

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

Career and Technical Education Catalog SY 2023-2024

EKG Technician

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

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.

Purpose: 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.

Program Length

465 Hours

Daytime Course (approximately 4 months)

Evening Course (approximately 7 months)

Instruction Type

Class is offered 100% in person

Days and Times:

Daytime

Monday—Friday

8:00 a.m.—1:30 p.m.

Evening

Monday—Thursday

5:00 p.m.—9:00 p.m.

Additional Clinical externship hours may vary

Registration:

All students must attend a career counseling session prior to registration

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

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

Tuition	\$1185.75
Registration Fee	\$35.00
Books	\$70.75
Certification exam	\$225.00
Physical Assessment Kit	\$35.00
Scrubs	\$35.00
Fingerprinting	\$96.50
CPR	\$13.00
Total Costs	\$1696.00

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 EKG Technician certification exam with the National Healthcare Association (NHA).

EKG Technician

Chuck Shaw Technical Education Center

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- 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 (TABE) in order to receive a vocational certificate at the time of program completion. This test consist of 3 components, Reading, Math, and Language. 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 high school 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 Dr. Diana Molero-Garrido, Doctorate in Medicine—Universidad de los Andes

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.

Phlebotomy Technician

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

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.

Purpose: The purpose of this program is to prepare students for employment as a Phlebotomy Technician SOC Code 31-9097 Phlebotomy Technician, All other.

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; 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)

Instruction Type

Class is offered 100% in person

Days and Times:

Daytime

Monday—Friday

8:00 a.m.—1:00 p.m.

Evening

Monday—Thursday

5:00 p.m.—9:00 p.m.

OCP	Course Number	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	\$70.75
Certification exam	\$225.00
Physical Assessment Kit	\$35.00
Scrubs	\$35.00
Fingerprinting	\$96.50
CPR	\$13.00

Total Costs \$931.00

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).

Registration:

All students must attend a career counseling session prior to registration

Phlebotomy Technician

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

- 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

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

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.

Home Health Aide

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

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.

Purpose: 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 Length

465 Hours

Daytime Course (approximately 2 months)

Evening Course (approximately 2 months)

Instruction Type

Class is offered 100% in person

Days and Times:

Daytime

Monday—Friday

8:00 a.m.—1:00 p.m.

Evening

Monday—Thursday

5:00 p.m.—9:00 p.m.

Additional Clinical externship hours may vary

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

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

Tuition	\$420.75
Registration Fee	\$35.00
Books	\$45.75
CPR	\$13.00
Physical Assessment Kit	\$35.00
Scrubs	\$35.00
Fingerprinting	\$96.50
Total Costs	\$681.00

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 CAN examination upon completion of this program.

Registration:

All students must attend a career counseling session prior to registration

Home Health Aide

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

- 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

Faculty
Sandra Stegall, Associates in Science, RN—Palm Beach State College

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.

Administrative Office Specialist

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

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.

Purpose: 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.

Program Length

1050 Hours

Daytime Course (approximately 10 months)

Instruction Type

Class is offered 100% in person

Days and Times:

Daytime

Monday— Thursday 8:00am—2:00pm

Friday Lab Hours will vary

OCP	Course Number	Course Title	Length
A	OTA0040	Information Technology Assistant	150 Hours
B	OTA0041	Front Desk Specialist	300 Hours
C	OTA0030	Assistant Digital Production Specialist	150 Hours
D	OTA0043	Administrative Office Specialist	450 Hours

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

Tuition	\$2,677.50
Registration Fee/ID Badge	\$35.00
Books/Online Access	\$87.00
Certification exams (MOS and Adobe)	\$465.00

Total Costs \$3,477.50

Industry Certification

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

Registration:

All students must attend a career counseling session prior to registration

Administrative Office Specialist

Chuck Shaw Technical Education Center

4260 Westgate Ave, West Palm Beach FL 33409

- Admission Requirements
- Must possess a government issued Identification
 - Orientation/Testing/Counselor Interview
 - Must be at least 16 Years old

In Career Certificate programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Computation (Mathematics) and Communications (Reading and Language). These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

Adult students with disabilities, as defined in Section 1004.02, Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01, F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College System Institution must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91, F.S.

Requests for accommodations must be made prior to testing via the guidance counselor.

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

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.