

# 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 0010C	Introduction to Automotive Technology	150 hr.	5 cr.
AER 0110C	Engine Repair	150 hr.	5 cr.
AER 0250C	Automatic Transmissions and Transaxles	150 hr.	5 cr.
AER 0271C	Manual Transmissions and Drivelines	150 hr.	5 cr.
AER 0310C	Electrical/Electronic Systems I	150 hr.	5 cr.
AER 0312C	Electrical/Electronic Systems II	150 hr.	5 cr.
AER 0410C	Brake Systems	150 hr.	5 cr.
AER 0450C	Suspension and Steering Systems	150 hr.	5 cr.
AER 0501C	Engine Performance	150 hr.	5 cr.
AER 0502C	Engine Performance II	150 hr.	5 cr.
AER 0610C	Air Conditioning and Heating Systems	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 (532 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 0254	Medical First Responder	48 hr.	1.6 cr.
CJD 0704	Criminal Justice Defensive Tactics	106 hr.	3.53 cr.
CJD 0705	Criminal Justice Weapons	64 hr.	2.13 cr.
CJD 0741	Emergency Preparedness	26 hr.	0.87 cr.
CJD 0750	Interpersonal Skills II	50 hr.	1.66 cr.
CJD 0752	Correctional Operations	64 hr.	2.13 cr.
CJD 0770	Criminal Justice Legal I	46 hr.	1.53 cr.
CJD 0771	Criminal Justice Legal II	22 hr.	0.73 cr.
CJD 0772	Criminal Justice Communications	42 hr.	1.4 cr.
CJD 0773	Correctional Interpersonal Skills I	62 hr.	2.06 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 bloodborne 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.

**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 0021	Head, Neck, and Dental Anatomy	45 hr.	1.5 cr.
DES 0021L	Head, Neck, and Dental Anatomy Lab	30 hr.	1.0 cr.
DES 0053	Dental Pharmacology/Pain Control	30 hr.	1.0 cr.
DES 0053L	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 0600	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 (600 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 be certified as a Child Care Development Specialist (CDA).

**Program Requirements**

		Clock hr.	Voc. cr.
HEV 0108	Child Abuse and Neglect	4 hr.	0.13 cr.
HEV 0111	Child Growth and Development I	10 hr.	0.33 cr.
HEV 0114	Rules and Regulations	2 hr.	0.06 hr.
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	4 hr.	0.13 cr.
HEV 0172	Behavioral Observation & Screening in Childcare	10 hr.	0.33 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.

**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	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 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.
xxxx	Ethical and Legal Issues in Aging	50 hr.	1.66 cr.
xxxx	Health, Wellness and Nutrition	100 hr.	3.33 cr.

xxxx = course number pending state approval.

## **PSAV • Law Enforcement**

### **VOC.LAWE.GENR (760 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.
CJD 0254	First Responder	48 hr.	1.6 cr.
CJD 0704	Criminal Justice Defensive Tactics	106 hr.	3.53 cr.
CJD 0705	Criminal Justice Weapons	64 hr.	2.13 cr.
CJD 0723	Vehicle Operation	32 hr.	1.06 cr.
CJD 0730	Law Enforcement Legal III	32 hr.	1.06 cr.
CJD 0731	Law Enforcement Patrol	64 hr.	2.13 cr.
CJD 0732	Law Enforcement Traffic	46 hr.	1.53 cr.
CJD 0734	Law Enforcement Investigations	64 hr.	2.13 cr.
CJD 0760	Criminal Justice Legal I	46 hr.	1.53 cr.
CJD 0761	Criminal Justice Legal II	48 hr.	1.6 cr.
CJD 0762	Communications	56 hr.	1.86 cr.
CJD 0763	Interpersonal Skills I	66 hr.	2.2 cr.

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## **PSAV • Law Enforcement Auxiliary**

### **VOC.LAWE.AUX (264 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.
CJD 0001	L/E Auxiliary Skills	54 hr.	1.8 cr.
CJK 0021C	CMS Vehicle Operations	48 hr.	1.6 cr.
CJK 0031C	CMS First Aid	48 hr.	1.6 cr.
CJK 0040C	CMS Firearms	80 hr.	2.67 cr.
CJK 0050C	Defensive Tactics	92 hr.	3.07 cr.

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## **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.

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## **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.