ELECTRONIC TECHNOLOGY

MASTER PLAN OF INSTRUCTION
2026-2027
Ernest White, Instructor

MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida, does not discriminate or tolerate discrimination on the basis of: race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities, or employment policies as required by: Title II, Title VI, Title VII of the Civil Rights Act of 1964, Title IX of the United States Education Amendments of 1972, (ADEA) Age Discrimination in Employment Act of 1967, (IDEA) Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, (ADAAA) Americans with Disabilities Act of 1990 (ADA), the Amendment Act of 2008, and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

Fort Myers Technical College
3800 Michigan Avenue
Fort Myers, FL 33916
(239) 334-4544

The purpose of this program is to provide students the opportunity for employment in a variety of electronics-related occupations. After completing the 1400-hour program students are prepared to assemble, install, maintain, troubleshoot and repair electrical/electronic equipment in the electronics industry.

Materials used are self-paced which allow students to progress at their own pace. Competencies in each area are completed after both written and performance testing.

PROGRAM MISSION

The mission of the Electronic Technology program is to prepare students for employment as an electronic technology technician in the local community. With a broad knowledge base, many areas of employment are possible. Students are encouraged to obtain industry certification as a Certified Electronics Technician Associate (CETa) in the Electronics Technicians Association, International (ETA).

PROGRAM STANDARDS

- Demonstrate proficiency in soldering and basic laboratory practices.
- Demonstrate proficiency in basic DC circuits.
- Demonstrate proficiency in advanced DC circuits.
- Demonstrate proficiency in AC circuits.
- Demonstrate proficiency in solid state devices.
- Demonstrate proficiency in digital circuits.
- Demonstrate proficiency in fundamental microprocessors.
- Demonstrate skills in technical recording utilizing industry recognized computer application software.
- Demonstrate proficiency in analog circuits.
- Apply relevant technology to workplace scenarios to aid productivity.
- Interpret and express interpersonal communication.
- Interact with others to accomplish workplace goals.
- Manage personal behavior to maximize productivity and professional growth.
- Find, assess and apply to job opportunities.
- Communicate personal competence, character and fit for a job opportunity.
- Cultivate and leverage relationships to professionally advance.

ESSENTIAL TRAINING TASKS

Physical Requirements

Student must have the following: good hand-eye coordination, ability to grasp small objects, good manual dexterity, ability to see colors, ability to assemble objects and parts, and be able to move freely to observe and evaluate projects.

Cognitive Requirements

Students must be able to able to follow written and oral instructions; interpret electrical schematics and mechanical drawings; have excellent communication and troubleshooting skills; be able to interpret test results to determine circuit faults; and must be a team player and work well with others.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the Florida legislature; tuition is waived for eligible high school dual-enrolled students. Current tuition and fee information is available from Student Services and is due prior to the first

day of each payment period. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. This amounts to 30 hours of classroom instruction per week.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in** and **out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All students are expected to be in attendance at least 90% of their scheduled hours during each payment period. Students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be withdrawn.

Absences and Tardies

A student who is absent for 6 consecutive class sessions, without prior approval and without contacting the instructor, will be withdrawn from enrollment in his/her program.

Students who are late for class, including returning late from lunch, must notify their instructor and clock in upon arrival. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance.

Adult students who know they will be out of school for an extended period of time may apply for a Leave of Absence. Students who exercise a Leave of Absence may have to extend their time in their program and pay additional fees.

Leaving Campus During School Hours

Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources. Students may leave campus for lunch provided they return in the time allotted.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Teaching methods include lectures, demonstrations, hands-on training activities, online video training and presentations, virtual simulations, outside speakers from job-related businesses and industries, field trips, projects, and co-op assignments with local businesses and manufacturing facilities.

Safety

Follow established electrical safety procedures and standards. Horseplay or unsafe conduct is unacceptable.

Evaluation

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, work habits, achievement of entry-level competencies, and other methods are used for evaluation.

Work-Based Activities

Work-based learning activities play an integral part of the curriculum of FMTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply 'real world' experience using the knowledge and skills attained in the program. Second, the activity provides the instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop activities to provide customer service opportunities under the direct supervision of the program instructor.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision of a qualified employer representative and under the direction of the program instructor.

Cooperative Education (Co-Op)
Cooperative training is coordinated by the instructor and career specialist. Co-Op is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. To be eligible for a Co-Op experience, students must have completed at least 75% of the required program hours. Requirements may differ for those receiving VA Benefits. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs' approved program.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program instructor.

Additional information regarding cooperative training opportunities may be obtained from the program instructor or career specialist. The lack of a valid driver's license may be a barrier to obtaining a Co-Op placement.

GRADING POLICIES

Grading Categories:

Assessments	35%
Career Application	35%
Employability Skills	30%

Grading Scale: Students must maintain a minimum of a 75% grade average to progress in the program (80% in health science programs). A record of the student's progress is kept by the instructor and available to the student in the FOCUS Student Portal. High school grades for dual enrolled students are reported to the assigned high school.

90 – 100	A
80 – 89	B
75 – 79	C
< 75	Failing

Each program has an employability skills rubric based on employee expectations in the industry.

Program Progress
Students are required to complete the program of training within the hours allotted by the state of Florida for completion. The student's rate of progress will be closely monitored by the instructor to ensure program completion in a timely manner.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid department will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR CERTIFICATE

Students meeting the following requirements are awarded a full program certificate:

1) Mastery of 85% of program competencies as determined by the instructor
2) A final grade of 75% or better (80% Health Sciences) in each course

3) Proof of state-mandated basic skills levels
4) Attendance of a minimum of 90% of scheduled hours each payment period (95% of scheduled hours for some Health Science programs). Under unique circumstances, instructors in our competency-based programs have the discretion to graduate students who fall short of 90% as long as #1-3 above are met.

DRESS CODE

Required Uniform: FMTC Blue uniform polo shirt (ordered at orientation), **s**lacks or jeans (no sweatpants), appropriate length skirts, closed toe shoes (no crocs), and visible FMTC student ID badge.

PROGRAM STRUCTURE

Below is a summary of the Electronic Technology program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/manufacturing.stml

OCP A Electronics Assembler

Students completing OCP A will be able to obtain employment as assemblers/disassemblers for firms in the electronics industry.

OCP B Electronics Tester

Students working as electronic testers would be able to follow established test procedures ensuring that both incoming purchased parts and manufactured parts meet engineering specifications. They would be able to maintain quality control performance charts and write detailed reports for managements review.

OCP C Electronics Equipment Repair

A completer of Electronics Equipment Repair would be able to perform the tasks of an Electronics Assembler or an Electronics Tester plus be able to troubleshoot and repair electronic equipment. They would also be able to meet with customers and vendors to discuss repairs or necessary circuit revisions.

OCP D Electronics Technician

A completer of Electronics Technician would be able to design, build, troubleshoot and repair complex electronic circuits. They would have excellent organizational skills, be able to train team members and possess leadership capabilities.

TEXTBOOKS

Required textbooks for the Electronic Technology program are ordered by the instructor.