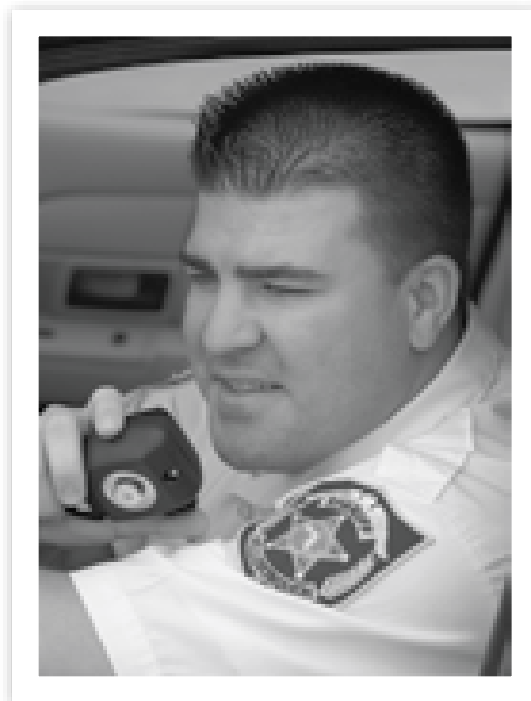


POSTSECONDARY ADULT VOCATIONAL PROGRAMS



Postsecondary Adult Vocational Programs

Certificate Program Designation:

PSAV • Postsecondary Adult Vocational Program

DEGREE.CODE (Clock Hours)

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 • Advanced Water Treatment

VOC.AWT (675 Clock Hours)

Graduates from this program will find careers in the water field, working in such diverse areas as the semiconductor industry, the food processing industry, aerospace industry, electrical power industry, city/county water departments, water reuse or recycling plants, desalination plants, engineering and environmental consulting firms, and state planning offices.

Program Requirements

			Clock hr.	Voc. cr.
EVS	0150	Certification Review	45 hr.	1.5 cr.
EVS	0160	Advanced Membrane Monitoring	45 hr.	1.5 cr.
EVS	0161	Conventional and Pretreatment Technologies	45 hr.	1.5 cr.
EVS	0162	High Purity Water Technologies	45 hr.	1.5 cr.
EVS	0163	Introduction to Water Treatment Systems	45 hr.	1.5 cr.
EVS	0164	Ion Exchange Technologies	45 hr.	1.5 cr.
EVS	0165	Membrane Technologies	45 hr.	1.5 cr.
EVS	0166	Membrane Technologies II: Nanofilters and Reverse Osmosis	45 hr.	1.5 cr.
EVS	0167	Membrane Unit Monitoring and Troubleshooting	45 hr.	1.5 cr.
EVS	0170	Pretreatment Troubleshooting	45 hr.	1.5 cr.
EVS	0171	Water Analysis and Monitoring	45 hr.	1.5 cr.
EVS	0172	Water Treatment Biology	45 hr.	1.5 cr.
EVS	0173	Water Treatment Chemistry	45 hr.	1.5 cr.
EVS	0174	Water Treatment Controllers	45 hr.	1.5 cr.
EVS	0175	Water Treatment Plant Equipment	45 hr.	1.5 cr.

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	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 0299C Automatic Transmissions and Transaxles	150 hr.	5 cr.
AER 0010C Introduction to Automotive Technology	150 hr.	5 cr.
AER 0199C Engine Repair	150 hr.	5 cr.
AER 0399C Manual Transmissions and Drivelines	150 hr.	5 cr.
AER 0498C Suspension and Steering Systems	150 hr.	5 cr.
AER 0599C Brake Systems	150 hr.	5 cr.
AER 0691C Electrical/Electronic Systems I	150 hr.	5 cr.
AER 0692C Electrical/Electronic Systems II	150 hr.	5 cr.
AER 0797C Air Conditioning and Heating Systems	150 hr.	5 cr.
AER 0891C Engine Performance I	150 hr.	5 cr.
AER 0892C Engine Performance II	150 hr.	5 cr.
AER 0949C Automotive Technology		
Co-op Work Experience	150 hr.	5 cr.

PSAV • Bail Bonding

VOC.BB (120 Clock Hours)

Students who graduate from this program will be eligible to become a bail bond agent for the State of Florida.

Program Requirements

	Clock hr.	Voc. cr.
CJD 0800 Bail Bond	120 hr.	4 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.
CJD 0770 Criminal Justice Legal I	46 hr.	1.53 cr.
CJD 0750 Interpersonal Skills II	50 hr.	1.66 cr.
CJD 0752 Correctional Operations	64 hr.	2.13 cr.
CJD 0773 Interpersonal Skills I	62 hr.	2.06 cr.
CJK 0031 CMS First Aid	40 hr.	1.33 cr.
CJK 0040 CMS Firearms	80 hr.	2.66 cr.
CJK 0050 CMS Defensive Tactics	80 hr.	2.66 cr.
CJK 0280 Physical Fitness	40 hr.	1.33 cr.
CJK 0771 Criminal Justice Legal II	22 hr.	0.73 cr.
CJK 0772 Criminal Justice Communications	42 hr.	1.4 cr.
CJK 0741 Emergency Preparedness	26 hr.	0.86 cr.

**PSAV • Dental Assisting
VOC.DEA (1230 Clock Hours)**

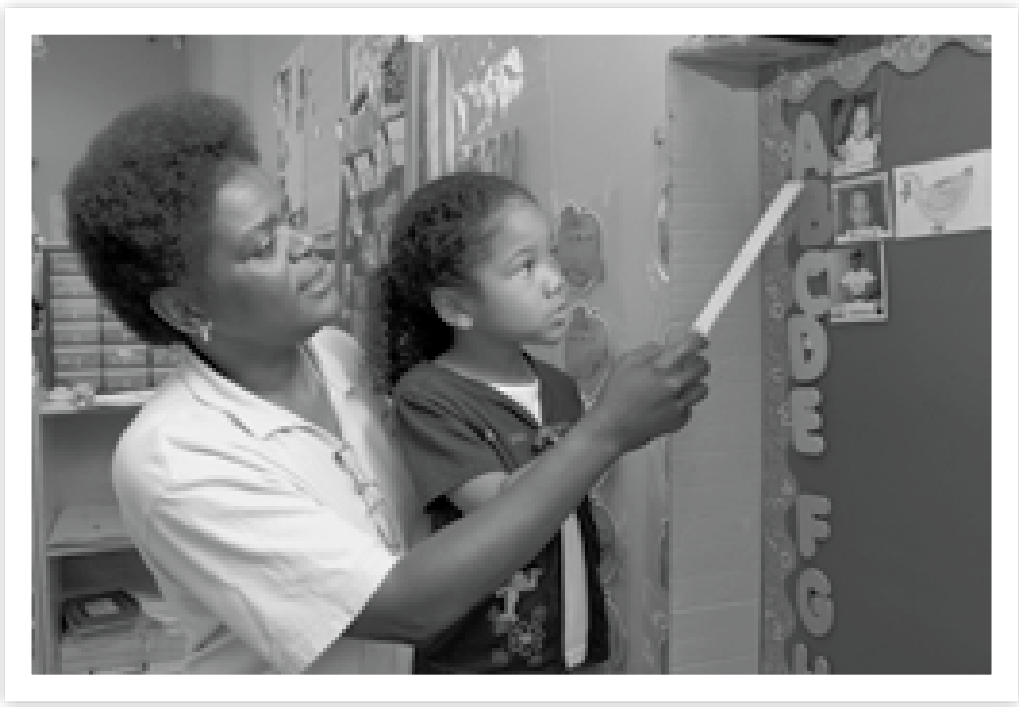
Dental Assisting offers the student a career that requires both interpersonal and technical skills; he or she will have the most comprehensive duties in the dental office. The dental assistant will expose and process X-rays, fabricate temporary crowns, take impressions for study models, place sealants, 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. The Dental Assisting program is 12 months 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 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.
DEA 0134	Dental Office Emergencies	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.	0.18 cr.
HEV 0114	Rules and Regulations	6 hr.	0.18 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.	0.24 cr.
HEV 0172	Behavioral Observation & Screening in Childcare	6 hr.	0.18 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	0060	Firefighting I	130 hr.	4.33 cr.
FFP	0062	Firefighting III	126 hr.	4.2 cr.
FFP	0067	Firefighting II	126 hr.	4.2 cr.
FFP	0077	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	0300	Communication with Older Adults	100 hr.	3.33 cr.
GEY	0304	Community Resources	10 hr.	.33 cr.
GEY	0505	Critical Thinking and Problem Solving	50 hr.	1.66 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	0653	Ethical and Legal Issues in Aging	50 hr.	1.66 cr.
HEV	0108	Health, Wellness and Nutrition	100 hr.	3.33 cr.



PSAV • Industrial Maintenance

VOC. (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	0210	Machinery Maintenance 1	150 hr.	5 cr.
ETI	0220	Machinery Maintenance 2	150 hr.	5 cr.
ETI	0230	Machinery Maintenance 3	150 hr.	5 cr.
ETI	0240	Machinery Maintenance 4	150 hr.	5 cr.
ETI	0250	Machinery Maintenance 5	150 hr.	5 cr.
ETI	0260	Machinery Maintenance 6	150 hr.	5 cr.
ETI	0170	Machinery Maintenance 7	150 hr.	5 cr.
ETI	0180	Machinery Maintenance 8	150 hr.	5 cr.
ETI	0190	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	0011	Human Issues	40 hr.	1.33 cr.
CJK	0017	Communications	76 hr.	2.53 cr.
CJK	0020	CMS Vehicle Operations	48 hr.	1.6 cr.
CJK	0031	CMS First Aid	40 hr.	1.33 cr.
CJK	0040	CMS Firearms	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.	0.80 cr.
CJK	0076	Crime Scene Investigations	24 hr.	0.80 cr.
CJK	0008	Legal	69 hr.	2.30 cr.
CJK	0081	Traffic Stops	48 hr.	1.60 cr.
CJK	0086	Traffic Crash Investigation	32 hr.	1.06 cr.
CJK	0096	Physical Fitness	60 hr.	2.00 cr.
CJK	0422	Dart-Firing Stun Gun Use	8 hr.	0.26 cr.
CJK	0551	CMS Defensive Tactics	80 hr.	2.66 cr.

PSAV • Law Enforcement Auxiliary
VOC.LAWE.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 Vehicle Operations	48 hr.	1.6 cr.
CJK	0031	CMS First Aid	40 hr.	1.33 cr.
CJK	0040	CMS Firearms	80 hr.	2.66 cr.
CJK	0240	Auxiliary Introduction	27 hr.	0.90 cr.
CJK	0241	Auxiliary Patrol and Traffic	19 hr.	0.63 cr.
CJK	0242	Auxiliary Investigations	17 hr.	0.56 cr.
CJK	0551	CMS Defensive Tactics	80 hr.	2.66 cr.
CJK	0422	Dart-Firing Stun Gun	8 hr.	0.26 cr.

PSAV • Private Security Officer
VOC.PSG (68 Clock Hours)

Individuals must pass this course before you can apply for a license as a security officer in Florida.

Program Requirements

			Clock hr.	Voc. cr.
CJT	0800	Security Guard Unarmed ("D") License	40 hr.	1.33 cr.
CJD	0990	Private Guard Armed ("G") License	28 hr.	.93 cr.

PSAV • Public Safety Telecommunications
VOC.PST (232 Clock Hours)

This course 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.
CJD	0520C	Public Safety Telecommunications I	208 hr.	6.93 cr.
CJD	0525C	Public Safety Telecommunications II	24 hr.	.8 cr.

