

MISSION STATEMENT

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and the School Board of Miami-Dade County, adult education programs are oriented to individuals who have legally withdrawn from school and have reached the age of sixteen.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.

Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02

M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.



The English Center is accredited by the Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350
1-800-917-2081 / FAX 770-396-3790 / www.council.org



www.tecmiami.net
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Arts, A/V Technology and Communication



Digital Media / Multimedia Design

... build the skills you need to successfully
enter a new profession



THE ENGLISH CENTER
Miami-Dade County Public Schools
Adult & Career / Technical Education

Digital Media & Multimedia Design

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 Arts, A/V Technology, and Communication 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 Arts, A/V Technology, and Communication career cluster.

The content includes but is not limited to practical experiences in web page design, interactive presentation development, testing, and production. Specialized skills in multimedia presentations such as video editing, audio features, and simple animation and authoring software are used to produce a variety of interactive multimedia presentations.



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 10, Math 10, Language 10

Points and Grades

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

90 –100 **A**| 80 – 89 **B**| 70 –79 **C**| 60 – 69 **D**| 59 or less **F**

Total Program Cost

1050 hours @ \$2.56 per hour + materials

Theory and Foundations of Design (150 hrs)

Occupational Completion Point: A

The student will be able to:

- Demonstrate knowledge of presentation and production issues
- Demonstrate basic computer knowledge
- Demonstrate knowledge of photo editing software

Multimedia Digital/Print Designer (300 hrs)

Occupational Completion Point: B

The student will be able to:

- Demonstrate proficiency in advanced design
- Demonstrate an understanding of color modes
- Demonstrate proficiency in using fonts for advanced design
- Demonstrate knowledge of design layout software
- Demonstrate proficiency in using presentation software and equipment to produce a complex presentation

Multimedia Web Interactive Designer (300 hrs)

Occupational Completion Point: C

The student will be able to:

- Demonstrate proficiency in web page design
- Demonstrate understanding of HTML and CSS
- Demonstrate proficiency in authoring software for web page design
- Demonstrate proficiency in animated web page design
- Demonstrate understanding of object-oriented scripting and website animation
- Demonstrate proficiency in the use of interactive design software for web page design, interactive presentation, and banners



Multimedia Integrated Producer Designer (300 hrs)

Occupational Completion Point: D

The student will be able to:

- Demonstrate proficiency using video editing software and equipment
- Develop proficiency in using authoring software
- Demonstrate proficiency using all media to create an advertising campaign
- Participate in work-based learning experiences
- Apply job readiness, career planning, and job seeking skills to meet personal and professional goals



An Adobe Certified Associate (ACA) credential certifies individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Associate certification allows you to demonstrate proficiency in Adobe digital communication tools.

At The English Center you can study the following Adobe certifications:

- **Adobe Photoshop** is the world's most advanced image editing application. It is used worldwide by photographers and designers who want to perfect their digital image.
- **Adobe Illustrator** software is the industry's premier vector-drawing environment for creating scalable graphics.
- **Adobe InDesign** sets the industry standard for print and digital layout offering pixel-perfect control over design or digital media.
- **Adobe Dreamweaver** software is the industry standard for creating and editing compelling HTML rich media websites and mobile apps.
- **Premiere Pro** is a timeline-based video editing software application which is ideal for producing, as well as editing productions more fluidly than ever before.

*Become an **Adobe Certified Associate** and stand apart from your peers, boost your confidence, and expand your career opportunities.*

