

SCHOOL

Orientation Outline

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



Our School

Staff/Faculty

	Tim Pierce President / BASIC & Resource Room	(00)	Ken Minter Vice President/ Director of Admissions
	Marie Fagundo Operations Assistant Test Proctor		Dennis LaRue Operations Manager Bookkeeping & Advanced Office
	Pamela Hern Medical Office and EHR Specialist		

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 <u>no</u> <u>cost</u>:
- 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

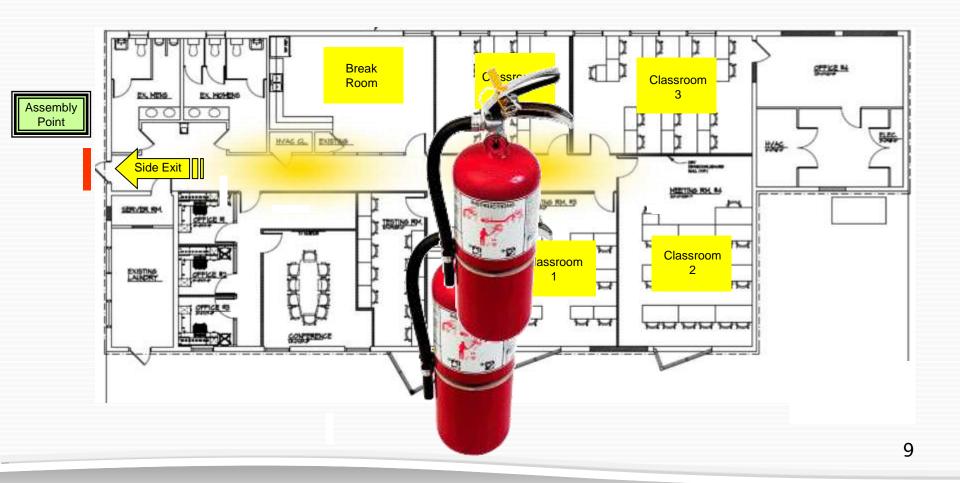
- Use
 - Marked parking spaces in courtyard
 - 2. BizTech parking area across the street
- Smoking in the patio area only





Fire Safety





Google Drive

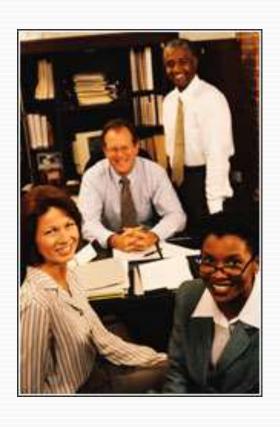




- Class schedules
- BizTech School Catalog
- Syllabus for each course
- Exercise files
- Handouts
- Supplemental reading
- Your
 - Job search records
 - Templates and resumes
 - Notes

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

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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 <u>without</u> <u>permission</u>
 - 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

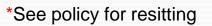
Grounds for Termination

- 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*





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

