The mission of The English Center is to develop students’ vocational, social, technological, physical, and emotional potential in a wholesome, self-paced supportive environment. This endeavor encourages them to become lifelong learners and contributing ethical citizens in a multicultural and changing world.

VISION
The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, vocational, and community education while building learning communities designed to maximize student success.

ADMISSION POLICY
As per regulations of the State of Florida and the School Board of Miami-Dade County, adult education programs are oriented to individuals who have legally withdrawn from school and have reached the age of sixteen. Students must come in person to the center to register for classes.

REFUND POLICY
Students will be eligible for Post-secondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later. An Application for Refund by Check/Credit (Form 2057, Rev. 08-14) must be completed. AGE fees, ID fees and lab fees are non-refundable. Cash payments are refunded by internal funds checks. Credit card refunds will only be applied to the credit card used for payment. Visit TEC’s web site for the full refund policy.

ATTENDANCE POLICY
Students should attend classes on a regular basis in order to successfully complete the program of study. Attendance is strictly monitored.

STUDENT CONDUCT
The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco or alcohol products on campus. Offenders may be excluded from classes or from school. The act of theft, damage to property, assault, and/or menacing others is a violation of the law. Students participating in such behaviors may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities. See the M-DCPS Post-Secondary Code of Student Conduct on the TEC website.

FINANCIAL AID
Financial aid is available to those students who qualify. Minimum of one year Florida residency is required. For additional information, please contact the financial aid officer at (305) 445-7731 ext. 2711.

FEE INFORMATION
Additional fees are required for State of Florida non-residents.

BASIC SKILLS TEST
Students who are enrolled in a post-secondary program offered for career/technical education of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The State of Florida requires each student wishing to earn a Career/Technical Education Certificate to obtain an industry certification within the scope of the program of study or to pass an entry level basic skills test called the Test of Adult Basic Education (TABE) at a minimum determined level when enrolling in a program of more than 450 hours.

Students who possess a college degree at the Associate of Applied Science level or higher or who have passed a state, national, or industry licensure exam are exempt from this rule. The designated program administrator must receive an official copy of the degree, transcript, or test score.

Students with disabilities may be eligible for TABE test waivers, course accommodations, and reasonable course substitutions. A counselor or an administrator will assist the client.

STUDENT SERVICES

ELIGIBLE STUDENTS
To qualify as a Florida resident, a student must be able to provide one of the following:
1. A valid Florida ID or driver's license
2. A court-certified Certificate of Domicile
3. A utility bill with the registrant's legal name as the addressee
4. A certified letter received by the school from an agency confirming that the student does reside in the State of Florida

The SAVES program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free books, English and career/technical education classes, child care (3-12 years old), and bus passes.

For additional information call (305) 445-7731 ext. 2080

Child care service is available.
The purpose of this 750-hour program is to prepare students for employment or advanced training in the heating, air-conditioning, refrigeration, and ventilation industry. The student should obtain Environmental Protection Agency (EPA) certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses an understanding of the heating, air-conditioning, refrigeration, and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues.

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 designing testing and repairing of heating, ventilation, air-conditioning, and cooling (HVAC) systems.

**Certificate of Achievement**

A certificate of achievement is issued upon the completion of program standards based on Occupational Completion Points (OCPs).

**Certificate of Completion**

A certificate of completion is issued to program completers who obtain all Occupational Completion Points (OCPs) and pass the basic skills requirements for the program.

**Basic Skills:** Reading 9, Math 10, Language 9

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### A/C, Refrigeration and Heating Technology 1

*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
- Identify, use, and maintain the tools and tool accessories used in the heating, air-conditioning, and refrigeration industry
- Demonstrate mathematics knowledge and skills
- Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning, and refrigeration equipment
- Troubleshoot heating, air-conditioning, and refrigeration electrical control systems and their components
- Select and test electrical generation and distribution components for commercial heating and air-conditioning systems
- Maintain, test, and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems
- Troubleshoot and wire electrical motors and their components
- Operate solid-state electronics as used in heating, air-conditioning, and refrigeration systems
- Evaluate single-phase and three-phase power as used in heating, air-conditioning, and refrigeration systems
- Explain the function of basic electronics

After successful completion of this course, students will have met OCP A, **A/C, Refrigeration and Heating Helper Certificate.**

### A/C, Refrigeration and Heating Mechanic 1 (250 Hours)

*The student will be able to:*

- Identify basic principles of heating, conditioning, refrigeration, and ventilation piping sizing
- Utilize and operate mechanical refrigeration servicing and testing equipment
- Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures
- Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems
- Demonstrate a working knowledge of refrigerants and oils
- Conduct system start-up and shut-down
- Explain the importance of employability and entrepreneurship skills

After successful completion of this course, students will have met OCP C, **A/C, Refrigeration and Heating Mechanic 1 Certificate.**

### A/C, Refrigeration and Heating Mechanic Assistant (250 Hours)

*The student will be able to:*

- Describe the history and concepts of heating, air-conditioning, and refrigeration
- Explain the properties of matter and heat behavior
- Analyze fluids, pressures, refrigerants, and related codes
- Evaluate heating, air-conditioning, and refrigeration system components and accessories
- Select appropriate commercial compressors
- Test and adjust commercial evaporative condensers
- Maintain, test, and troubleshoot commercial evaporators
- Fabricate and service the piping, tubing, and fittings used in the heating, air-conditioning, and refrigeration industry

After successful completion of this course, students will have met OCP B, **A/C, Refrigeration and Heating Mechanic Assistant Certificate.**

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**Laboratory Activities**

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

**Points and Grades**

The following grading scale will apply to all courses within the program:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>90 –100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
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<tr>
<td>59 or less</td>
<td>F</td>
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**Total Program Cost**

750 hours @ $2.56 per hour + materials