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and the School Board of Miami-Dade County, adult education programs are oriented to individuals who have legally withdrawn from school and have reached the age of sixteen.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 service is available (3-12 years old).

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

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.
Digital Design 1 (Basic)
This 600 hours program develops students' specialized skills in multimedia presentations. Students receive practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning.

The program offers a sequence of courses with relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, AV Technology and Communication career cluster. Students acquire the skills to find employment in digital publishing positions such as a graphic designers, digital assistant designers, and information technology assistants.

The program consists of three occupational completion points (OCPs).

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 achievement is issued to program completers who obtain all three 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 Design I (150 hours)
The student will be able to:
* Use technology to enhance communications skills utilizing presentation applications, spreadsheets, and database applications
* Demonstrate competence using computer networks, internet, and online databases to facilitate collaborative or individual communication
* Demonstrate competence in web page design
* Develop awareness of microprocessors, digital computer, computer languages, and software applications
* Use Adobe Photoshop CC

PRODUCTION ASSISTANT – OCP – B
Introduction to Design II (150 hours)
The student will be able to:
* Demonstrate proficiency in computer skills, digital publishing concepts, creating a simple web site, digital publishing operations, digital imaging and utilizing digital photography, website design, and use of web design software
* Perform layout, project design, and measurement activities associated with digital planning, set project requirements, and utilize the design process to create a multimedia presentation
* Acquire an understanding of typography and color theory and their role in digital design
* Use computer network and web-based resources to facilitate collaborative communication
* Use Adobe Illustrator CC

DIGITAL ASSISTANT DESIGNER – OCP – C
Introduction to Design III (300 hours)
The student will be able to:
* Set project requirements, engage in project planning, and utilize the design process
* Use promotion applications for a selected industry
* Be proficient in digital publishing operations, digital imaging, and digital photography
* Compare and contrast various digital media delivery systems
* Plan, organize, and carry out collaborative digital design projects and articulate lessons learned
* Use Adobe Indesign CC, Word Press/Social Media
* Create animation using Animate / App design UX/UI using Adobe XD

Points and Grades
The following grading scale will apply to all courses within the program:
90 – 100 A/ 80 – 89 B/ 70 – 70 C/ 60 -60 D/59 or less F

Total Program Cost
600 hours @2.56 per hour + materials (FL residents)
600 hours @10.25  per hour + materials (Non-FL residents)

www.adobetec.com