prepare United States Pharmacopeia (USP) 797 and USP 800 sterile.

### **PROGRAM LENGTH:**

This program is 1050 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. There are no required basic skills grade levels for this program that must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Technical Programs

## ***Power Equipment Technologies***

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



The purpose of this program is to prepare students for employment or advanced training in the power and equipment technology industry and for a career as a small gas engine mechanic.

The content includes but is not limited to all aspects of the gasoline engine services technology industry, and demonstrates such elements of the industry as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

### **PROGRAM STRUCTURE:**

The Power Equipment Service Technician 1 course prepares students for entry into Power Equipment Service Technician 2. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of workplace safety and organization; pre-service maintenance and set-up procedures; industry related math, science, and communication skills; part inventory identification; basic fuel and exhaust systems; basic engine service; basic tune-up; transfer systems and engine controls; lubrication; electrical systems; cooling and exhaust systems; starting and ignition systems; and basic two-stroke and four-stroke engines.

OCP	Course #	Course Title	Length
A	SER0080	Power Equipment Service Technician 1	300 hours

The Power Equipment Service Technician 2 course prepares students for entry into Power Equipment Service Technician 3. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of two-stroke and four-stroke cycle engines; engine interior components; power transfer systems; industry-related power and equipment; employability skills; acceptable employee behavior; and entrepreneurship.

OCP	Course #	Course Title	Length
B	SER0081	Power Equipment Service Technician 2	300 hours

The Power Equipment Service Technician 3 course prepares students for entry into the outdoor and power equipment technology industry. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of portable generators; and basic principles of electronic fuel management systems.

OCP	Course #	Course Title	Length
C	SER0082	Power Equipment Service Technician 3	300 hours

# Technical Programs

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## **Power Equipment Technologies**

### **PROGRAM LENGTH:**

This program is 900 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-8, Math-8, and Language-8 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.



# Technical Programs

## Practical Nursing

### **Program Content / Objectives**

Practical Nursing is a competency-based program and is 11-12 months in length. Included is classroom instruction with concurrent clinical experiences in long-term care facilities as well as in the acute care settings. It is designed to prepare the student as a licensed practical nurse in order to, under the direction of a registered nurse, plan and provide nursing care to the patient with less complex needs and to assist the registered nurse in the care of the patient with complex nursing needs.

**Program Requirements** - Applicants seeking admission to the Practical Nursing Program must be at least 18 years of age; interview with Gadsden Technical College Practical Nursing Coordinator and nurses; make application to GTC Practical Nursing Education Department; have a high school diploma or equivalent; score successfully on the TABE and the TEAS tests; immunizations up to date as required and provide three references, attend a General Information Program Session.

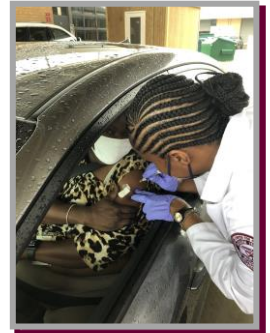
Students must keep their CPR certification current for the duration of the program. Successful completion of the program is dependent on meeting all the requirements of the program. A criminal background check and drug screening is required (drug screening will be performed randomly). Students may be denied participation in the clinical practicum by the facility if the outcome of their background and drug screening is unsatisfactory.

**Licensure Requirements** - In Florida, to become a Licensed Practical Nurse an individual must be at least 18 years of age; possess a high school diploma or its equivalent; have successfully completed the Practical Nursing Program under rules established by the Florida Board of Nursing (FBN); submit application to the board and pay fees to the FBN and to take the NCLEX examination; submit information to the Board for a statewide criminal records correspondence check through FDLE; be in good mental and physical health; and be able to communicate in the English language (Florida Statutes 464.008).

### **PROGRAM STRUCTURE:**

OCP	Course #	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 urs

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic and sterile techniques.
- Describe the structure and function of the human body in relation to health and disease
- Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.



# Technical Programs

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## **Practical Nursing**

OCP	Course #	Course Title	Length
B	PRN0099	Practical Nurse Foundations 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

- Describe human growth and development across the lifespan.
- Demonstrate the performance of nursing procedures.
- Demonstrate how to administer medication.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- Demonstrate how to care for pediatric patients, utilizing nursing principles.
- Develop transitional skills.
- Demonstrate employability skills specific to practical nursing.

### **PROGRAM LENGTH:**

This program is 1350 hours long.

### **ENTRANCE/EXIT REQUIREMENTS:**

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-11, Math-11, and Language-11 and must be met prior to program completions.

### **ENROLLMENT DATES:**

Go to [www.gadsdentech.org](http://www.gadsdentech.org) or call Student Services at (850) 875-8324.

# Academic Programs

## **Adult General Education**

The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth grade level. The content develops basic literacy in all areas of knowledge.

Comprehensive Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in HSED preparation courses. A student enrolled in the Comprehensive ABE program may be receiving instruction in one or more.

This program is divided into Literacy Completion Points (LCPs). Progress through levels (LCPs) may be measured by approved standardized tests or by documentation of proficiency in each standard. It is the instructor's job to decide and inform the student of the criteria for demonstrating proficiency in a benchmark. Though a student need not master 100% of the benchmarks to demonstrate proficiency in a standard, a student must demonstrate proficiency in 100% of the standards to earn a literacy completion point.



### ***Mathematic - Course Number 9900001***

Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediation Basic Education	6.0 - 8.9	300 hours

### ***Reading - Course Number 9900002***

Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediation Basic Education	6.0 - 8.9	300 hours

### ***Language—Course Number 9900003***

Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediation Basic Education	6.0 - 8.9	300 hours

THE STANDARD LENGTH OF THIS PROGRAM IS 900 HOURS

## Faculty & Staff

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# Faculty & Staff

Telephone #: 850-875-8324

FAX #: 850-875-7297

Name	Position
Mr. Thomas Saxton	Director
Mrs. Angela Sapp	CTE Coordinator

Name	Program
Mr. Matthew Bryant	Commercial Class B Driving
Mr. Garrett Dowdell	Barbering
Mrs. Doris Drake	Practical Nursing
Ms. Rebecca Hines	Practical Nursing
Ms. Ga'Mocha Jones	Adult Education
TBA	Cosmetology Facials Specialty & Nails Specialty
Mr. David McPhaul	Power Equipment Technologies
Mr. H. Gerard Moore	Diesel Maintenance Technician
Mr. Alfred "Jeff" Suber	Carpentry
Mr. James "Jimmy" Weeks	Automotive Service Technology Automotive Service Technology 1
Ms. Na'Aysha Wood	Pharmacy Technician

Name	Position
Ms. Elisa Cox	Environmental Engineer
Mrs. Natalie DuPont-Bradwell	Career Counselor - Financial Aid
Ms. Floria Green	Office Manager
Mr. Marshall Jones	Environmental Engineer
Mrs. Amelia Harris	Receptionist
Mrs. Tatia Thomas	Career Counselor – Admissions
Mrs. Rosa Yzaguirre	Data Entry/Secretary

# GADSDEN COLLEGE



# TECHNICAL

## **Mission Statement**

The mission of Gadsden Technical College is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The College encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

## **Plan Review**

This plan will be reviewed annually by the institution's stakeholders which include administrators, faculty, staff, students, and advisory committee members. Based on their recommendations revisions will be made to reflect the needs of Gadsden Technical College.





According to current adult students, GTC is the **BEST** choice for career preparation because you.....

- Work with a team of experienced & certified teachers.
- Learn job-ready skills through hands-on experiences.
- Meet potential employers through internships/externships.
- Prepare for licensure & certification examinations.

