

## 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Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in programs offered through TEC.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Students will be eligible for full refund of Postsecondary Career/Technical Education tuition and fees if withdrawn within 5 days of class start date; or partial refund if withdrawn up to 5 days after class start date.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 Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All career/technical education students who accumulate four(4) consecutive absences will be withdrawn from class.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 may be 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**

**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](mailto: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.



**The English Center is accredited by the Commission of the Council on Occupational Education (COE)**  
7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350  
Tel. 1-800-917-2081 / FAX 770-396-3790 / [www.council.org](http://www.council.org)



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THE ENGLISH CENTER

# ARCHITECTURE & CONSTRUCTION



[www.tecmiami.com](http://www.tecmiami.com)

## Heating, Ventilation, Air-Conditioning / Refrigeration (HVAC/R) 1



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# Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1

## PROGRAM OBJECTIVE

The purpose of the Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 Program is to prepare students for employment or advanced training in the heating, air-conditioning, refrigeration, and ventilation industry.

The program focuses on broad, transferable skills, stresses the understanding of the heating, air conditioning, refrigeration, and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, and health, safety, and environmental issues.



## 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 completion is issued to program completers who obtain all Occupational Completion Points (OCPs) and satisfy the basic skills requirements for the program.

## Basic Skills

Reading 9, Math 10

## 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

600 hours @ \$2.56 per hour + materials (FL residents)

600 hours @ \$10.25 per hour + materials (Non-FL residents)

## Introduction to Heating, Ventilation, Air-Conditioning/Refrigeration 1 (250 hours)

*The student will be able to:*

- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Explain the importance of employability and entrepreneurship skills.
- Identify, use, and maintain the tools and tool accessories used in the heating, air-conditioning, and refrigeration industry.
- Demonstrate mathematical knowledge and skills.
- Read construction documents.
- Explain the properties of matter and heat behavior.
- Describe the history and concepts of heating, air-conditioning, and refrigeration.
- Demonstrate a practical knowledge of basic electricity and the electrical components of heating, air-conditioning, and refrigeration equipment.

## Heating, Ventilation, Air-Conditioning/Refrigeration 1 Fundamentals (250 Hours)

*The student will be able to:*

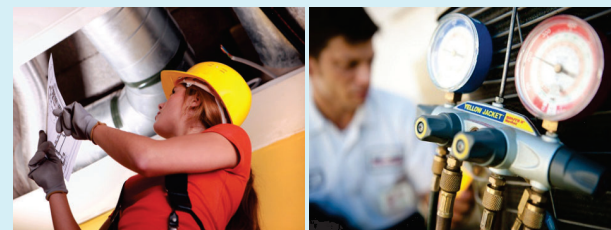
- Demonstrate Knowledge of electrical wiring in air-conditioning and refrigeration.
- Troubleshoot heating, air-conditioning, and refrigeration electrical control systems and their components.
- Select and test electrical generation and distribution components for commercial heating and air conditioning systems.
- Analyze fluids, pressures, refrigerants, and related codes.
- Evaluate heating, air-conditioning, and refrigeration industry.
- Fabricate and service the piping, tubing, and fittings used in the heating, air-conditioning, and refrigeration industry.
- Maintain, test, and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

## Heating, Ventilation, Air-Conditioning/Refrigeration 1 Service Practices (250 Hours)

*The student will be able to:*

- Utilize mechanical components of heating, air-conditioning, and refrigeration systems.
- Operate solid-state electronics as used in heating, air-conditioning, and refrigeration systems.
- Utilize and operate mechanical refrigeration servicing, and testing equipment.
- Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
- Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems.
- Use combustion-type heating, servicing, and testing equipment.

- Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration, and ventilation systems.
- Understand the design of heating and cooling systems.
- Make career plans.



## Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies are provided to enhance hands-on experiences for students.

## 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 Exit Package to receive a program certificate

## Employment Requirements

- Employers often give preference to applicants who have completed formal HVAC training
- Environmental Protection Agency (EPA) Certificate
- Students are strongly recommended to earn HVAC Excellence Certificates.

## Career Opportunities

Commercial Service Technician, Sales Air-Conditioning, Heating, or Refrigeration Equipment Technician.

## Salary

According to the 2022 Bureau of Labor Statistics, (<https://www.bls.gov/ooh>), the median pay for a Heating, Air Conditioning and Refrigeration Mechanic and Installer was \$51,390 per year or \$24.71 per hour.