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and the School Board of Miami-Dade County, adult education programs are oriented to individuals who have legally withdrawn from school and have reached the age of sixteen.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

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 of America 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 1-800-917-2051 / FAX 770-396-3790 / www.coe.org

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

www.tecmiami.net

3501 SW 28 Street, Miami, FL 33133
Telephone: (305) 445-7731 | Fax: (305) 441-2150
The school provides state of the art computer equipment, as well as any other needed educational tool for class use. If students do not achieve a passing score on the entry-level basic skills examination, they are encouraged to attend the Applied Academics lab to improve their language, reading, and math skills prior to the completion of the program.

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 9, Language 9

INFORMATION TECHNOLOGY ASSISTANT - OCP A
Introduction to Computers (150 hours)
(Prerequisite)
This introductory course will train students in the basic skills for operating a personal computer. This course provides an introduction to users and newcomers to the new technological world we live in. The course includes Windows Operating System, Microsoft Office Applications, and Keyboarding. Since this is an introductory course, no computer skills are needed prior to admission.
After successful completion of this course, students will have met OCP A and earned a BTE Core Certificate.

COMPUTER SUPPORT ASSISTANT - OCP B
A+ Certification
CompTIA Certification (150 hours) - Network 1
A+ Certification is a testing program sponsored by CompTIA™ which certifies the competency of entry-level (6 months experience) service technicians in the computer industry. Anyone who wants an internationally recognized credential as a competent entry-level computer service professional can take the A+ examination.
After successful completion of this course, students will have met OCP B and earned a Computer Support Assistant Certificate. This course will prepare students for CompTIA™ exams.

NETWORK SUPPORT TECHNICIAN - OCP C
Microsoft® Windows® Essentials and Implementing Microsoft-MCSA WorkStation (150 hours) - Network 2
This course is intended for systems administrator candidates who are responsible for managing accounts and resources. These tasks include managing user, computer and group accounts, managing access to network resources, managing printers, managing an organizational unit in a network based on Active Directory® service, and implementing Group Policy to manage users and computers.
After successful completion of this course, students will have met OCP C and earned a Network Support Technician Certificate. This course will prepare students for Microsoft exams.

SYSTEMS ADMINISTRATOR - OCP D
Implementing a Microsoft® Windows® Infrastructure: Implementing/Administering Microsoft® Windows®
Microsoft-MCSA Server (150 hours) - Network 3
This course is intended for systems administrators or systems engineer candidates who are responsible for implementing and managing server networking technologies.
After successful completion of this course, students will have met OCP D and earned a System Administration Certificate. This course will prepare students for Microsoft exams.

SYSTEMS ENGINEER - OCP E
Designing a Microsoft® Windows® Directory Server/ Microsoft-MCSA Server Infrastructure
(150 hours) - Network 4
The goal of this course is to provide students with the knowledge and skills necessary to plan and maintain a Windows Server Network Infrastructure.
After successful completion of this course, students will have met OCP E and earned a Systems Engineer Certificate. This course will prepare students for Microsoft exams.

WIRELESS NETWORK ADMINISTRATOR - OCP F
Microsoft® Windows® Migration Strategy & Designing Microsoft-MCSE Desktop Infrastructures
(150 hours) - Network 5
This course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. This course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter.
After successful completion of this course, students will have met OCP F and earned a Wireless Network Administrator Certificate. This course will prepare students for Microsoft exams.

DATA COMMUNICATIONS ANALYST - OCP G
Advanced Microsoft® Windows® Design, Implementation, Management & Administration
Microsoft-MCSE Private Cloud and Exchange
(150 hours) - Network 6
The goal of this course is to provide the Information Technology (IT) professional with the knowledge and skills to monitor and operate a private cloud system and a Microsoft Exchange Server.
After successful completion of Network 6 and all program requirements, including one industry certification exam with a passing score, a university degree, or a passing score on the TABE test of 9 or above, the student will have met OCP G and earned a Data Communications Analyst Certificate. This course will prepare students for Microsoft exams.

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