

Postsecondary Adult Vocational Programs

Hillsborough Community College will award a Postsecondary Adult Vocational (PSAV) certificate for completion of a specified course of study designed to prepare individuals for employment. PSAV programs are designed for those students interested in a specific job in business or industry.

PSAV Certificate credit requirements vary in the number of hours required for completion. Courses in these programs are not considered as college credit. For additional information about a particular certificate, speak with a counselor or advisor on campus.

Vocational Credits = Clock Hours divided by 30

PSAV • Autobody Collision Repair and Refinishing

VOC.ARR.TECH (1400 Clock Hours)

Students in the Automotive Collision Repair and Refinishing program learn automotive painting, body repair, frame straightening, trim and custom painting, tinting, welding, and glass and sheet metal installation.

Program Requirements

			Clock hr.	Voc. cr.
ARR	0020	Auto Collision Estimating	100 hr.....	3.33 cr.
ARR	0110	Welding and Cutting.....	100 hr.....	3.33 cr.
ARR	0121	Refinishing	300 hr.....	10 cr.
ARR	0240	Plastic Repair	100 hr.....	3.33 cr.
ARR	0290	Structural Repair	150 hr.....	5.0 cr.
ARR	0310	Non-structural Repair	150 hr.....	5.0 cr.
ARR	0374	Mechanical and Electrical Repair	100 hr.....	3.33 cr.
ARR	0940	Auto Collision Internship	400 hr.....	13.33 cr.

PSAV • Automotive Service Technology

VOC.AST (1800 Clock Hours)

This program is designed for high school graduates who are interested in automotive technology as a career option or who desire postsecondary vocational training as a means of expanding or enhancing their career opportunities.

Program Requirements

			Clock hr.	Voc cr.
AER	0010C	Introduction to Automotive Technology.....	150 hr.....	5.0 cr.
AER	0199C	Engine Repair	150 hr.....	5.0 cr.
AER	0299C	Automatic Transmissions and Transaxles.....	150 hr.....	5.0 cr.
AER	0399C	Manual Transmissions and Drivelines	150 hr.....	5.0 cr.
AER	0499C	Suspension and Steering Systems.....	150 hr.....	5.0 cr.
AER	0599C	Brake Systems.....	150 hr.....	5.0 cr.
AER	0691C	Electrical/Electronic Systems I	150 hr.....	5.0 cr.
AER	0692C	Electrical/Electronic Systems II.....	150 hr.....	5.0 cr.
AER	0797C	Air Conditioning and Heating Systems	150 hr.....	5.0 cr.
AER	0891C	Engine Performance I.....	150 hr.....	5.0 cr.
AER	0892C	Engine Performance II.....	150 hr.....	5.0 cr.
AER	0949C	Automotive Technology Co-op Work Experience.....	150 hr.....	5.0 cr.

PSAV • Bail Bonding

VOC.BB (120 Clock Hours)

This program prepares student for licensing and employment as a bail bond agent in the State of Florida. For more information, student can refer to the Criminal Justice Technology website at www.hccfl.edu/yborcampus/cjt for specific details.

Program Requirements

			Clock hr.	Voc. cr.
CJD	0800	Bail Bond	120 hr.....	4.0 cr.

PSAV • Correctional Officer**VOC.COFR (552 Clock Hours)**

This program prepares students for employment as a correctional officer in a criminal justice facility. Please call the Criminal Justice Training Institute Program Manager at 253-7954 to obtain an application handbook..

Program Requirements

			Clock hr.	Voc. cr.
CJK	0031	CMS First Aid for Criminal Justice Officers	40 hr.....	1.33 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.....	2.66 cr.
CJK	0051	CMS Criminal Justice Defense Tactics	80 hr.....	2.66 cr.
CJK	0101	Interpersonal Skills II.....	50 hr.....	1.66 cr.
CJK	0102	Correctional Operations.....	64 hr.....	2.13 cr.
CJK	0270	Criminal Justice Legal I.....	46 hr.....	1.53 cr.
CJK	0271	Criminal Justice Legal II.....	22 hr.....	0.73 cr.
CJK	0280	Criminal Justice Officer Physical Fitness Training	40 hr.....	1.33 cr.
CJK	0283	Interpersonal Skills I.....	62 hr.....	2.06 cr.
CJK	0480	Emergency Preparedness.....	26 hr.....	0.86 cr.
CJK	0772	Criminal Justice Communications	42 hr.....	1.4 cr.

PSAV • Dental Assisting**VOC.DEA (1235 Clock Hours)**

Dental Assisting offers the student a career that requires both interpersonal and technical skills; he or she will have the most comprehensive duties in the dental office. The dental assistant will expose and process X-rays, fabricate temporary crowns, take impressions for study models, place sealants, polish teeth, place fluoride treatments, place and remove rubber dams, place and remove temporary restorations, place oral surgical dressings, chart oral conditions, instruct the patient on oral home care, complete office management tasks, and keep the office in compliance with OSHA and blood borne pathogens mandates.

Career opportunities: a student who completes the program can be employed in the local private dental office in one of the following areas: general practice, orthodontics, periodontics, pediatric dentistry, oral surgery, endodontics, or in a dental clinic in the correctional facilities, military bases, and public health unit.

NOTE: The Dental Assisting program has specific criteria that must be met prior to admission and is twelve months in length if attended full-time. For further information call Constance Reed at (813) 253-7279 or email at creed17@hccfl.edu.

Program Requirements

			Clock hr.	Voc. cr.
DEA	0130	Allied Dental Theory	45 hr.....	1.5 cr.
DEA	0134	Dental Office Emergencies.....	30 hr.....	1.0 cr.
DEA	0800	Clinical Practice I.....	80 hr.....	2.6 cr.
DEA	0800L	Clinical Practice I Lab.....	150 hr.....	5.0 cr.
DEA	0801L	Dental Practicum.....	254 hr.....	8.46 cr.
DEA	0931	Dental Assisting in Orthodontics	15 hr.....	.5 cr.
DEA	0931L	Dental Assisting in Orthodontics Lab.....	30 hr.....	1.0 cr.
DES	0020	Head, Neck, and Dental Anatomy	45 hr.....	1.5 cr.
DES	0020L	Head, Neck, and Dental Anatomy Lab.....	30 hr.....	1.0 cr.
DES	0051	Dental Pharmacology/Pain Control	30 hr.....	1.0 cr.
DES	0051L	Dental Pharmacology/Pain Control Lab.....	15 hr.....	.5 cr.
DES	0100	Dental Materials	45 hr.....	1.5 cr.
DES	0100L	Dental Materials Lab	45 hr.....	1.5 cr.
DES	0200	Dental Radiology	45 hr.....	1.5 cr.
DES	0200L	Dental Radiology Lab.....	45 hr.....	1.5 cr.
DES	0300	Dental Psychology	15 hr.....	.5 cr.
DES	0400	Dental Anatomy and Physiology	45 hr.....	1.5 cr.
DES	0500	Computer Applications in Modern Dentistry	30 hr.....	1.0 cr.
DES	0502	Dental Office Management.....	30 hr.....	1.0 cr.
DES	0800	Intro to Clinical Procedures.....	60 hr.....	2.0 cr.
DES	0800L	Intro to Clinical Procedures Lab.....	30 hr.....	1.0 cr.
DES	0830	Expanded Functions for Dental Auxiliaries.....	15 hr.....	.5 cr.
DES	0830L	Expanded Functions for Dental Auxiliaries Lab.....	45 hr.....	1.5 cr.
DES	0840	Preventive Dentistry.....	30 hr.....	1.0 cr.
DES	0936	Dental Seminar	15 hr.....	.5 cr.
HSC	0003	Fundamentals of Allied Health Occupations	16 hr.....	.53 cr.

PSAV • Early Childhood Education

VOC.CHILD (610 Clock Hours)

This program provides students with the knowledge and skills needed to be employed as a child care worker, a childcare teacher aide, a preschool teacher or a childcare development specialist. Graduates are eligible to receive a Florida Child Care Professional Credential (FCCPC).

Program Requirements

			Clock hr.	Voc. cr.
HEV	0108	Child Abuse and Neglect.....	4 hr.	0.13 cr.
HEV	0111	Child Growth and Development I.....	6 hr.	0.2 cr.
HEV	0114	Rules and Regulations.....	6 hr.	0.2 cr.
HEV	0130	Child Growth and Development II.....	10 hr.	0.33 cr.
HEV	0132	Developmentally Appropriate Activities.....	15 hr.	0.5 cr.
HEV	0137	Learning Environments I.....	15 hr.	0.5 cr.
HEV	0141	Understanding and Guiding Children’s Behavior.....	10 hr.	0.33 cr.
HEV	0142	Learning Environments II.....	10 hr.	0.33 cr.
HEV	0152	The Early Childhood Profession.....	10 hr.	0.33 cr.
HEV	0163	Leadership.....	10 hr.	0.33 cr.
HEV	0164	Food and Nutrition.....	8 hr.	0.26 cr.
HEV	0172	Behavioral Observation & Screening in Childcare.....	6 hr.	0.2 cr.
HEV	0181	Observing and Recording Behaviors.....	10 hr.	0.33 cr.
HEV	0183	Child Care Practicum I.....	100 hr.	3.3 cr.
HEV	0184	Child Care Practicum II.....	250 hr.	8.3 cr.
HEV	0185	Child Care Practicum III.....	130 hr.	4.33 cr.

Select 10 clock hours from the following:

HEV	0175	Developmentally Appropriate Practices: Infant/Toddler.....	10 hr.	0.33 hr.
HEV	0151	Developmentally Appropriate Practices: Young Child.....	10 hr.	0.33 hr.
HEV	0126	Developmentally Appropriate Practices: Special Needs.....	10 hr.	0.33 hr.
HEV	0195	Developmentally Appropriate Practices: School Age.....	10 hr.	0.33 hr.

PSAV • Fire Fighting

VOC.FF (450 Clock Hours)

Graduates are eligible to take the state certification examination administered by the Florida Bureau of Fire Standards and Training to become a certified fire fighter in Florida. Please call the Fire Fighter Program Manager at 253-7628 for more information.

Program Requirements

			Clock hr.	Voc. cr.
FFP	0015	Firefighting I.....	130 hr.	4.33 cr.
FFP	0025	Firefighting II.....	126 hr.	4.2 cr.
FFP	0026	Firefighting III.....	126 hr.	4.2 cr.
FFP	0141	Emergency Services First Responder.....	53 hr.	1.76 cr.
SLS	0341	Employability Skills.....	15 hr.	0.5 cr.

PSAV • Geriatric Care Assistant**VOC.GEY (450 clock hours)**

This program provides new students and existing elder care workers with the opportunity to explore a career in gerontology or to refine or broaden their skills. By completing the program, students will be prepared for employment in community centers, social service agencies, home health care, nursing homes, and assisted living facilities.

Program Requirements

			Clock hr.	Voc. cr.
GEY	0302	Cultural Competency/Communication	100 hr.....	3.33 cr.
GEY	0320	Community Resources	10 hr.....	.33 cr.
GEY	0606	Physical Changes and Aging.....	100 hr.....	3.33 cr.
GEY	0611	Depression: Recognition and Treatment	20 hr.....	.66 cr.
GEY	0624	Grief and Loss in Later Years	20 hr.....	.66 cr.
GEY	0647	Ethical and Legal Issues in Aging	50 hr.....	1.66 cr.
HEV	0008	Health, Wellness and Nutrition.....	100 hr.....	3.33 cr.
SLS	0504	Critical Thinking and Problem Solving	50 hr.....	1.66 cr.

PSAV • Industrial Maintenance**VOC.IND.MAINT (1350 Clock Hours)**

This program covers electrical basics including programmable logic controllers (PLCs), industrial wiring, electronic technology, equipment maintenance, and motors and controls. Students are trained to hold positions in factories, hospitals, hotels, etc., where multi-skilled maintenance personnel are needed. Courses in air conditioning, carpentry, electricity, machine tool, metal fabrication, and welding are included.

Program Requirements

			Clock hr.	Voc. Cr.
ETI	0470	Machinery Maintenance 1.....	150 hr.....	5 cr.
ETI	0471	Machinery Maintenance 2.....	150 hr.....	5 cr.
ETI	0472	Machinery Maintenance 3.....	150 hr.....	5 cr.
ETI	0473	Machinery Maintenance 4.....	150 hr.....	5 cr.
ETI	0474	Machinery Maintenance 5.....	150 hr.....	5 cr.
ETI	0475	Machinery Maintenance 6.....	150 hr.....	5 cr.
ETI	0476	Machinery Maintenance 7.....	150 hr.....	5 cr.
ETI	0477	Machinery Maintenance 8.....	150 hr.....	5 cr.
ETI	0478	Machinery Maintenance 9.....	150 hr.....	5 cr.

PSAV • Law Enforcement**VOC.LAWE.GENR (770 Clock Hours)**

This program prepares students for employment as a law enforcement officer. Please call the Criminal Justice Training Institute Public Service Program Manager at 253-7927 to obtain an application handbook. The program does have specified admission criteria that students must meet to be considered for admission to an academy.

Program Requirements

			Clock hr.	Voc. cr.
CJK	0007	Introduction to Law Enforcement	11 hr.....	0.36 cr.
CJK	0008	Legal.....	69 hr.....	2.3 cr.
CJK	0011	Human Issues	40 hr.....	1.33 cr.
CJK	0017	Communications	76 hr.....	2.53 cr.
CJK	0020	CMS Law Enforcement Vehicle Operations	48 hr.....	1.6 cr.
CJK	0031	CMS First Aid for Criminal Justice Officers.....	40 hr.....	1.33 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.....	2.66 cr.
CJK	0051	CMS Criminal Justice Defensive Tactics	80 hr.....	2.66 cr.
CJK	0061	Patrol I.....	58 hr.....	1.93 cr.
CJK	0062	Patrol II	40 hr.....	1.33 cr.
CJK	0071	Criminal Investigations.....	56 hr.....	1.86 cr.
CJK	0076	Crime Scene Investigations.....	24 hr.....	0.8 cr.
CJK	0082	Traffic Stops	24 hr.....	0.8 cr.
CJK	0083	DUI Traffic Stops	24 hr.....	0.8 cr.
CJK	0086	Traffic Crash Investigation	32 hr.....	1.06 cr.
CJK	0096	Criminal Justice Officer Physical Fitness.....	60 hr.....	2.0 cr.
CJK	0422	Dart-Firing Stun Gun.....	8 hr.....	0.26 cr.

PSAV • Law Enforcement Auxiliary

VOC.LAW.E.AUX (319 Clock Hours)

Graduates are able to serve as a part-time volunteer law enforcement officer. Call the Criminal Justice Training Institute Public Service Program Manager at 253-7697 to obtain an application handbook. The program does have specified admission criteria that must be met for an individual to be considered for admission to an academy.

Program Requirements

			Clock hr.	Voc. cr.
CJK	0020	CMS Law Enforcement Vehicle Operations	48 hr.	1.6 cr.
CJK	0031	CMS First Aid for Criminal Justice Officers	40 hr.	1.33 cr.
CJK	0040	CMS Criminal Justice Firearms.....	80 hr.	2.66 cr.
CJK	0051	CMS Criminal Justice Defensive Tactics	80 hr.	2.66 cr.
CJK	0240	Law Enforcement Auxiliary Introduction.....	27 hr.	0.90 cr.
CJK	0241	Law Enforcement Auxiliary Patrol and Traffic	19 hr.	0.63 cr.
CJK	0242	Law Enforcement Auxiliary Investigations	17 hr.	0.56 cr.
CJK	0422	Dart-Firing Stun Gun.....	8 hr.	0.26 cr.
CJK	0551	CMS Defensive Tactics.....	80 hr.	2.66 cr.

PSAV • Private Investigation

VOC.PI (40 Clock Hours)

This program prepares students for a career as a police or fire dispatcher. The need for certified dispatchers has never been greater.

Program Requirements

			Clock hr.	Voc. cr.
SCY	051	Private Investigation A.....	24 hr.	0.8 cr.
SCY	052	Private Investigation B.....	16 hr.	0.53 cr.

PSAV • Public Safety Telecommunications

VOC.PST (232 Clock Hours)

This program prepares students for a career as a police or fire dispatcher. The need for certified dispatchers has never been greater.

Program Requirements

			Clock hr.	Voc. cr.
CJK	0520C	Public Safety Telecommunications I	208 hr.	6.93 cr.
CJK	0551C	Public Safety Telecommunications II.....	24 hr.	0.8 cr.