

Postsecondary Adult Vocational Course Descriptions

AER-0010C **Introduction to Automotive Technology**

5.00 Vocational Credits
150 Clock Hours

A general introduction to the procedures related to automotive shop safety, tool and equipment orientation, hazardous waste handling and disposal, the use of service information, mathematical computations commonly used in the automotive industry, preventative maintenance services, employability and communication skills.

AER-0110C **Engine Repair**

5.00 Vocational Credits
150 Clock Hours

An in-depth study of engine operations, engine components, construction and materials, engine problem diagnosis to include engine removal and replacement, engine disassembly, inspection and reassembly to manufacturer's specifications.

AER-0250C **Automatic Transmissions & Transaxles**

5.00 Vocational Credits
150 Clock Hours

Student technicians will learn the theory of operation, inspection, testing, diagnosis, in-vehicle services, and overhaul of automatic transmissions and transaxles. Component analysis includes: planetary gears, multiple disc clutches, bands, hydraulic systems and controls, torque converters, electrical, and electronic controls.

AER-0271C **Manual Transmissions and Drivelines**

5.00 Vocational Credits
150 Clock Hours

A theoretical and practical application course of study that includes the diagnosis, service and repair of four and five speed manual transmissions and transaxles, mechanical and hydraulic clutch systems, front and rear wheel drive axles, all wheel drive systems (AWD) and 4X4 transfer cases and drive systems.

AER-0310C **Electrical/Electronic Systems I**

5.00 Vocational Credits
150 Clock Hours

This course provides an in-depth study of automotive electrical systems including interpreting wiring diagrams and using testing and diagnostic equipment. Specific component analysis includes batteries, starting systems, charging systems, lighting systems, gauges, and power accessories (windows, door locks, windshield wipers, etc.).

AER-0312C **Electrical/Electronic Systems II**

5.00 Vocational Credits
150 Clock Hours

This course facilitates an advanced study of automotive electrical systems including interpreting wiring diagrams and using testing and diagnostic equipment. Specific activities include the testing, diagnosis, and service of cruise control systems, supplemental restraint systems, anti-theft systems, and body electronic controls.

AER-0410C **Brake Systems**

5.00 Vocational Credits
150 Clock Hours

Students will learn the theory of operation, testing, diagnosis, and service of brake systems. Specific component analysis will include drum and disc brakes, hydraulic controls, power assist units, parking brakes, braking electrical circuits, and antilock braking systems.

AER-0450C **Suspension & Steering Systems**

5.00 Vocational Credits
150 Clock Hours

Students will learn the design, components, theory of operation, inspection, diagnosis, and service of suspension and steering systems. Component analysis will include front and rear suspensions, steering linkages, steering gears, steering columns, wheels, tires, and alignment angle measurement and adjustment.

AER-0501C **Engine Performance I**

5.00 Vocational Credits
150 Clock Hours

Provides an in-depth study of the fuel, ignition, and emission control systems of an automobile. Major topics include engine operation, solid state ignition, electronic fuel injection and the use of comprehensive engine systems tests to isolate and repair common engine performance and emission system malfunctions.

AER-0502C **Engine Performance II**

5.00 Vocational Credits
150 Clock Hours

An advanced course that focuses on electronic engine control, component identification, and diagnostic methods servicing engines. Students will learn to use modern diagnostic tools including scan tools, exhaust gas analyzers, digital storage oscilloscopes and chassis dynamometers.

AER-0610C **Air Conditioning and Heating Systems**

5.00 Vocational Credits
150 Clock Hours

Provides the student with an in-depth examination of air conditioning and heating system operation including title IV of the Clean Air Act. Students will receive hands-on instruction in industry accepted practices for recovery and recycling of refrigerants, service, repair, testing, and diagnosis of automotive air conditioning systems using state-of-the-art tools and equipment.

AER-0949C **Automotive Tech Co-Op Work Experience**

5.00 Vocational Credits
150 Clock Hours

Designed to provide the student with on-the-job experience in all phases of the automotive service and repair industry.

ARR-0020 **Estimating**

3.33 Vocational Credits
100.00 Clock Hours

Covers topics related to analyzing damage, creating a damage report using manual and computerized methodologies.

**ARR-0110
Welding and Cutting**

3.33 Vocational Credits
100.00 Clock Hours

Covers topics related to MIG (GMAW) welding, cutting and heating processes and advanced welding methods.

**ARR-0121
Refinishing**

10.00 Vocational Credits
300.00 Clock Hours

Covers topics related to safety and environmental practices, understanding automotive finishes, preparing the equipment, paint area and refinish materials, tinting, applying the finish, blending, solving paint application problems, finish defects, causes, cures and detailing.

**ARR-0240
Plastic Repair**

3.33 Vocational Credits
100.00 Clock Hours

Covers topics related to identification and repair decisions, adhesive repairs, welding repairs, repair of padded dashes, SMC repairs and refinishing of plastics.

**ARR-0290
Structural Repair**

5.00 Vocational Credits
150 Clock Hours

This course covers topics related to damage analysis, straightening structural parts, full or partial panel replacement, stationary glass replacement and restoring corrosion protection.

**ARR-0310
Non-Structural Repair**

5.00 Vocational Credits
150 Clock Hours

Covers topics related to preparation, panel replacement and alignment, trim and hardware, metal straightening, body fillers, door skin and intrusion beam replacement, quarter panel replacement and moveable glass and hardware.

**ARR-0374
Mechanical and Electrical Repair**

3.33 Vocational Credits
100.00 Clock Hours

This course covers topics related to steering and suspension, electrical and electronic systems, brake systems, air conditioning, cooling systems, drive trains, fuel, intake and exhaust systems and restraint systems.

**ARR-0940
Auto Collision Internship**

13.33 Vocational Credits
400.00 Clock Hours

Designed to provide students with the occupational experience of an auto collision repair technician on a daily and ongoing basis.

**CJD-0001
Law Enforcement Auxiliary Skills**

1.96 Vocational Credits
59.00 Clock Hours

Prepares the auxiliary/reserve trainee for the duties and responsibilities of an auxiliary law enforcement officer. This preparatory training will include basic academic areas that are indigenous to the police function. The trainee will obtain the skills needed to be certified as an auxiliary officer.

**CJD-0013
Corrections/Administrative Process**

0.97 Vocational Credits
29.00 Clock Hours

Provides an introduction to the basic corrections program and training concepts of the Criminal Justice Standards and Training Commission.

**CJD-0236
Police Service Aide**

6.86 Vocational Credits
206.00 Clock Hours

Course will introduce the students to the job tasks of parking enforcement and traffic crash management. These tasks, with other functions are performed by civilian service aides employed within police agencies.

**CJD-0520C
Public Safety Telecommunications I**

6.93 Vocational Credits
208.00 Clock Hours

This course will prepare students for the challenging role of a 9-1-1 dispatcher. Students will learn the history of emergency communications and become familiar with the rewards and demands of this profession. Topics include: first responder, CPR, stress management, crises intervention, radio operations, keyboarding, Haz Mat and emergency call receiving.

**CJD-0525C
Public Safety Telecommunications II-EMD**

0.80 Vocational Credits
24.00 Clock Hours

This course is a continuation of CJD-0520C, which prepares students for the challenging role of a 9-1-1 dispatcher. This course will further enhance the students' EMD (Emergency Medical Dispatcher) skills. Topics include: roles & responsibilities, medical & legal aspects, dispatch life support, pre-arrival instructions, emergency medical complaints and quality assurance.

**CJD-0632
Field Supervision**

**CJD-0696
Human Diversity**

24.00 Clock Hours

Designed to enhance the participants awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others.

**CJD-0710
Criminal Justice Legal I Combination**

Vocational Credits 1.80
Clock Hours 54.00

**CJD-0711
Criminal Justice Legal II Combination**

Vocational Credits 1.73
Clock Hours 52.00

**CJD-0712
Criminal Justice Communication Comb**

Vocational Credits 2.06
Clock Hours 62.00

**CJD-0713
Interpersonal Skills Combination**

Vocational Credits 2.20
Clock Hours 66.00

CJD-0715**Physical Conditioning**

Vocational Credits 2.06

Clock Hours 62.00

A physical conditioning curriculum, as developed by the Hillsborough County Sheriff's Office, to properly assess fitness levels of corrections and law enforcement recruits, and to provide an exercise program to enhance their performance.

CJD-0741**Emergency Preparedness**

Vocational Credits 0.86

Clock Hours 26.00

The skills needed for riot and disturbance control and firefighting are studied and practiced. Lectures include methods of riot prevention, handling, and unusual occurrences. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD-0750**Interpersonal Skills II**

Vocational Credits 1.66

Clock Hours 50.00

Provides skills needed by officers to understand the incarcerated society, with emphasis upon supervision methods. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD-0752**Correctional Operations**

Vocational Credits 2.13

Clock Hours 64.00

An overview of state rules and regulations, addressing issues involved with inmate rights, correctional officers rights and responsibilities, along with environmental issues.

CJD-0770**Criminal Justice Legal I**

Vocational Credits 1.53

Clock Hours 46.00

Provides an introductory overview of the criminal justice system, and the history and philosophies of corrections.

CJD-0771**Criminal Justice Legal II**

Vocational Credits 0.73

Clock Hours 22.00

Provides insight into the history and evolution of laws, legal terms, constitutional laws, and civil and criminal liabilities.

CJD-0772**Criminal Justice Communications**

Vocational Credits 1.40

Clock Hours 42.00

The report writing process, from interview, taking statements, note taking, through the final report and reporting procedures are presented. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD-0773**Correctional Interpersonal Skills I**

Vocational Credits 2.06

Clock Hours 62.00

Provides insight to the intervention techniques for various situations, with emphasis on the needs of diverse groups - juveniles, elderly, ethnic, and cultural. Offered for correctional academy students.

CJD-0780**Cross-Over Corrections**

Vocational Credits 0.43

Clock Hours 13.00

The cross-over course will review topics including, but not limited to the following: civil and criminal liability, correctional officer rights and responsibilities, privileged communications, Baker Act, arrest laws, assault/battery, and assault with a deadly weapon.

CJD-0790**Correctional Probation Legal**

2.00 Vocational Credits

Clock Hours 60.00

CJD-0791**Correctional Probation Operations**

Vocational Credits 0.53

Clock Hours 16.00

CJD-0792**Correctional Probation Interpersonal**

Vocational Credits 2.26

Clock Hours 68.00

CJD-0793**Correctional Probation Communications**

Vocational Credits 2.33

Clock Hours 70.00

In this course the student will learn FCIC/NCIC systems, management information systems, report- writing procedures, note taking, taking statement procedures, and interviewing techniques.

CJD-0794**Correctional Probation Supervision**

Vocational Credits 1.80

Clock Hours 54.00

In this course the student will learn supervision techniques, social service agency referral procedures, recognizing deception and manipulation, case management, community supervision programs, fiscal procedures, transferring supervision, victim/witness assistance procedures, domestic violence intervention, suicide intervention, recognition of commonly abused drugs, and child abuse.

CJD-0795**Correctional Probation Firearms**

Vocational Credits 0.53

Clock Hours 16.00

In this course the student will learn firearms safety procedures, common types of ammunition used in handguns and shotguns, basic principles of shooting a handgun and shotgun, chemical agent terminology, types of chemical agents, exposure symptoms, first aid and decontamination procedures, dissemination methods, and procedures for donning a gas mask.

CJD-0800**Bail Bonds**

Vocational Credits 4.00

Clock Hours 120.00

In this course the student will learn how to apprehend and detain defendants, surrender defendants to the proper authorities, execute and sign bonds, handle collateral receipts, and deliver bonds to the proper authorities.

CJD-0939**Testing Review**

Vocational Credits 0.47

Clock Hours 14.00

CJD-0990
Security Guard Basic "G" License

Vocational Credits 0.93
Clock Hours 28.00

This 28-hour course is required by Chapter 493, F.S. The purpose of this course is to prepare students for employment as a Class "G" licensed armed Private Security Officer. Students enrolled in this program will learn the following: the provisions of Chapter 493, F.S., as they relate to armed security officers; The provisions of Chapter 775, F.S., as they relate to the classification of crimes; The provisions of Chapter 776, F.S., as they relate to the use of force; The provisions of Chapter 790, F.S., as they relate to owning and carrying a firearm; the civil and criminal liability relating to the use of deadly force; Firearms safety measures; Firearms mechanical skills. Students enrolled in this program must pass written examinations and qualify with a firearm on the firing range as specified in Chapter 493, F.S.

CJK-0006
Introduction to Law Enforcement - Module 1, Units 1-6

Vocational Credits 2.23
Clock Hours 67.00

This module includes units of instruction in the following topics: The Florida Criminal Justice System, Constitutional Law and Florida Statutes, Criminal Justice Values and Ethics, Communication and Interpersonal Skills, and Human Interaction.

CJK-0010
Introduction to Law Enforcement - Module 1, Units 7-12

Vocational Credits 1.66
Clock Hours 50.00

This module includes units of instruction in the following topics: Mental Retardation, Mental Illness, Substance Abuse, Physical Disabilities, Criminal Street Gangs and Extremist Groups and Responding to the Elderly.

CJK-0015
Introduction to Law Enforcement - Module 1, Units 13-22

Vocational Credits 2.56
Clock Hours 77.00

This module includes instruction in the following topics: note taking, report writing, interviewing, taking statements, use of telecommunications, officer safety and survival, crisis intervention, community oriented policing, Secure approach to problem solving and hazardous materials awareness.

CJK-0020C
Vehicle Operations, Module 2

Vocational Credits 1.60
Clock Hours 48.00

This module includes instruction in the following topics: physiological and psychological factors which impact vehicle operation and control; legal considerations involved in the operation of emergency vehicles; civil and criminal liability; routine maintenance and inspection of police vehicles; vehicle dynamics; types of skids and their causes; and basic driving skills.

CJK-0031C
CMS First Aid

Vocational Credits 1.33
Clock Hours 40.00

This module includes instruction in the following topics: Responding to medical emergencies; Musculoskeletal and soft tissue injuries; Medical related issues.

CJK-0040C
Firearms, Module 4

Vocational Credits 2.66
Clock Hours 80.00

This module includes instruction in the following topics: firearm familiarization; types of ammunition, fundamentals of marksmanship; drawing and holstering a weapon; loading and unloading a weapon; use of cover; weapon malfunctions; live fire exercises; weapon cleaning; qualification; and survival shooting.

CJK-0050C
Defensive Tactics, Module 5

Vocational Credits 2.66
Clock Hours 80.00

This module includes instruction in the following topics: Response to resistance; Officer presence; Communication; Falling techniques; Restraint devices; Physical frisk/Physical searches; Transporters; Take downs; Pressure points; Counter moves; Escape techniques; Ground control; Prisoner transport; Impact weapons; Defense against edge weapons; Handgun retention and disarming; Chemical agents.

CJK-0060
Patrol, Module 6

Vocational Credits 1.90
Clock Hours 57.00

This module includes units of instruction in the following topics: types of patrol methods; the characteristics and uses of different patrol methods; identifying patrol hazards; developing and improving observation techniques; patrol area familiarization techniques; crime in-progress response techniques; laws of arrest; legal line-up/show-up; stop and frisk; search and seizure; and Baker Act.

CJK-0070
Investigations, Module 7

Vocational Credits 1.76
Clock Hours 53.00

This module includes units of instruction in the following topics: methods of skills for conducting an initial investigation; procedures for crime scene management; identifying elements of a crime; evidence collection and handling procedures; diagramming and photographing a crime scene; collecting latent fingerprints; interviewing victims, witnesses and suspects; using informants; obtaining search and arrest warrants; and preparing investigative reports.

CJK-0075
Investigating Offenses, Module 8

Vocational Credits 1.46
Clock Hours 44.00

This module includes units of instruction in the following topics: the causes and effects of domestic violence; procedures for referral; assisting victims and witnesses; theories behind spouse abuse; intervention techniques; suicide intervention; signs of adult, elder and child abuse; investigating a death with an unknown cause; definitions of rigor mortis, lividity, and decomposition; the role of the medical examiner; and SIDS.

CJK-0080
Traffic Stops, Module 9

Vocational Credits 2.06
Clock Hours 62.00

This module includes units of instruction in the following topics: methods for stopping a vehicle for a violation or other lawful reason; types of criminal violations and their elements; abandoned vehicles; procedures for making a felony traffic stop; and legal aspects regarding traffic stops.

CJK-0085**Traffic Crash Investigation, Module 10**

Vocational Credits 1.06

Clock Hours 32.00

This module includes units of instruction in the following topics: traffic crash investigation; common violations resulting in crashes; information gathering skills; DUI enforcement techniques; identifying and handling evidence; photographing evidence; crash scene management; determining causes of accident; and completion of crash reports and traffic forms.

CJK-0090**Tactical Applications, Modules 11-14**

Vocational Credits 1.80

Clock Hours 54.00

This module includes units of instruction in the following topics: How courts relate to law enforcement; Rules of court procedure; Responsibilities of an officer in court proceedings; The first response to an emergency situation; Recognition techniques for identifying bombs, explosives and weapons of mass destruction; and Riot control procedures for parades, concerts, festivals and other public events.

CJK-0095**Special Topics, Module 15**

Vocational Credits 0.66

Clock Hours 20.00

This module includes units of instruction in the following topics: Responding to medical related emergencies; and Using defensive tactics.

CJK-0421**Dart Firing Stun Gun Use**

Vocational Credits 0.20

Clock Hours 2.20

Stun guns have been around since the 1960s. Technology has moved over the years from the basic hand-held stun gun to a weapon that now propels darts up to 35 feet and use electricity to incapacitate a non-compliant subject. The use of dart-firing stun guns and their effects on the people who are stunned by them has recently been a frequent topic of discussion in the media, among law enforcement officers and administrators, and within the scientific and medical professions. This course will introduce you to the basics of both the stun gun and the dart-firing stun gun and give you some fundamental knowledge on this emerging tool in criminal justice.

CJK-0990**CP Firearms**

Vocational Credits 0.53

Clock Hours 16.00

This module includes instruction in the following topics: firearms safety procedures, types of ammunition use, service weapons use on the range, shotgun use on the range and chemical agent use.

CJT-0800**Security Guard Basic "D" License**

Vocational Credits 1.33

Clock Hours 40.00

In this course the student will learn applicable Florida statutes, legal issues, civil liabilities, emergency first aid, emergency procedures, ethics and professional conduct, patrol techniques, fire prevention and suppression, observation techniques/report writing, crime and accident prevention, crime and accident scene protection.

DEA-0130**Allied Dental Theory**

Vocational Credits 1.50

Clock Hours 45.00

Provides the student with fundamental knowledge of embryology and oral histology, microbiology, oral pathology, pharmacology, and nutrition. Students will research various topics related to each unit and provide a short, written report.

DEA-0800**Clinical Practice I**

Vocational Credits 2.66

Clock Hours 80.00

This course is designed to introduce students to the basic theories and procedures involved in various dental specialties including Restorative/Cosmetic Dentistry, Endodontics, Periodontics, Pediatric Dentistry, Oral Surgery, Orthodontics, and Fixed and Removable Prosthodontics. The course will also give the students additional time to practice chair side skills.

DEA-0800L**Clinical Practice I Laboratory**

5.00 Vocational Credits

150 Clock Hours

Designed to give the student closely supervised instruction and clinical experience involving patients and a dentist performing all functions required of a general dentistry chair-side assistant. The student will have additional responsibilities in the area of radiography, sterilization, patient management, expanded functions, and preventive oral hygiene care.

DEA-0801L**Dental Practicum**

Vocational Credits 8.46

Clock Hours 254.00

Continuous practice in all the skill areas of the dental assisting curriculum. Included will be a supervised internship program utilizing the private dental offices and clinical settings. The student will apply all skills and competencies developed and increase her/his capabilities and proficiencies.

DEA-0931**Dental Assisting in Orthodontics**

Vocational Credits 0.50

Clock Hours 15.00

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination. This course is required for completion of the Dental Assisting Program.

DEA-0931L**Dental Assisting in Orthodontics Lab**

1.00 Vocational Credit

Clock Hours 30.00

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination. This course is required for completion of the Dental Assisting Program.

DES-0021
Head, Neck and Dental Anatomy

Vocational Credits 1.50
Clock Hours 45.00

A study of the anatomy of the head and neck with emphasis on the maxilla and mandible. In addition, the anatomy of the deciduous and permanent dentitions and supporting structures is covered.

DES-0021L
Head, Neck and Dental Anatomy Laboratory

1.00 Vocational Credit
Clock Hours 30.00

This laboratory course provides the student an opportunity to use anatomical models and teeth to apply didactic information in a laboratory setting and begin to apply knowledge of anatomy to clinical dental practice.

DES-0053
Dental Pharmacology/Pain Control

1.00 Vocational Credit
Clock Hours 30.00

A study of agents used in dentistry for local anesthesia and pain control. Nitrous Oxide sedation and its use will be covered.

DES-0053L
Dental Pharmacology and Pain Control Lab

Vocational Credits 0.50
Clock Hours 15.00

This course is a study of agents used in dentistry for local anesthesia and pain control. Nitrous oxide sedation and its use will be covered.

DES-0100
Dental Materials

Vocational Credits 1.50
Clock Hours 45.00

Provides the student with the theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

DES-0100L
Dental Materials Laboratory

Vocational Credits 1.50
Clock Hours 45.00

Designed to provide basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.

DES-0200
Dental Radiology

Vocational Credits 1.50
Clock Hours 45.00

Provides the student with fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.

DES-0200L
Dental Radiology Laboratory

Vocational Credits 1.50
Clock Hours 45.00

A corequisite to Dental Radiography (DES 0200), this course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs.

DES-0300
Dental Psychology

Vocational Credits 0.50
Clock Hours 15.00

Designed to introduce students to the basic theories of psychology to have a better understanding of behavioral patterns and how those patterns relate to dentistry.

DES-0400
Dental Anatomy and Physiology

Vocational Credits 1.50
Clock Hours 45.00

A study of the development of the human body along with a survey of the structure, growth, and function of the body's organ system.

DES-0500
Computer Applications in Modern Dentistry

1.00 Vocational Credit
Clock Hours 30.00

Introduces the student to basic computer and word processing concepts including file management, system back-up, equipment maintenance, diskette format and care, and DOS commands. In addition, the student may make use of the following software capabilities: test creation and editing, macros, mailing labels, enhancement, spreadsheets, and database.

DES-0502
Dental Office Management

1.00 Vocational Credit
Clock Hours 30.00

This course enables the student to gain knowledge and proficiency in all procedures necessary for office management. The course includes telephone techniques, ordering supplies, recall system, appointment control, bookkeeping, billing, and insurance procedures.

DES-0600
Dental Office Emergencies

1.00 Vocational Credit
Clock Hours 30.00

Provides the student with theory and practice in basic emergency procedures to manage emergencies that may occur in the dental setting.

DES-0800
Introduction to Clinical Procedures I

2.00 Vocational Credits
Clock Hours 60.00

This core course introduces the dental assisting and dental hygiene student to the basic concepts of clinical practice. Topics include the history of dentistry, dental health team members, professional organizations, medical/dental history, operation and maintenance of dental equipment, operator/patient, four-handed techniques, oral evacuation, dental charting, cleaning of removable appliances, coronal polishing, and fluoride application techniques.

DES-0800L
Introduction to Clinical Procedures I Laboratory

1.00 Vocational Credit
Clock Hours 30.00

This core course is designed for the practical application of professionalism and clinical procedures. Development of introductory skills is practiced in the clinical setting. Demonstration of required procedures is evaluated using preset standards.

DES-0830**Expanded Functions for Dental Auxiliaries**

Vocational Credits 0.50

Clock Hours 15.00

Designed to provide basic knowledge and clinical practice necessary for the dental assistant or hygienist to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES-0830L**Expanded Functions for Dental Auxiliaries Lab**

Vocational Credits 1.50

Clock Hours 45.00

This course is designed to provide basic knowledge and clinical practice necessary for the dental assistant to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

DES-0840**Preventive Dentistry**

1.00 Vocational Credit

Clock Hours 30.00

Students are introduced to the philosophy and principles of preventive dentistry. Emphasis is on the dental auxiliary's role in patient education and care. Topics include: development of plaque and calculus, development of carious lesions, plaque control techniques for the patient, fluorides, tooth stains, plaque indices, patient education and motivation, caries activity testing, and smoking cessation.

DES-0936**Dental Seminar**

Vocational Credits 0.50

Clock Hours 15.00

This course is designed to provide students with a review for the Dental Assisting National Board Exam and to provide the student with an understanding of ethics, jurisprudence, and risk management as related to dentistry.

EVS-0081**Water Treatment Math**

Vocational Credits 1.50

Clock Hours 45.00

This self-paced course provides the math needed to excel in the advanced water treatment field. Topics include the addition, subtraction, multiplication and division of whole numbers, fractions, decimal fractions and number expressed in scientific notation, as well as how to solve equations and how to round off numbers obtained from measurements.

EVS-0150**Certification Review**

Vocational Credits 1.50

Clock Hours 45.00

This course will review requirements and subject matter required for persons wishing to sit for the state certification exam for the Drinking Water Operators C License classification. Drinking water laws will be reviewed as well as all of the reviews necessary to prepare the student for obtaining a job in the industrial or municipal sectors. Many case studies, process flows and problem-solving workshop are provided. This course will not necessarily substitute for the state required C License Operators course.

EVS-0160**Advanced Membrane Monitoring**

Vocational Credits 1.50

Clock Hours 45.00

This course will cover the operation, monitoring and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds, as well as how to prevent the common scaling, fouling and chemical attack problems which membrane units may experience. This advanced course builds on information previously presented.

EVS-0161**Conventional & Pretreatment Technologies**

Vocational Credits 1.50

Clock Hours 45.00

This course introduces the technologies required to produce safe drinking water as well as the pretreated water required for advanced technological uses. Technologies covered include clarification, media filtration, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scale inhibitors, sulfite compounds, ultraviolet irradiation and softening.

EVS-0162**High Purity Water Technologies**

Vocational Credits 1.50

Clock Hours 45.00

This course will cover the principles and operation of post ion-exchange equipment including ultraviolet irradiation units, distillation units, final filters and storage and distribution, as well as the minimization of dead legs and periodic disinfection of high purity water piping.

EVS-0163**Introduction to Water Treatment Systems**

Vocational Credits 1.50

Clock Hours 45.00

This course is the first in a sequence of courses that leads to an AAS degree in Advanced Water Treatment. This course serves to introduce the student to a career in advanced water treatment and prepares students to work safely in an advanced water treatment laboratory and water plant. It will review: industries needing advanced water treatment; typical job duties of water treatment professionals; and safety techniques.

EVS-0164**Ion Exchange Technology**

Vocational Credits 1.50

Clock Hours 45.00

This course will cover the characteristics of feedwater contaminants and the fundamental principles of water purification using ion exchange technology. Strong acid cation, strong base anion, weak acid cation and weak base anion resins are covered as are single-bed units, mixed-bed exchange units, full-train units and electrodeionization.

EVS-0165**Membrane Technologies**

Vocational Credits 1.50

Clock Hours 45.00

The content of this course will cover the theory, process and equipment common to membrane water treatment technologies. This course will cover the microfiltration, ultrafiltration, electrodialysis and electrodeionization membrane technologies. Some system design considerations and integration into water treatment systems are provided.

EVS-0166
Membrane Technologies II: Nanofilters & Reverse Osmosis

Vocational Credits 1.50
Clock Hours 45.00

The content of this course will cover the theory, process and equipment common to membrane water treatment technologies. This course will cover the nanofiltration and reverse osmosis membrane water treatment technologies. Some system design considerations and integration into water treatment systems are provided.

EVS-0167
Membrane Unit Monitoring & Troubleshooting

Vocational Credits 1.50
Clock Hours 45.00

This course covers the initial monitoring and troubleshooting skills required to effectively operate and maintain a membrane water treatment system and to identify when scaling, fouling, chemical attack or other problems are occurring. Monitoring and troubleshooting of microfiltration, ultrafiltration, nanofiltration, reverse osmosis and electrodeionization units are covered.

EVS-0170
Pretreatment Troubleshooting

Vocational Credits 1.50
Clock Hours 45.00

This course will cover the operation, monitoring and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds, as well as how to prevent the common scaling, fouling and chemical attack problems which membrane units may experience. This advanced pretreatment course builds on information previously learned.

EVS-0171
Water Analysis & Monitoring

Vocational Credits 1.50
Clock Hours 45.00

This course covers the standard laboratory procedures and on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms.

EVS-0172
Water Treatment Biology

Vocational Credits 1.50
Clock Hours 45.00

This self-paced course provides an overview of water treatment biology with the focus being primarily on bacteria; however, referencing other microorganisms and other suspended contaminants. Topics include algae, fungi, viruses, bacteria, bacterial replication, bacterial structure and how to measure the quantity of bacteria.

EVS-0173
Water Treatment Chemistry

Vocational Credits 1.50
Clock Hours 45.00

This self-paced course provides the chemistry needed to understand the principles of advanced water treatment technologies. Topics include atoms, molecules, ions, silica, organics, gases, dissolved substances, suspended substances, polarity and instruments used to measure dissolved and suspended substances.

EVS-0174
Water Treatment Controllers

Vocational Credits 1.50
Clock Hours 45.00

This self-paced course provides a basic understanding of how programmable logic controllers (PLCs) work to control water treatment systems. Almost all newer water treatment systems are PLC controlled. Topics include basic electronics, electronic circuits, ladder logic and troubleshooting electronic circuits.

EVS-0175
Water Treatment Plant Equipment

Vocational Credits 1.50
Clock Hours 45.00

This course will cover basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters will be provided.

FFP-0015
Fire Fighting I

Vocational Credits 4.33
Clock Hours 130.00

This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of basic rope, hose, self-contained breathing apparatus and ladders operations. The course follows the curriculum and standards from the Bureau of Fire Standard and Training.

FFP-0025
Fire Fighting II

Vocational Credits 4.20
Clock Hours 126.00

This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of advanced fire control, hazardous materials and extrication operations. This course follows the curriculum and standards from the Bureau of Fire Standard and Training.

FFP-0026
Fire Fighting III

Vocational Credits 4.20
Clock Hours 126.00

This course prepares the candidate to take the state exam for certification as a firefighter. The course consists of advanced rope, hose, ladder, search and rescue, ventilation operations and basic fire control. This course follows the curriculum and standards from the Bureau of Fire Standard and Training.

FFP-0140
Emergency Services First Responder

Vocational Credits 1.76
Clock Hours 53.00

Trains individuals to accept and recognize medical standards in emergency first aid procedures to include medical, environmental, and trauma related emergencies.

GEY-0302
Communicating With Older Adults

3.33 Vocational Credits
Clock Hours 100.00

This course will help students understand the concept of cultural competence and develop strategies for communicating more effectively with older adults.

GEY-0320
Community Resources

Vocational Credits 0.33
Clock Hours 10.00
Provides an in-depth knowledge of the formal and informal community resources that are available for individuals aged 60+.

GEY-0606
Physical Changes and Aging

3.33 Vocational Credits
Clock Hours 100.00
Examines the normal and pathological physical changes occurring from middle age through older age. Emphasis will be on basic age related changes from an applied perspective.

GEY-0611
Depression: Recognition and Treatment

Vocational Credits 0.66
Clock Hours 20.00
Examines depression in later life. Basic techniques and guidelines for working with depressed older adults will be presented.

GEY-0624
Grief and Loss in Later Years

Vocational Credits 0.66
Clock Hours 20.00
Explores loss, grief, mourning, pain and the impact of the dying process. Examines how the hospice method can be utilized in working with the family and the dying person and identifies cultural influences surrounding practices related to death.

GEY-0647
Ethical and Legal Issues in Aging

Vocational Credits 1.66
Clock Hours 50.00
Provides an overview of the major legal and ethical issues in aging and its implications on policies, priorities and services. Emphasis will be placed on day-to-day application.

HEV-0008
Health, Wellness and Nutrition

3.33 Vocational Credits
Clock Hours 100.00

HEV-0108
Child Abuse and Neglect

Vocational Credits 0.13
4.00 Vocational Credits
A continuation of the basic child care training required for all child care employees in the State of Florida.

HEV-0111
Child Growth and Development I

Vocational Credits 0.20
Vocational Credits 6.00??
A continuation of the basic child care training required for all child care employees in the State of Florida.

HEV-0114
Rules and Regulations

Vocational Credits 0.20
Vocational Credits 6.00??
Course provides the basic child care training required for all child care employees in the State of Florida.

HEV-0126
Developmentally Appropriate Practices - Caregiving for Children with Special Needs

Vocational Credits 0.33
Clock Hours 10.00
A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to the appropriateness of providing quality care for children of all abilities.

HEV-0130
Child Growth and Development II

Vocational Credits 0.33
Clock Hours 10.00
A continuation of child growth and development principles primarily focusing on the characteristics of school-age children.

HEV-0132
Developmentally Appropriate Activities

Vocational Credits 0.50
Clock Hours 15.00
Emphasizes the social, cognitive, emotional, physical and creative aspects of the child's developmental process. Incorporates activity ideas designed to enhance these developmental areas.

HEV-0137
Learning Environments I

Vocational Credits 0.50
Clock Hours 15.00
Focuses on the elements of lesson planning for young children, and reviews various classroom designs. Also considers health and safety issues.

HEV-0141
Understanding and Guiding Children's Behavior

Vocational Credits 0.33
Clock Hours 10.00

HEV-0142
Learning Environments II

Vocational Credits 0.33
Clock Hours 10.00
Focuses on various instructional strategies and curricula designs for the early childhood classroom. Reviews goals, objectives and learning outcomes for children involved in early childhood education programs.

HEV-0151
Developmentally Appropriate Practices - Young Children Ages 3 - 5

Vocational Credits 0.33
Clock Hours 10.00
A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to caring for the child ages 3-5 years in a specialized environment promoting individual learning styles and developmental readiness.

HEV-0152
The Early Childhood Profession

Vocational Credits 0.33
Clock Hours 10.00
Presents an overview of early childhood career options and responsibilities as an early childhood professional. Covers ethical behaviors, family relations, and positive communication techniques.

HEV-0163**Leadership**

Vocational Credits 0.33

Clock Hours 10.00

Focuses on professional relationships, organizational skills, positive role modeling, community involvement, and other skills related to effective leadership qualities.

HEV-0164**Food & Nutrition**

Vocational Credits 0.26

Clock Hours 8.00

A continuation of the basic child care training required for all child care employees in the State of Florida.

HEV-0172**Behavioral Observation and Screening in Child Care**

Vocational Credits 0.20

Clock Hours 6.00

This course is a continuation of the basic childcare training required for all childcare employees in the State of Florida. This course introduces the student to the purpose and key benefits of developmental screening in the childcare setting.

HEV-0175**Developmentally Appropriate Practices - Infants and Toddlers**

Vocational Credits 0.33

Clock Hours 10.00

A continuation of the basic child care training required for all child care employees in the State of Florida. This course introduces the participant to caring for infants and toddlers in a specialized environment promoting individual learning styles and developmental readiness.

**HEV-0181****Observing and Recording Behaviors**

Vocational Credits 0.33

Clock Hours 10.00

Emphasizes various techniques and procedures used to observe children's behaviors. Also focuses on objectivity, confidentiality, and interpretations of data.

HEV-0183**Child Care Practicum I**

3.33 Vocational Credits

Clock Hours 100.00

Provides field experience to enable the practical application of concepts and techniques relating to teaching and guiding young children appropriately.

HEV-0184**Child Care Practicum II**

Vocational Credits 8.33

Clock Hours 250.00

A continuation of Child Care Practicum I. Emphasis is on design and implementation of appropriate schedules and activities for young children.

HEV-0185**Child Care Practicum III**

Vocational Credits 4.33

Clock Hours 130.00

A continuation of Child Care Practicum II. A minimum of 480 hours of direct involvement with young children (birth-age 8) in an early childhood education setting must be completed. Also, competence in all CDA areas must be demonstrated upon completion of this course.

HEV-0195**Developmentally Appropriate Practices - School Age Curriculum**

Vocational Credits 0.33

Clock Hours 10.00

A continuation of the basic childcare training required for all child care employees in the State of Florida. This course introduces the student to caring for children in after-school settings.

HSC-0003**Fundamentals of Allied Health Occupations**

Vocational Credits 0.53

Clock Hours 16.00

This course introduces the student to skills and procedures common to allied health occupations, including basic first aid and emergency care, safety, security, proper body mechanics, vital signs, wellness, disease control, blood borne pathogens and AIDS.

SLS-0341**Employability Skills**

Vocational Credits 0.50

Clock Hours 15.00

Provides instruction on obtaining employment such as conducting a job search, identifying sources for job information, making preparations for applying for a job, preparing a resume, preparing a job-application letter, completing a job-application form, and interviewing for a job. Includes instruction on maintaining employment such as proper work habits and attitudes, human relations, appropriate dress and grooming, acceptable health habits and job-change techniques.

SLS-0504**Critical Thinking and Problem Solving**

Vocational Credits 1.66

Clock Hours 50.00

Provides problem-solving techniques and helps students learn how to apply critical thinking skills in their daily activities.