



**Orange County Public Schools  
Mid Florida Tech  
Syllabus  
2007-2008**

**MFT 101**

**MISSION:**

The MFT 101 course provides quality training in the personal and academic skills that assist students to be successful in their chosen training program and career. This program strives to inspire and motivate students to become productive and self-sufficient.

**DESCRIPTION:**

This program teaches the basic skills to become a successful student and employee. The content includes classes that assist in building self-esteem and confidence. Emphasis is placed on effective communication skills, team building skills, acceptable work habits and attitudes, customer service and employability skills.

**UNIQUE REQUIREMENTS:** All new adult technical students enrolled in a program of 450 hours or more must attend this course before entering their technical training program. This is an eighteen hour course, three-six hour days (Monday-Wednesday).

**TRAINING INCLUDES:**

“Seven Habits of Highly Effective People”	Study Skills
Behavioral Styles	Goal Setting
Learning Styles	Customer Service Skills
Listening Skills	OSHA & Florida Right To Know Law
Problem Solving Skills	Resume Writing
Job Search Skills	Interview Skills

*“Before I came to the Success Class I didn’t know the levels of preparation to achieve success. The Success Class for me was a guide to a career builder. It gave me confidence and direction to plan a goal and become successful”.* Isaias O, Electronic Technology Student

*"The Success Class is a real "head start" at MFT. The learning techniques, the motivational talks and the all-round orientation presented equipped me to navigate learning successfully. The character development aspect was most important in giving me the right attitude and appreciation for learning...."* Norma R, Travel Student

*"Success Class students are better prepared to continue their studies at MFT. They have more "inside" knowledge of the MFT campus and feel part of our community. They acquire an added incentive to become the best in their field."* R.J, instructor

*“Success is a journey, not a destination”*