



CHUCK SHAW TECHNICAL EDUCATION CENTER OF PALM BEACH COUNTY



Anderson Louis
Assistant Principal
(Day)

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Principal

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Assistant Principal
(Eve)

SY 2024 - 2025

CAREER AND TECHNICAL EDUCATION COURSE CATALOG



Mission

The mission of Chuck Shaw Technical Education Center is to provide a first-class career and technical learning environment, where students are inspired to acquire language and work skills to succeed in life.

Accreditation

The Chuck Shaw Technical Education Center is accredited by the Council on Occupational Education since December 2022.

Chuck Shaw Technical Education Center

4260 Westgate Avenue
West Palm Beach, Florida 33409
561-616-7800
Palmbeachschools.org/chuckshaw

Facility: The Chuck Shaw Technical Education Center was built in 2020 as a state-of-the-art educational facility. There are 32 classrooms including 3 medical sciences labs, testing/skills labs, computer labs, and support staff/administrative offices.

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CHUCK SHAW TECHNICAL EDUCATION CENTER

EKG Technician

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 program is designed to prepare students for employment as electrocardiograph aides, EKG Technicians, EKG Technicians SOC 29-2031 cardiovascular technologists and technicians or to provide supplemental training for persons previously or currently employed in this occupation.

The content includes but is not limited to communication and interpersonal skills, overview of human anatomy and physiology with emphasis on cardiac and vascular systems, medical terminology and transcription, patient care techniques, medical instrumentation, cardiovascular drugs, interpretation of monitoring and testing results, medical ethics, cardiac wellness and rehabilitation, safe and efficient work practices, CPR, Basic Life Support (BLS) and employability skills.

Industry Certification:

Students will be prepared to take an approved state and/or nationally recognized voluntary certification in the field of study. Currently, students who complete this course will sit for the EKG Technician certification exam with the National Healthcare Association (NHA).

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$1185.75
Registration Fee	\$35.00
Books	\$71.00
Certification Exam	\$225.00
Physical Assessment Kit	\$80.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$25.00
Total Costs	\$1817.75

Program Length:
465 Hours

Daytime Course:
(approximately 4 months)

Days and Times:*

Monday - Friday 8:00 AM - 2:00 PM

* The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hrs
B	MEA0540	EKG Aide	75 hrs
C	MEA0541	EKG Technician	300 hrs

Registration:

All students must attend a career counseling session prior to registration.

Admission Requirements:

- Must possess a government issued Identification
- Orientation/Testing/Counselor Interview
- Must be at least 18 Years old
- Must possess a High School Diploma or GED
- Students enrolling into a postsecondary program of 450 hours or more are required to take and pass a basic skills test (CASAS Goals) in order to receive a vocational certificate at the time of program completion. Required scores: (Reading-239 and Math-225)

Basic Skills Test Information:

The CASAS Goals test consists of 2 components, Reading and Math. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the guidance counselor.

Exemptions for the Basic Skills test include:

- You entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. Prospective student must provide an official high school transcript.
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university. Prospective student must provide an official transcript.
- Demonstrate readiness via the 2014 GED®, ACCUPLACER, PERT, ACT, SAT and the Prospective student must provide official test results.
- Active duty member of any branch of the United States Armed Services. Student must produce a military ID card.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled. Student must provide official test results.
- Enrolled in an apprenticeship program that is registered with Florida Department Of Education.

Phlebotomy Technician

The purpose of this program is to prepare students for employment as phlebotomists. The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement

Program Length:

165 Hours

Daytime Course:

(approximately 2 months)

Evening Course:

(approximately 2 months)

Days and Times:*

Daytime

Monday - Thursday

8:00 AM - 1:00 PM

Evening

Monday – Thursday

5:00 PM - 9:00 PM

** The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.*

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0520	Phlebotomist	75 hours

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$420.75
Registration Fee	\$35.00
Books	\$57.00
Certification Exam	\$225.00
Physical Assessment Kit	\$80.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$159.25
Total Costs	\$1173.00

Registration:

All students must attend a career counseling session prior to registration.

Admission Requirements:

- Must possess a government issued Identification
- Orientation/Testing/Counselor Interview
- Must be at least 18 Years old
- Must possess a High School Diploma or GED.

Industry Certification:

Students will be prepared to take an approved state and/or nationally recognized voluntary certification or licensure exam in the field of study. Currently students that complete this course will sit for the Phlebotomy Technician certification exam with the National Healthcare Association (NHA).

Home Health Aide

This program is designed to prepare students for employment as a home attendant, or home health aide (SOC Code 31-1011) or to provide supplemental training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment, as stated in Rules of the Department of Health Minimum Standards for Home Health Agencies.

Additional content areas to be included are: legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; pet facilitated therapy; and employability skills.

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$420.75
Registration Fee	\$35.00
Books	\$61.50
Physical Assessment Kit	\$80.00
Scrubs	\$46.00
Fingerprinting	\$135.00
CPR	\$15.00
Lab Fee	\$15.00
Total Costs	\$808.25

Program Length:

165 Hours

Daytime Course:

(approximately 2 months)

Days and Times:*

Monday - Thursday 8:00 AM - 1:00 PM

* *The schedule may vary depending on the length of the term; Clinical practice hours may occur outside of scheduled hours as determined by the instructor.*

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	HCP0330	Home Health Aide	75 hours

Registration:

All students must attend a career counseling session prior to registration.

Admission Requirements:

- Must possess a government issued Identification
- Orientation/Testing/Counselor Interview
- Must be at least 18 Years old

Industry Certification:

Students will be able to qualify to obtain a Palm Beach County Healthcare Badge upon completion. Additionally, student can sit and challenge the CNA examination upon completion of this program.

Administrative Office Specialist

This program offers a sequence of courses that provide coherent and rigorous content. It is aligned with challenging academic standards, relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster. In addition, provides opportunity for technical skill proficiency and competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, occupation specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

Registration:

All students must attend a career counseling session prior to registration.

Industry Certification:

Students will be prepared to take approved industry certification exams (voluntary).

Program Fees - (Fees below are based on in-state tuition)

Tuition	\$2677.50
Registration Fee	\$35.00
Books	\$100.00
Certification Fees	\$450.00
Lab Fee	\$50.00
Total Costs	\$3312.50

Program Length:
1050 Hours

Daytime Course:
(approximately 12 months)

Evening Course:
(approximately 18 months)

Days and Times:*

Daytime

Monday - Friday
8:00 AM - 2:00 PM

Evening

Monday - Thursday
4:30 PM - 8:30 PM

* The schedule may vary depending on the length of the term.

Instruction Type:

Class is offered 100% in person

OCP	Course #	Course Title	Length
A	OTA0040	Information Technology Asst.	150 hrs
B	OTA0041	Front Desk Specialist	300 hrs
C	OTA0030	Asst. Digital Production Specialist	150 hrs
D	OTA0043	Administrative Office Specialist	450 hrs

Admission Requirements:

- Must possess a government issued Identification
- Orientation/Testing/Counselor Interview
- Must be at least 18 Years old
- Students enrolling into a postsecondary program of 450 hours or more are required to take and pass a basic skills test (CASAS Goals) in order to receive a vocational certificate at the time of program completion. Required scores: (Reading-244 and Math-241)

Basic Skills Test Information:

The CASAS Goals test consists of 2 components, Reading and Math. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the guidance counselor.

Exemptions for the Basic Skills test include:

- You entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. Prospective student must provide an official high school transcript.
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university. Prospective student must provide an official transcript.
- Demonstrate readiness via the 2014 GED®, ACCUPLACER, PERT, ACT, SAT and the Prospective student must provide official test results.
- Active duty member of any branch of the United States Armed Services. Student must produce a military ID card.
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled. Student must provide official test results.
- Enrolled in an apprenticeship program that is registered with Florida Department Of Education.

Faculty

EKG Technician Faculty:

Dr. Diana Molero-Garrido, Doctorate in Medicine—Universidad de los Andes

Phlebotomy Faculty:

Joyah Seaton, Associates in Science Health Service Administration—Florida Career College

Home Health Aide Faculty:

Sandra Stegall, Associates in Science, RN - Palm Beach State College

Administrative Office Specialist Faculty:

Shari Alexios, Bachelor of Arts, Business Management, University of Maryland

Administration:

Principal:

Awilda V. Tomas-Andres, , Ed.S., M.Ed.

Assistant Principal (Day):

Anderson Louis, M. Ed.

Assistant Principal (Eve):

Lyudmyla Ziemke, EDD

Specialist

Laura Ruiz, M.S.