



Sheridan Technical College
& Technical High School
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Hello Career!

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2015/2016
Student Catalog



Our Mission

Our mission is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

Director

D. Robert Boegli

Assistant Directors

Mary Barba
Barrett Goldman
Annette Johnson
Anna Knaeble
Thomas Moncilovich

Campus Locations

Sheridan Technical College
& Technical High School
www.SheridanTechnicalCollege.edu
5400 Sheridan Street • Hollywood, FL 33021
Tel: 754.321.5400

Sheridan Technical College
West Campus
20251 Stirling Road • Pembroke Pines, FL 33332
Tel: 754.321.3900

Sheridan Technical High School
www.SheridanTechnicalHighSchool.com
3775 S.W. 16th Street • Fort Lauderdale, FL 33312
Tel: 754.321.7450

STCCatalog 2015/2016 Rev 07.2015



Welcome from the Director

*On behalf of the faculty, staff and student body of
Sheridan Technical College and Technical High School,
I would like to welcome you to our campus.*



We are here to support you in achieving your academic and career goals. We offer challenging and exciting instructional programs that are designed to enable you to successfully enter and remain competitive in today's global workforce. Our programs are industry certified and articulate with college credit to our state's community college system.

This catalog was developed to assist you in understanding our programs of instruction, curriculum design and delivery, and the policies and procedures that govern our college.

We look forward to working with you. We wish you the very best in achieving your goals.

D. Robert Boegli



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About Sheridan Technical College

As a Broward County Public School, Sheridan Technical College (STC) offers career and technical study programs affording students the opportunity to gain skills in high wage, high demand occupational fields and compete successfully in the global workforce. Under the direction of licensed and certified teaching professionals, students engage in full or part time training in forty-seven Career and Technical Education programs using the latest industry-approved technology and equipment.



Sheridan Technical College has three campuses. STC Main Campus is located on a beautifully landscaped, 18-acre site in Hollywood, Florida and hosts the majority of STC's Career and Technical Education programs. The STC West Campus in Pembroke Pines, Florida houses Automotive Service Technology, Commercial Vehicle Driving, Commercial Class B Driving, and Truck and Bus Technician programs. Students may also study Practical Nursing, English for Speakers of Other Languages (ESOL) and Applied Academics for Adult Education (AAAE). Sheridan Technical High School in

Fort Lauderdale, Florida is a blended learning magnet school where high school students are offered a four-year course of study delivering high rigor academic and technical instruction while infusing technology into the various aspects of campus life.

All of STC's programs have online learning components. In fact, many programs are offered completely online. Our online learning options allow students flexibility to gain job skills while working and caring for a family.

STC Career and Technical programs are concentrated in occupational clusters: Automotive Technology; Commercial Vehicle Driving and Truck/Bus Technology; Barbering, Cosmetology and Spa Services; Business, Court Reporting, and Marketing; Construction, Energy and Gaming Machine Repair; Culinary Arts Education; Education and Training; Graphic Arts and Information Technology; Health Science Education; and Practical Nursing.

Other educational services include: Applied Academics for Adult Education (AAAE), Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development (GED®) Preparation, Exceptional Student Education (ESE) services, Adult Curriculum for Community, Employment, and Social Skills (ACCESS), Veterans' Assistance (VA) and Disability Services.

History of the College

Phase I of Sheridan Vocational-Technical Center was officially dedicated on September 14, 1967. Six (6) programs were available to approximately 200 high school students during the 1967-1968 school year.

After the completion of Phase II in the second semester of 1969-70, the number of programs increased to 15 with over 500 high school students participating. The 1970-71 school year began with close to 900 secondary students in 18 programs.

Phase III of Sheridan was dedicated on February 7, 1982. As a result of continuing expansion and enhancement, it is possible for Sheridan to currently offer vocational training to over 3,000 full-time and part-time high school and adult students at the main campus. Over 40 full-time and part-time job preparatory and supplemental programs are offered in a modern facility with state-of-the-art equipment.

The 1988-89 school year brought improvements in landscaping and parking areas, as well as the dedication of the Ann B. Robb Student Services Center recognizing the leadership and service of Mrs. Robb.

In June, 1991, a new facility "Sheridan Vocational-Technical Center West" Campus was opened at 2560 North State Road 7, Hollywood, to house the expanding GED® and ESOL programs.

Sheridan Vocational-Technical Center became one of ninety (90) institutions to be accepted as charter affiliated members of the eleven States' Association of the Committee on Occupational Education of the Southern Association of Colleges and Schools in 1969. The Center continued as an affiliated school until a change in designation to candidate for accreditation was made in 1973.

During the school year 1973-74, Sheridan Vocational-Technical Center became a candidate for accreditation by conducting a self-study and was visited by an evaluation team from the Commission of Occupational Education Institutions (COEI). The Center received full accreditation from the Southern Association of Colleges and Schools in December, 1974. A self-study and review of the institution is conducted every five (5) years for the purpose of developing and applying standards of quality and procedures for self-improvement. The Center has continuously maintained full accreditation since 1974.

Continuing a tradition of recognition of service, Sheridan established a scholarship in honor of Mrs. Jeanette Lindsey Shirley, a nurse and teachers who founded Broward County's Practical Nursing Education Program. The scholarship is to help underprivileged students receive financial resources to attend the Licensed Practical Nursing Program at Sheridan. In 1990-91, to further recognize and

commemorate her contributions, the Health Occupations Building was renamed The Jeanette L. Shirley Medical Building.

In July 1995, "Sheridan Vocational-Technical Center West" was transferred from the operation of this center. Also in July 1995, the Industry Services Training Center, formerly part of Sheridan as Adult Vocational Off-Campus Center South (AVOCC South), was transferred back to the operation of Sheridan.

To more accurately reflect the level of training programs offered in high wage/high skill occupations, in June 1999, the names of the three area centers in Broward County were changed by the School Board, deleting the word "vocational." Sheridan's official name became Sheridan Technical College and Technical High School.

During the 2007-08 school year, Sheridan Technical College and Technical High School celebrated its fortieth (40th) anniversary of providing the finest in career training programs for the South Florida community. It also began offering selected technical programs delivered online as part of the developing eLearning Broward Program.

During the 2012-13 school year, Sheridan Technical College and Technical High School opened a satellite campus, the Sheridan Technical College and Technical High School West Campus, to provide training additional to what was offered at the primary campus.

In June, 2014 we began a new era as Broward Technical Colleges. In an unprecedented vote, the School Board unanimously approved the name changes of all three centers from Technical Centers to Atlantic Technical College, McFatter Technical College and Sheridan Technical College. Also, in August 2014 Sheridan Technical High School opened as a school of choice utilizing a four-year phase-in process, expanding one grade level at a time. That is, in the first year of operation (2014-2015) student enrollment will consist of a 9th grade class of one hundred fifty (150) students, with a grade level added each year thereafter. Full enrollment of grades 9 to 12 will be accomplished in the 2017-2018 school year with an enrollment ceiling of 600 students, school-wide, and no greater than 150 students per grade level.

Six (6) directors have served Sheridan in the past forty years: Glenn S. Sanderson, Gene Horne, Ann Robb, Dr. Horace F. McLeod, Mariann Jensen, and the present D. Robert Boegli.



Mission

Our mission is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

Vision

Our vision is to change the lives of people from all backgrounds through innovative education.

Beliefs

- Ensuring an optimum teaching and learning environment which sets high expectations and enables all students to reach their maximum potential
- Integrating applied academics into technical training
- Integrating human, physical, and technological resources to obtain educational excellence
- Providing an academically challenging and skill-oriented environment
- Giving appropriate attention to student learning outcomes and responding to students as individuals
- Providing the best occupational education possible for any individual
- Providing an education that enables students to become productive members of the workforce and community
- Attracting, enrolling and retaining a secondary and postsecondary student body which reflects our diverse society
- Encouraging and fostering partnerships among occupational programs, the business community and industry

Accreditation

- Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850 • Atlanta, Georgia 30326
Phone: (404) 975-5000 • Fax: (404) 975-5020
www.acenursing.org
- American Culinary Federation Education Foundation
Secondary Certification Committee
- American Culinary Federation Education Foundation
Accrediting Commission
- Approved by the National Court Reporters Association
- Association for Healthcare Documentation Integrity (AHDI)
- Florida Department of Business and Professional Regulation
- Florida State Board of Nursing

- National Automotive Technicians Education Foundation, Inc. (NATEF)
- Partnership for Heating Ventilation Air-Conditioning Refrigeration Accreditation (PAHRA)
- The Commission on Accreditation of Allied Health Education Programs
- The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325 • Atlanta, GA 30350
Tel 770.396.3898 • 800.917.2081
Fax 770.396.3790 • www.council.org
- The Commission on Secondary and Middle Schools Southern Association of Colleges and Schools

Partnerships

- Chrysler Corporation
- Ford Motor Company
- Publix Supermarkets, Inc.



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At a Glance...

- Curriculum is delivered through a block schedule
- Students are enrolled in either honors or advanced placement courses
- Traditional high school coursework is merged with the requirements for technical certifications in more than twenty technical programs over the four-year high school program of study
- Instruction is enhanced through a one-to-one laptop initiative where all students are given their own laptop to use both at school and at home
- Students access all course materials via the Internet
- As part of the blended learning environment, students are able to participate in many of the typical student organizations found in a traditional high school



Way More than a Diploma!



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Sheridan Technical High School — Way More Than A Diploma

The vision of the online technical high school is to provide our students with the occupational, academic, and higher-order thinking skills needed to function effectively in a technologically advanced society, a globally competitive marketplace, and information - based economy. Integrating rigor, relevance, and relationship, graduates would be eligible to earn not only a high school diploma and acquire college credit leading to an Associate's degree, but also may acquire certification in one of over 20 technical fields. Upon graduation every student will qualify for admission into any of the Florida state universities. To ensure proper post-secondary placement, be it college or career, students are assigned to a grade level guidance counselor who will work with them throughout their four-year course of study. Forging such relationships enables students, parents, and guidance and administrative staff to work closely together to the benefit of each individual student.

Delivered through a block schedule, traditional high school coursework is merged with the requirements for technical certification over the four-year high school program of study. Within a block schedule, students take four of their eight courses first semester, and complete the remaining four in the second semester. This type of schedule more closely follows how college courses are delivered and enables students to earn a total of 32 credits upon graduation.

Instruction is enhanced through a one-to-one laptop initiative where all students will be given their own laptop to use both at school and at home. Students will access all course materials via the Internet, making carrying heavy book bags obsolete. Students will be enrolled in either honors or advanced placement courses. Matriculation in Sheridan Technical Online High School combines the rigor of an online technical education with the experiences of a traditional high school.

Innovative



Online



High School

Academic



The opening of Sheridan Technical High School affords students the best of both worlds: blended curriculum delivered through a highly sophisticated learning management system teaching students the skills necessary to engage in a 21st century workforce, while concurrently delivering their academic programs either online or on ground. Academic courses are licensed through accredited online curriculum developers, while technical programs are created by Sheridan's online curriculum development team. In May, 2014 these technical programs received the 21st Century Best Practice Distance Learning Award from the United States Distance Learning Association (USDLA), the premier distance learning association in the nation.

Rigorous online academic courses are combined with online technical programs to offer a vibrant learning experience for participating students. Putting everything under one roof assists students and staff in blending academic and career courses, creating a "hands-on, minds-on experience."

As part of the blended learning environment, students are able to participate in many of the typical student organizations found in a traditional high school. Student organizations are an important part of the curriculum and are designed to teach leadership and social skill development. These organizations can include, but are not limited to: Student Government, Yearbook, Newspaper, National Honor Society, Peer Counseling, Literary Magazine, Performance Club, and several intramural sports clubs. These clubs are integral in light of the fact that interscholastic athletic programs are not slated to be offered at the online technical high school.

Designed as a school of choice, Sheridan Technical High School utilizes a four-year phase-in process, expanding one grade level at a time. That is, in the first year of operation (2014-2015), student enrollment consists of a 9th grade class of one hundred fifty (150) students, with a grade level added each year thereafter. Full enrollment of grades 9 to 12 will be accomplished in the 2017-2018 school year with an enrollment ceiling of 600 students, school-wide, and no greater than 150 students per grade level of 9, 10, 11, and 12.

Automotive Technology

Automotive Collision Repair & Refinishing

The learning experiences included in the Automotive Collision Repair and Refinishing program prepare students for employment in the collision repair industry. Consumers are keeping their vehicles longer and every year more cars and trucks crowd onto the highways. Both factors create a need for more body and paint repair technicians. Available occupations include collision repair technician, paint repair technician, body shop office personnel, material supplier, sales, glass technician, and related positions within insurance companies.

Automotive Service Technology

The Automotive Service Technology program prepares students for employment as automotive technicians by providing them with state-of-the-art automotive service repair techniques. Technical training is provided in the classroom and in the lab on both foreign and domestic vehicles. Included in this NATEF Certified Program are the following ASE Certification subjects: Electrical Systems, Engine Theory and Repair, Engine Performance, Manual Drivelines and Axles, Automatic Transmissions, Brake Systems, Heating and Air Conditioning, and Steering/Suspension Systems. Introduction and routine maintenance subjects are also included. This competency-based program combines theory and real-life working conditions to provide an effective beginning for students who wish to become certified automotive service technicians.



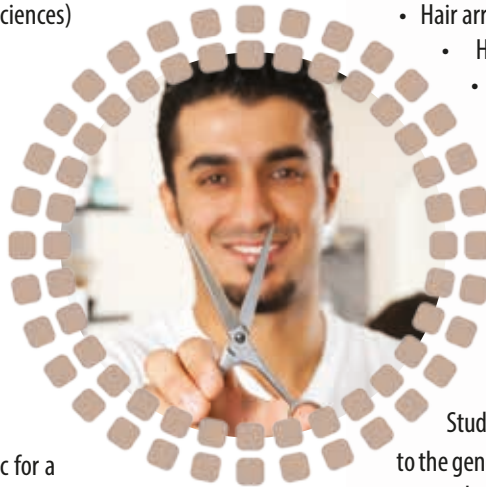
Barbering Cosmetology & Spa Services

Barbering

Learn to become a Professional in the industry of Barbering. Training includes background in:

- Safe and efficient work practices
- Florida Barber Law and Rules
- Chemistry (Demonstrates appropriate understanding of basic sciences)
- Bacteriology, Anatomy, Physiology
- Identify and perform trimming/shaping hair (to work with a variety of tools and equipment)
- Identify and perform hairstyles
- Identify and perform mustache and beard design
- Demonstrate shaving the face
- Identify and perform facial treatments

Students are introduced to the laboratory where they render hair and facial treatments to the general public for a nominal fee. This invaluable work experience at Sheridan Technical College prepares the student with entry level skills. The Barber curriculum is designed to qualify students for the Barber Licensing Examination which is governed by the Florida Department of Business and Professional Regulation.



Cosmetology

Learn to become a professional in the industry of Cosmetology. The Cosmetology Training program focuses on a broad spectrum of subjects, which include:

- Florida Cosmetology Laws and Rules
- Sanitation and Sterilization
- Facials (including skin care and hair removal)
- Hair Shaping
- Scalp treatments and hair care rinses
- Shampoos and rinses
 - Hair arranging (styling)
 - Hair coloring
 - Chemical waving
 - Relaxing/Straightening
 - Manicure/Pedicure/Nail extension
 - Beauty Salon Management
 - Hair extensions

Cosmetology graduates are eligible to apply for licensure or registration in Florida as a cosmetologist & esthetician.

Students are introduced to the laboratory where they render hair, basic nails and skin care services to the general public for a nominal fee. This invaluable work experience at Sheridan Technical College prepares the student with entry level skills for the job market.

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Accounting Operations

The Accounting Operations Program is designed to prepare students for employment as an accounting clerk, accounting associate, and accounting assistant. The course content includes: double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll record and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. In addition, activities include the use of keyboarding systems, calculators, computers, spreadsheet (MS Excel), and accounting QuickBooks software, and peripheral equipment. The Accounting Operations Program prepares students for the QuickBooks Certified User Industry Certification.

Administrative Office Specialist

The Administrative Office Specialist Program is designed to prepare students for employment as a general office clerk, secretary, or administrative assistant. The content focuses on broad, transferrable skills utilized by an administrative specialist including: oral and written communications; critical thinking and decision making; the performance of office procedures; career research; introductory and advanced keyboarding skills; machine transcription; electronic desktop publishing; integrated software applications; emerging office technology, and the development of high quality employment portfolios and job seeking documents. The Administrative Office Specialist Program utilizes Microsoft Office and other software that prepares students for the Microsoft Office Specialist (MOS) Industry Certification.

Business,
 Court
 & Reporting
 Marketing

Business Management & Analysis

The Business Management and Analysis Program is designed to prepare students for employment as an Information Technology Assistant, Supervisor, or Manager Trainee. The content focuses on broad, transferable skills of business supervision including: communications and human resource management, finance, technology, bookkeeping, environmental health and safety, and computer applications. In addition, students learn the functions of management, forms of business ownership, organizational structures, business law and ethics, insurance, government regulations in business, and how to open and operate a business. As a final project, students prepare a portfolio and business plan. The Business Management and Analysis Program prepares students for the Microsoft Office Specialist (MOS) Industry Certification.



Marketing, Management & Entrepreneurial Principles

This program is designed to prepare students for employment in Marketing, Sales and Service occupations. Students are prepared to evaluate their potential as a business owner and develop fundamental knowledge in the following areas: retail & wholesale sales, management, distribution, purchasing & buying, advertising, mass media, social media & public relations.



Legal Administrative Specialist

The Legal Administrative Specialist Program is designed to prepare students for employment as a general office clerk, clerical support staff, administrative support staff, and legal secretary. The content focuses on broad, transferrable skills in the area of legal administrative specialist including: communications; critical thinking and decision making; legal terminology; office procedures and practices specific to the legal environment; transcription of legal documents; utilization of advanced software applications; career research; the legal aspects of business and papers; and the development of high quality employment portfolios and job seeking documents. The Legal Administrative Specialist Program utilizes Microsoft Office and other software that prepares students for the Microsoft Office Specialist (MOS) Industry Certification.



Court Reporting Transcriptionist & Court Reporting 2 & 3

This three-program sequence, approved by the National Court Reporters Association, prepares students for employment in the field of court reporting as a transcriptionist, scopist, and court reporter. Students learn real time shorthand theory and develop steno writer skills to record examination proceedings, testimony, judicial opinion, judge's charge to jury, judgment or sentence of a court, or other proceedings. This program is a precursor to the burgeoning fields of Communication Access Realtime Translation (CART) and closed captioning for persons with hearing loss. Students will be prepared to attain the Registered Professional Reporter Industry Certification.



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Carpentry 1 & 2

The Carpentry 1 and 2 programs prepare students for employment in the carpentry industry by teaching the skills of cutting, shaping, and installing building materials during the construction of buildings, ships, timber bridges, concrete formwork, etc. Also, the students will understand all concepts of the carpentry industry, and demonstrate such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Construction Energy & Gaming Machine Repair



Electricity

This program focuses on training in electricity for residential, commercial and industrial systems. The students will be instructed on conduit bending techniques, blue print reading, fire alarm installation, journeyman preparation and interpreting national and local electrical codes. Also, the students will master the understanding of all aspects of the electricity industry's planning, management, finance, technical and productions skills, with underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Testimonial

“Through high school I didn't know what I wanted as a career. I entered Sheridan's Electricity class not sure if this was the right path for me. The instructor showed me not only how interesting electricity is but also how many lucrative career paths there are in the field. I am working for a great company, preparing for my Journeyman's License and excited about my future. I am on track to be an electrical contractor/company owner and have STC alumni working for me.”

-Kevin Ellis, Electricity graduate



Air Conditioning, Refrigeration & Heating Technology 1 & 2

Air Conditioning, Refrigeration and Heating is a high demand career field. The programs train students for employment as heating, air conditioning, and refrigeration mechanics or air conditioning installer-servicers. Instruction and laboratory activities include planning, installing, testing, and servicing of A/C, refrigeration, and heating systems and components, taught on state-of-the-art equipment. Students also learn troubleshooting electrical and mechanical components; testing, diagramming, and solving problems in A/C, refrigeration, and heating equipment; brazing and soldering tubing and piping; installing and servicing controls and components; electrical wiring; troubleshooting of electrical and mechanical systems; routine maintenance and service. This program also offers EPA certification, comprehensive recovery, and recycling.

Plumbing Technology

This program focuses on training in plumbing for residential, commercial and industrial systems. Student will be instructed on soldering, blueprint reading, cutting/joining pipes, and interpreting national and local plumbing codes. Also, the students will master the understanding of all aspects of the plumbing industry's planning, management, finance, technical and production skills, with underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.



Culinary Arts



Commercial Foods and Culinary Arts

Love food? Train for a career in the Culinary Arts to become a cook/chef. The program covers Garde Manger (Cold Foods), Hot Foods, Culinary Baking, Sanitation & Safety, Nutrition, Supervision & Management, and Controlling foodservice costs. This program is accredited by the American Culinary Federation Education Foundation, Inc. Accrediting Commission and articulates with Broward College towards a Culinary Arts Management Degree. Students may apply for experiential credit if currently employed in a qualified food service position. Total hours each term will be a combination of classroom, lab and on-line work. Qualified students have the opportunity to obtain the ServSafe and Certified Culinarian Certifications.

Education & Training

Early Childhood Education

The Early Childhood Education/Early Childhood Professional Certification (ECPC) Program prepares students for employment within the industry as early childhood educators, lead preschool teachers, VPK teachers, before-care/after-care workers and supervisors, child development specialists, directors/owners, and family day care home operators. Included are the following major areas of training: child growth and development; health; safety; nutrition; behavior guidance techniques; child abuse and neglect; rules and regulations governing child care; community and environmental issues; language development and emergent literacy; lesson and program planning; implementation of developmentally appropriate practices for children birth through age eight; inclusion of children with special needs; interpersonal relations; communication; balancing family, school and work; employability skills; labor issues; entrepreneurship; and management and finance. Early Childhood Education is a Florida Department of Education Early Childhood Professional Certificate (ECPC) program. The ECPC is accepted for the Department of Children and Families Staff Credential. Students who complete the ECE/ECPC program are prepared to pursue the national CDA credential and are also eligible for nine (9) college credits at any state public university.



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Teacher Assisting/Principles of Teaching

The Teacher Assisting/Principles of Teaching program prepares students for employment within the Broward County Public School System. The course content includes competencies and skills necessary to become a professional in the field of education such as an understanding of education in the United States, the ability to work effectively with all students, educational technology, lesson planning and content-specific instructional strategies, student assessment, human development, intervention strategies for exceptional children, theories of educational psychology, professional employment practices, classroom management strategies, and school and district priorities within the Broward County School System.

Testimonial

“My name is Gina Ferro and I graduated from STC with my CDA in 2004. The hands on training and realistic preschool setting helped prepare me for a teaching position. I am currently the Assistant Director of Early Childhood Education at First United Methodist Preschool in downtown Fort Lauderdale. The CDA program at STC was the beginning of a lifelong career for me and I truly love what I do every day. My plans in the future are to open my own childcare center.”

– Gina Ferro, Assistant Director
of Early Childhood Education at
First United Methodist Preschool

Graphic Arts & Information Technology

Hello Career!

Computer Systems & Information Technology

The Computer Systems & Information Technology program offers a broad foundation of knowledge and skills that prepares students for employment in the Computer/Network/Security fields. The course content includes computer hardware, troubleshooting, repair and maintenance, operating systems and software, networking fundamentals, networking protocols, networking media and topologies, network devices, network requirements, network tools, local area networks, identifying network security threats, WAN links and Wireless technologies. The Computer Systems & Information Technology student will receive preparation for the CompTIAA+, Network+, and Security+Certifications.

Game/Simulation/Animation Visual Design

The content includes, but is not limited to, practical experience in game/simulation/animation conceptualization, storyboarding, development methodologies and 2D/3D animation design. Specialized skills involving graphic animation software are used to produce a variety of two and three-dimensional components and game engine technology software for video game development. The program also includes a mobile application design and development course. Students will be prepared to attain the Adobe Certified Associate (ACA) Certification - Photoshop.

NOTE
GAME/SIMULATION
STUDENTS: Students will
be prepared to attain the
Adobe Photoshop Industry
Certification



Graphic Arts Information Technology

Network Support Services (Cisco Networking Academy Program)

The Cisco Networking Academy offers a broad foundation of knowledge and skills in configuring, administering, and troubleshooting LAN/WAN infrastructures. The program prepares students to take the Cisco Certified Network Associate (CCNA) and CompTIA Network+ certification exams. It is designed to help students gain employment as a Computer Support Assistant, Network Support Assistant, Network Administrator, Wireless Network Administrator and Data Communications Analyst.

Program Content Includes:

- OSI and TCP/IP layering models and Network troubleshooting
- IPv4 and IPV6 addressing and Sub-netting
- Cable making and testing
- Configuring routers and switches via IOS command line
- Setting up basic and advanced security features including access lists

Web Development

This program offers a broad foundation of knowledge and skills to prepare students for employment in positions from Assistant to Senior Web designer. The content includes operating system commands and Web document development, design, e-commerce and promotion, and scripting. In this program you will learn to create state-of-the-art Web sites that can be seen not only on desk and laptop computers but also on today's mobile devices, such as smart phones and tablets. You will be enabled to do this through learning: Photoshop, Illustrator, InDesign, Acrobat, Flash, Dreamweaver, WordPress, PHP, CMS, SEO, and Web analytic tools.



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Health Science



CORE

Comprehensive Medical Core is a 90 hour online course designed to provide a solid foundation for the healthcare worker. The curriculum covers healthcare workers and facilities, communication skills, workplace safety/OSHA, law and ethics, infection control, fundamental skills, hepatitis and blood borne illnesses, introduction to the human body, basic first aid, CPR, and career planning. Modules for AIDS/HIV, Prevention of Medical Errors, and Domestic Abuse are included in the course. You will be provided with a Core Certificate at the successful completion of the class.



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Personal Fitness

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.

The content includes but is not limited to planning, management, finance, technical and production skills, applied aspect of leadership, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Work based learning experiences are an integral part of this program.

The purpose of this program is to prepare students for the wellness and fitness marketplace and its various components such as instructing or coaching groups or individuals in exercise activities and the fundamentals of an individual's health and wellness. Personal trainers demonstrate techniques and methods of participation and observe participants and inform them of corrective measures necessary to improve their skills and personal health.



Medical Assisting

The Medical Assisting program curriculum includes the following major skill areas: interpersonal skills, legal and ethical responsibilities, health illness concepts, and administrative and clinical duties.

Medical Assistants perform many administrative duties, including answering the telephone, greeting patients, updating and filing patients' medical records, an introduction to diagnosis and CPT codes, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Curriculum

includes computer literacy and electronic medical health record practice management software applications. Clinical duties may vary according to the office, but can include taking medical histories and recording vital signs, preparing patients for examinations and procedures, performing venipuncture, electrocardiograms (EKGs), assisting with office/ambulatory surgery, administering medication under the direction of physician, collecting specimens and performing limited laboratory examinations. The Medical Assistant works with the office healthcare provider to care for their clients in a safe and effective manner.



Medical Coder/Biller Applied Technology Diploma

The Medical Coder/Biller program is designed to prepare students for employment in a variety of health care settings as an entry level medical coder, coding technician, coding clerk or medical insurance biller. Coding is the process of taking a written diagnosis or operative procedure and assigning numbers used for billing and statics. The program covers ICD 9/10 coding systems, CPT and ACPCS coding systems. Students are taught manual and automated procedures. The student will also be trained to prepare and file medical insurance claim forms for reimbursement.

The curriculum includes all levels of coding systems; computer adapted coding, legal and ethical responsibilities, safety/security problems, anatomy and physiology, medical terminology, pharmacology, wellness and disease processes, computer literacy and employment skills. Students participate in online internship during the last quarter of the program. Some credits are transferable to Broward College towards an "Associate of Science Degree in Office Administration (Medical Office Specialization) or Office System Technology." Upon completion of the program, students should take a national certification examination.

Medical Record Transcribing/Healthcare Documentation

Train to transcribe dictated medical reports. Instruction includes medical terminology, anatomy and physiology, review of English grammar and punctuation, transcribing in an online environment, editing skills necessary to transition to editing speech recognition (SR), and introduction to the electronic medical record (EMR). Upon completion, the Registered Healthcare Documentation Specialist (RHDS), which is a national certification examination, may be taken through AHDI. Although there is employment in hospitals and doctors' offices, the majority of medical transcriptionists work remotely from their home.

*Approved by the
Association for
Healthcare Documentation*

Patient Care Technician

The Patient Care Technician (Nursing Assistant) will come in direct contact with the patient in the performance of his/her assigned duties.



Employment is in the hospitals, nursing homes, and with home health agencies, and involves working weekends, holidays, and various hours. Upon successful completion of the Patient Care Technician Trainign program students may take the State Nursing Assistant Certification Examination. This is an excellent course for students with no previous medical field experience who wish to enter other health programs.

Practical Nursing

Accreditation Commission for Education in Nursing, Inc.

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Web: www.acenursing.org



Hello Career!



This program is approved by the Florida State Board of Nursing, which makes the graduate eligible to take the examination to practice as a Licensed Practical Nurse (LPN). The content includes, but is not limited to: theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing; theoretical instruction and clinical experience in both acute and long term care situations; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; Basic Life Support (BLS), computer skills, and employability skills. Students are introduced to the clinical area early in the program. Theory and clinical procedures are integrated into the curriculum to reinforce learning.

Licensed graduates may be employed in hospitals, extended care facilities, physicians' offices, HMOs, home healthcare and hospice agencies, as well as private patient care. LPNs work under the direction of a registered nurse (RN) or licensed physician. LPNs may continue their education by pursuing an Associate of Science degree or Bachelor of Science in Nursing. The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).



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7840 Roswell Road, Building 300, Suite 325

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Sheridan Technical College & Technical High School Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc.



Accreditation Commission for
Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326

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www.acenursing.org

Main Campus 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400

West Campus 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900

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