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 multi-cultural 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

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in programs offered through TEC. Students must come in person to the center to register for classes.

REFUND POLICY

Students will be eligible for full refund of Postsecondary Career/Technical Education tuition and fees if withdrawn within 5 days of class start date; or partial refund if withdrawn up to 5 days after class start date. Partial payments made are NON-Refundable after the start of class. AGE Tuition, Test Fee and ID Fee are refundable prior to the start of the class or if the student never attends class. Cash payments are refunded by internal funds check, Credit Card refunds will only be applied to the credit card used for payment. The Application for refund by Check/Credit (Form 2057) must be completed and approved for all eligible refunds.

ATTENDANCE POLICY

All students are expected to attend class regularly and as schedule. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All career/technical education students who accumulate four(4) consecutive absences will be withdrawn from class.

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. 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 have a standard Florida Public High School Diploma (2007 or later), passed the GED (Language Arts and Mathematics Reasoning 2014 or later), possess a college degree, serving as an active member of any branch of the United States Armed Forces, or achieved an industry certification while enrolled 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 request testing accommodations, if they provide written documentation verifying their disability or maybe exempted from meeting the basic skills requirements.

FLORIDA RESIDENCY REQUIREMENTS

To be considered "in-state" students for tuition purposes, a student must present proof of one year of Florida residency. A list of the approved documents for the verification of "in-state" status may be obtained in student services department or on the school website under tuition and fees tab.

The **SAVES** program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free classes in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development Preparation (GED), Career/Technical Education, and Citizenship, as well as free books.

Child care service is available (3-12 years old) for a fee.
For additional information call (305) 445-7731 ext. 2080

The English Center is accredited by the Commission of the Council on Occupational Education (COE)
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Tel. 1-800-917-2081 / FAX 770-396-3790 / **www.council.org**

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THE ENGLISH CENTER

Information Technology

www.tecmiami.com

Network Systems Administration

Friends of The English Center   tecmiamiadult   @TECMiami

NETWORK SYSTEMS ADMINISTRATION

PROGRAM OBJECTIVE

The purpose of this 1050 hour program is to cover aspects of implementing and managing the infrastructure for business solutions to help students to develop the necessary skills for the installment, management and maintenance of computer software and hardware, as well as network design. The program prepares students to take industry certification exams.

The program includes instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

Certificate of Achievement
A certificate of acievement is issued upon 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

Points and Grades
The following grading scale will apply to all courses within the program:
A 90-100 | **B** 80-89 | **C** 70-79 | **D** 60-69 | **F** 59 or less

Total Program Cost
1050 hours @ $2.56 per hour + materials (FL residents)
1050 hours @ $10.25 per hour + materials (Non-FL residents)

INFORMATION TECHNOLOGY ASSISTANT - OCP A
(150 hours)

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 and introductory course, no computer skills are needed prior to admission.

COMPUTER SUPPORT ASSISTANT - OCP B
(150 hours)

This course provides the students with the knowledge and skills necessary to demonstrate proficiency in entry-level computer diagnostics.

NETWORK SUPPORT TECHNICIAN - OCP C
(150 hours)

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 an organizational unit in a network based on Active Directory® service, and implementing Group Policy to manage users and computers.

SYSTEMS ADMINISTRATOR- OCP D
(150 hours)

This course is intended for systems administrators or systems engineer candidates who are responsible for implementing and managing server networking technologies.

SYSTEMS ENGINEER- OCP E
(150 hours)

This course provides the students with the knowledge and skills necessary to plan and maintain a Windows Server Network Infrastructure.

WIRELESS NETWORK ADMINISTRATOR - OCP F
(150 hours)

This course provides the students 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 and interactive tool that simulates real-life scenarios that the target audience may encounter.

DATA COMMUNICATIONS ANALYST - OCP G
(150 hours)

This course provides the information Technology (IT) professional with the knowledge and skills to monitor and operate a private cloud system and a Microsoft Exchange Server.

Entrance Requirements
- Be at least 16 years old and officially withdrawn from high school.
- Interview with a counselor
- Take Basic Skills test within six weeks of entering the program.

Information Technology Requirements
Students are expected to have basic computer skills.

Graduation Requirements
- Completion of all Occupational Completion Points (OCP's)
- Basic skills Requirements
- No financial obligations
- Completion of Clearance Package to receive a program certificate

Employment Requirements
Employers require applicants to hold a post-secondary certificate, an associate degree, or bachelor's degree in a field related to computer or information science.

Career Opportunities
Network Systems Administrator, Computer Systems Administrator

Salary
According to the 2024 Bureau of Labor Statistics (https://www.bis.gov/ooh), for network systems administrators $96,800 per year or $46.54 per hour.