



SCHOOL ORIENTATION






Orientation Outline

- ▶ Our School
- ▶ Time & Attendance/
Florida Records
- ▶ School Policies
- ▶ Enrollment Process



Our School

Staff / Faculty

	<p>Tim Pierce President / BASIC & Resource Room</p>		<p>Ken Minter Vice President/ Director of Admissions</p>
	<p>Marie Fagundo Operations Assistant Test Proctor</p>		<p>Dennis LaRue Operations Manager Bookkeeping & Advanced Office</p>
	<p>Pamela Hern Medical Office and EHR Specialist</p>		

Computer Centric Vocational Training

14 Years of Service



**Florida Licensed
Vocational Training
Center**

BizTech is Unique



- ▶ Short, concentrated computer centric career training with nationally recognized certifications
- ▶ Training Programs designed to meet requirements of Tampa Bay employers
- ▶ Training day is 9:30 a.m. to 2:30 p.m.
- ▶ Comprehensive, proven employability training
- ▶ Shuttle bus transportation provided at no cost:
- ▶ Exceptional employment results

Our Commitment to You

- ▶ We care about your individual goals
- ▶ We will provide special assistance – don't hesitate to ask
- ▶ Please suggest improvements
 - We *want* your feedback on things that work well
 - We *need* your feedback on things to fix
 - Program After Action Review

Parking & Smoking Areas

- ▶ Use
 1. Marked parking spaces in courtyard
 2. BizTech parking area across the street
- ▶ Smoking in the patio area only



Google Drive



- ▶ Class schedules
- ▶ BizTech School Catalog
- ▶ Syllabus for each course
- ▶ Exercise files
- ▶ Handouts
- ▶ Supplemental reading
- ▶ Your
 - Job search records
 - Templates and resumes
 - Notes

Time & Attendance

Florida Records Requirements

Workforce Agency Attendance Reports



- ▶ 25 Hours p/week of hours in classroom > scanning in & out
- ▶ Instructor verification of homework completed 7 hrs p/week & 1 hr drive time p/day
- ▶ BizTech submits Time & Attendance Report weekly to Workforce Agencies
 - Agency distributes to counselors

Making Up Missed Time



- ▶ Call to report absences ASAP
- ▶ **Maximum** absence period is *up to* two days out of 5
- ▶ If training missed, not made up or excessive, the grade will be – *Unsatisfactory*
- ▶ Exceptions for job interviews and career fair attendance with validation
- ▶ **VA students** – *see specific VA policies*

State of Florida Requirements

- ▶ Personal identification data
- ▶ Qualifying education record:
 - High School Grad, GED or TABE Scores
 - School interview
- ▶ Record of training completion
- ▶ Job placement results
- ▶ Student record w/achievements on file at BizTech



Florida Commission for
Independent Education
License #2678

School Policies

Lunch & Breaks

- ▶ Morning & afternoon breaks – 15 minutes
- ▶ Lunch – 30 minutes
 - Bring your lunch – not enough time to go out
 - Eat in Break Room or on Patio
 - *No meals in Classrooms*
- ▶ Please do not bring groceries – just daily meal
- ▶ Refrigerators & microwaves provided
 - Everything must be out of refrigerators by 4:00 p.m. Fridays
- ▶ Coffee provided



Student Computer Use



- ▶ Program requirements only
 - No potentially objectionable materials on computers! (email attachments, etc.)
 - No modifications without permission
- ▶ Use of Internet access
 - No downloads or printing without permission
 - Viruses and Malware
 - Use for job searches as assigned – print out as needed

Cell Phones



- ▶ Turn ringers to off or vibrate
- ▶ Answer calls on breaks – not in classroom
- ▶ Emergency calls – step out of class
- ▶ If you must speak loudly to answer a call – step out of the building
- ▶ Please do not play with phones while in class

Grounds for Termination

- ▶ Insufficient academic progress
- ▶ Failure to comply with rules and policies
 - Example prohibitions:
 - Sexual harassment
 - Alcohol or drugs
 - Weapons or theft
 - Disruptive or threatening behavior
 - Foul language
 - Disrespectful behavior towards instructors
- ▶ Performance Counseling will be provided by Instructor then Operations Manager – failure to comply = termination



Standards for Academic Progress

- ▶ Student are graded by instructors for each course – *Satisfactory* or *Unsatisfactory*
- ▶ Course Certificates are given by instructors if grade is *Satisfactory*
- ▶ Program Certificate is given by Operations Manager when all Program Courses are *Satisfactory*
- ▶ Student may resit *Unsatisfactory* course one time within 2 months of original start date*

*See policy for resitting



Resitting Classes

- ▶ Option is available when
 1. Student is graded Unsatisfactory for a course
 2. Instructor believes student can benefit from attending second class
 3. Student can take the next date for that specific course
 - max 2 months from start date
 4. An unsold seat is available
 5. Student has courseware



Shuttle Busses

- ▶ Please let us know if not riding on any day
- ▶ Prohibitions:
 - Smoking or eating meals
 - Profane or threatening language
 - Perfume or colognes (can cause breathing problems)
 - Extreme body odor
- ▶ Busses must run on schedule and will not be delayed for tardy students
- ▶ Please wear seat belts – required in front seat



Enrollment Process



- ▶ Your signature says you understand and agree to your training plan
 - Ask any questions *before* signing
 - Workforce agencies have contracts with BizTech for payment – you must sign voucher
 - Voucher and education verification are required to start classes
- ▶ Enrollment Agreement and Catalog are a document set covering all policies*

* Approved by Florida Commission for Independent Education

Q&A