Certificate Programs

“More people should realize that Automotive Technology is no longer a hobby shop, but a top-of-the-line training facility. We are not mechanics, we are technicians.”
2005 Graduating Student Survey

“I believe Chipola is a great college that really cares about students.”
2005 Graduating Student Survey

“I chose the firefighting program here because it was named the best in the State of Florida.”

Bill Costello
Firefighting Major

“A wonderful experience!”

2005 Graduating Student Survey

“The Success Center has allowed me to obtain my high school diploma. I am very happy about it because I usually don’t finish things I start.”

Michael Smart
Success Center

“With my degree in Culinary Arts, I hope to own my own restaurant one day.”

Kathryn Meadows
Culinary Arts Major
Preparation for Employment

To inquire about enrolling in a particular program, contact the instructor listed for that program on the following pages or Gary Cook, Workforce Counselor, 718-2397.

Workforce Development certificate programs are intended for students who want specialized training in a career field before entering the job market. These programs also provide additional training for people already employed. All classes are a combination of lecture and lab.

Workforce Development certificate programs are generally based upon the number of clock hours spent in class. The programs may range from one to two years. A student completing any portion of the program may automatically continue or exit the program. Credits reflect hours rounded to the nearest whole number from the Florida Department of Education.

The courses of study consist chiefly of preparatory training for employment or advanced training in skilled occupations. Classes are scheduled during the day, five days each week for six hours or class periods per day. In a number of programs, students may enroll on a full-time or part-time basis. Selected programs offer evening instruction.

Open Entry/Open Exit

A number of the certificate programs offer open-entry/open-exit meaning that students may enter the program at a designated time and complete the program at their own pace within program guidelines.

Limited Programs

Some programs, such as those offered in Cosmetology, Public Service, Telecommunications and Health Sciences, have limited enrollments. Furthermore, admission to the college does not mean that a student has been admitted to a particular program. Also, classes offered in some programs may not start and end according to the regular college calendar.

Admission Requirements

Admission or entrance requirements for certificate programs depend upon the program of study to be pursued. A student may be admitted to some programs if it can be shown that he or she could profit by enrollment and attendance.

On the other hand, certificate programs in Health Sciences and Public Service have strict entrance requirements as well as limited enrollments.

To enter one of these programs, students must make arrangements in advance by contacting the person in charge of the program, listed on the following pages.

All adult clockhour students (certificate) are required by State Board Rule to take the Test of Adult Basic Education (TABE) within the first six weeks of enrollment or exempt TABE. Arrangements for the test are made through workforce development instructors or the Success Center. Instructors may require remediation to meet Department of Education minimum basic skill requirements and to enhance individualized approaches to skill training.

Program Completion

Technical Education Workforce Development certificate programs are competency-based, self-paced, open-entry/open-exit courses of study. Therefore, when a student completes all required course work/competencies and is recommended by the program instructor, the student will be awarded the appropriate certificate, even though he or she may not have completed the total average number of clockhours listed for the program. Certain licensure programs require a minimum number of hours.

Graduate with Distinction

Students who maintain an A & B average are qualified to be a Graduate with Distinction.

Work/Lab-Based Training

The Work/Lab-Based Training Program is a planned paid work experience in which students are employed in jobs directly related to their Workforce Development field of study. For further information, contact the Workforce Development instructor for the individual program.

Programs for High School Students

Dual Enrollment

Dual enrollment is available to area high school students. See the Enrollment Services section of this catalog for more information concerning Dual Enrollment.
# Applied Welding Technologies

**Course Title**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 0011V</td>
<td>Welding Technology Introduction (Core)</td>
<td>130</td>
</tr>
<tr>
<td>PMT 0101V</td>
<td>Blueprint Reading for Welders (Core)</td>
<td>90</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship (Core)</td>
<td>30</td>
</tr>
<tr>
<td>PMT 0012V</td>
<td>Shielded Metal ARC Welding (SMAW)</td>
<td>250</td>
</tr>
<tr>
<td>PMT 0013V</td>
<td>Gas Metal ARC Welding (GMAW)</td>
<td>125</td>
</tr>
<tr>
<td>PMT 0014V</td>
<td>Flux Cored ARC Welding</td>
<td>100</td>
</tr>
<tr>
<td>PMT 0015V</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>175</td>
</tr>
<tr>
<td>PMT 0016V</td>
<td>Pipe Welding</td>
<td>270</td>
</tr>
<tr>
<td>PMT 0936V</td>
<td>Special Topics in Applied Welding</td>
<td>various</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1170</td>
</tr>
</tbody>
</table>

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**Applied Welding Technologies Course Descriptions**

**PMT 0011V. Shielded Metal Arc Welding (SMAW),** Content includes use of shielded metal ARC equipment, safety, setting up equipment, preparation of materials for welding and type of electrodes. Includes instruction in welding multiple joints in all positions and guided bend test and cutting with air ARC equipment. 250 hours.

**PMT 0013V. Gas Metal ARC Welding (GMAW).** Content includes safety requirements, setting up GMAW equipment and preparation of materials for welding mild steel, aluminum and stainless steel joints in all positions. 125 hours.

**PMT 0015V. Gas Tungsten Arc Welding (GTAW).** Content includes safety requirements, setting up GTAW equipment and preparation of materials for welding. Also, instruction is provided in welding of aluminum, mild steel and stainless steel joints in all positions. 175 hours.

**PMT 0011V. Welding Technology Introduction Core.** This course is designated for the beginning welding student. It will include basic shop safety, proper use of hand and power tools, welding using oxygen and acetylene and electric arc. 130 hours.

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**Applied Welding Technologies Program Code 2275**

Applied Welding Technologies is designed to prepare students for employment or advanced training in the welding industry. The program also provides supplemental training for persons previously or currently employed in these occupations. Hands on training, combined with laboratory and classroom experiences will give the students a full understanding of welding processes and equipment. Planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues are also included in the program of study. It is a competency-based, self-paced program with open-entry. The student is expected to purchase tools costing approximately $200.

This program follows a sequence of instruction and when followed the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) **Welding Assistant,** learns basic shop skills, basic oxyfuel gas cutting principles and practices, basic shielded metal arc welding, intermediate oxyfuel gas cutting, gains a better understanding of basic science, develops math and communications skills, and demonstrates employability skills and a foundation for entrepreneurship.

(B) **Shielded Metal Arc Welder,** completes (A) and drawing and welding symbol interpretation, metals identification, learns intermediate shielded metal arc welding skills, and demonstrates arc cutting principles and practices.

(C) **Gas Metal Arc Welder,** completes (A) and learns basic and intermediate gas metal arc welding skills;

(D) **Flux Cored Arc Welder,** completes (A) and learns flux cored arc welding skills;

(E) **Gas Tungsten Arc Welder,** completes (A) and basic and intermediate gas tungsten arc welding skills;

(F) **Pipe Welder,** completes (A) and learns to fabricate and weld pipe joints and to perform fabrication using welding skills.

For further information, contact Freddie Foran, 718-2303, Building N, Room 113-B.

**PMT 0016V. Pipe Welding.** To develop proficiency in welding pipes in all positions. 270 hours.

**PMT 0101V. Blueprint Reading for Welders Core.** This course teaches symbols and application of these symbols used on blueprints. Design and structural layout in relation to stress and materials will be introduced. 90 hours.

**PMT 0014V. Flux Cored ARC Welding.** This course teaches the application of flux cored welding of carbon steel joints in all positions including equipment operation and weld quality. 100 hours.

**PMT 0933V. Special Topics in Applied Welding Technology.** This is a special course centering around current topics or special interests to meet the needs of the community. Various hours.

**SLS 0341V. Employability Skills and Entrepreneurship Core.** Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours.
Automotive Service Technology  

Automotive Service Technology prepares students for employment, and/or specialized training in the automotive industry. This program prepares students for positions as an automotive lube technician, automotive service assistant, engine repair technician, automatic transmission and transaxle technician, manual drive train and axle technician, automotive suspension and steering technician, automotive brake system technician, automotive electrical/electronic system technician, automotive heating and air conditioning technician, and automobile engine performance technician.

This program also provides supplemental training for persons previously or currently employed in the automotive industry. It is a competency-based, self-paced program with open-entry.

Automotive Service Technology follows a sequence of instruction and when followed the structure will allow students to complete specified portions of the program for employment or to remain for advanced training. Basic Skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) Automotive Lube Technician, learns introductory equipment and math skills; safety regulations; an understanding of basic sciences, maintenance and consumer services; employability skills and a foundation for entrepreneurship.

(B) Automotive Service Assistant, becomes proficient in routine maintenance and consumer services.

(C) Engine Repair Technician, becomes proficient in engine theory and repairs.

(D) Automatic Transmission and Transaxle Technician, becomes proficient in the operation and servicing of automatic transmissions and transaxles.

(E) Manual Drive Train and Axle Technician, becomes proficient in the operation and servicing of manual and drive trains and axles.

(F) Automotive Suspension and Steering Technician, becomes proficient in the operation of steering, suspension and wheel systems.

(G) Automotive Brake System Technician, becomes proficient in the operation and servicing of automotive brake systems.

(H) Automotive Electrical/Electronic System Technician, becomes proficient in diagnosing and troubleshooting electrical/electronic components as related to power train.

(I) Automotive Heating and Air Conditioning Technician, becomes proficient in heating, air conditioning and engine cooling systems.

(J) Automotive Engine Performance Technician, becomes proficient in engine performance service.

For further information, call John Gardner at 718-2306, Building P, Room 496.

Automotive Technology Course of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 006V</td>
<td>Automotive Lube Technician  Core</td>
<td>120</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td>AER 0300V</td>
<td>Automotive Service Assistant Core</td>
<td>150</td>
</tr>
<tr>
<td>AER 0110V</td>
<td>Engine Repair Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0250V</td>
<td>Automatic Transmission and Transaxle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0270V</td>
<td>Manual Drive Train and Axle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0450V</td>
<td>Automotive Suspension and Steering Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0411V</td>
<td>Automotive Brake System Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0310V</td>
<td>Automotive Electrical/Electronic System Technician</td>
<td>300</td>
</tr>
<tr>
<td>AER 0171V</td>
<td>Automotive Heating &amp; Air Conditioning Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0503V</td>
<td>Automotive Engine Performance Technician</td>
<td>300</td>
</tr>
<tr>
<td>AER 0936V</td>
<td>Special Topics in Automotive Service Technology</td>
<td>various</td>
</tr>
</tbody>
</table>

Total 1800
Automotive Service Technology Course Descriptions

AER 0006V. Automotive Lube Technician Core. Content includes applying appropriate math skills; an understanding of basic sciences; safety regulations; routine maintenance and consumer services; appropriate communication skills and employee behavior in the automotive industry. 120 hours.

SLS 034V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship 30 hours.

AER 0300V. Automotive Service Assistant Core. Content includes demonstrating a proficiency in routine maintenance and consumer services in the automobile industry. 150 hours.

AER 0310V. Automotive Electrical/Electronic System Technician. Content provides the skill training in diagnosis and service of batteries; diagnosis and repair of starting systems, charging systems, lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer and accessories. 300 hours.

AER 0450V. Automotive Suspension and Steering Technician. Content provides the skill training in diagnosis, troubleshooting, service and repair of the steering, suspension and wheel systems in the automobile industry. 150 hours.

AER 0411V. Automotive Brake Technician. Content provides the skill training enabling proficiency in the diagnosis, operation, servicing, and repair of automotive brake systems in the automobile industry. 150 hours.

AER 0171V. Heating, Air Conditioning and Engine Cooling Systems. Content provides the skill training enabling proficiency in the heating, air conditioning and engine cooling systems in the automobile industry. 150 hours.

AER 0110V. Engine Repair Technician. Content provides the principles and procedures in engine diagnosis, removal, disassembly, rebuilding, and dynamic check out enabling proficiency in engine theory and repairs in the automobile industry. 150 hours.

AER 0503V. Automotive Engine Performance Technician. Content provides the skill training in introduction to computer command control, electronic engine control, and electronic fuel injection systems in the automobile industry. 300 hours.

AER 0270V. Manual Drive Train and Axles Technician. Content provides the skill training enabling proficiency in the operation and servicing of manual and drive trains and axles. 150 hours.

AER 0250V. Automatic Transmission and Transaxle Technician. Content provides the skill training enabling proficiency in the operation and servicing of automatic transmission/transaxle. 150 hours.

AER 0936V. Special Topics in Automotive Service Technology. This is a special course centering around current topics or special interests to meet the needs of the community. Various hours.
Cosmetology

Cosmetology is designed to prepare students for employment as a licensed hairdresser and cosmetologist, registered nails or facial specialist or to provide supplemental training for persons previously or currently employed in these occupations. Students learn communication skills, leadership skills, human relations skills and employability skills; develops safe and efficient work practices; learns applicable Florida cosmetology law and rules; becomes knowledgeable of the cosmetologist, nails specialist, and facial specialist industry; develops a working knowledge of the chemistry, bacteriology, anatomy and physiology in relation to the field; learns the art of make-up; and develops skills in performing the manipulative and electrical techniques required in the practice of cosmetology, nail specialist and facial specialist occupations. This program prepares the student for successful completion of the State Board Licensing Examination which is required for the practice of cosmetology. It is a competency-based, self-paced program with designated open-entry enrollment times. A special fee is charged for liability insurance. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education). For further information call Penny Bevis, 718-2285, Building M, Room 101.

Cosmetology

Program Code 2235

This program follows a sequence of instruction for licensing as a cosmetologist. The student learns to identify career opportunities; develops a better understanding of employability skills, management skills and entrepreneurship; gains an understanding of basic science as related to grooming and salon services; learns applicable Florida Law and State Board requirements; learns the proper application and performs shampoo, applies hair conditioners and scalp treatments; develops skills in trimming and shampooing hair, hair styles, hair pieces, wigs, and hair attachments; learns the techniques and performs permanent waving, constructing curls, chemical relaxing; learns the application of temporary, semi-permanent and permanent color, bleach and specialty color techniques; learns and performs manicures and pedicures; develops skills in applying artificial nails and nail wraps; and learns the techniques of facial manipulation, make-up, hair removal, and artificial lash application. 1200 hours.

Students will be required to attend workshops, style shows and seminars outside of class.

Cosmetology Course of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS0011V</td>
<td>Fundamentals of Cosmetology</td>
<td>150</td>
</tr>
<tr>
<td>SLS0341V</td>
<td>Employability Skills and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td>COS0510V</td>
<td>Scalp and Hair Care</td>
<td>95</td>
</tr>
<tr>
<td>COS0301V</td>
<td>Hair Cutting and Shaping</td>
<td>125</td>
</tr>
<tr>
<td>COS0400V</td>
<td>Hair Styling</td>
<td>185</td>
</tr>
<tr>
<td>COS0644V</td>
<td>Chemical Hair Restructuring</td>
<td>340</td>
</tr>
<tr>
<td>CSP0010V</td>
<td>Manicure, Pedicure and Nail Extensions I</td>
<td>120</td>
</tr>
<tr>
<td>CSP0300V</td>
<td>Facials and Makeup</td>
<td>155</td>
</tr>
<tr>
<td>COS 0927V</td>
<td>Special Topics in Cosmetology</td>
<td>various</td>
</tr>
</tbody>
</table>

Total 1200
Cosmetology Course Descriptions

COS 0011V. Fundamentals of Cosmetology. Content includes basic chemistry and pH scale, histology of skin, trichology of hair, bacteriology and sanitation techniques. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 150 hours.

CSP 0010V. Manicure, Pedicure, and Nail Extensions I. This course includes nail structure and disorders of the nails, proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure. Also included are preparing manicuring table and practicing safety rules when shaping nails and giving hand and arm massage and techniques in nail wrapping and sculptured nails. Also includes hygiene, visual poise, personality development, professional ethics, salon management and Florida Law. 120 hours.

CSP 0300V. Facials and Makeup. This course includes the effects and purpose of giving a facial and applying makeup. Also covered is massage procedures and manipulative skills, types of corrective facials and makeup and cosmetic chemistry. Safety precautions are taught in conjunction with all aspects of this course. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 155 hours.

COS 0510V. Scalp and Hair Care. Content includes preparation of patron, analyzing scalp and hair conditions, proper brushing techniques, selection of shampoos, rinses and scalp treatments, and application of manipulative skills, including manual and electrical equipment. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 95 hours.

COS 0301V. Hair Cutting and Shaping. This course includes identification and use of hair cutting implements, sectioning the hair and applying various cutting and shaping techniques with the razor, scissors, thinning shears and clippers. It also includes safety precautions employed during the hair cutting procedures. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 125 hours.

COS 0400V. Hair Styling. This course includes the basic principles of hair design, parting techniques, removing tangles, molding, finger waving, pin curling, and roller curling techniques. Demonstrate time management techniques with patrons, from scheduling appointments through the completion of service. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 185 hours.

COS 0644V. Chemical Hair Restructuring. This course includes proper sectioning techniques, selection of rods and chemical solutions used on the hair during straightening, permanent waving and soft curl perming. It also includes deleting natural pigment and adding color to the hair. Safety precautions are taught through the course. Also includes hygiene, visual poise, personality development, professional ethics, and salon management. 340 hours.

COS 0927V. Special Topics in Cosmetology. This is a special course centering on current topics or special interests to meet the needs of the community. Various hours.

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours.
Electronics

Computer Systems Technology Program Code 2254

Computer Systems Technology prepares students for employment, and/or specialized training in a variety of occupations in the computer electronics industry. The focus is on broad, transferable skills and stresses understanding and demonstration of planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. This program is a planned sequence of instruction consisting of five occupational completion points as follows: (1) End User Support Technician, Level I Support Technician, Help Desk Specialist; (2) PC Electronics Installer; (3) PC Technician, Field Technician, Level II Support Technician; (4) Computer Support Specialist, Level I LAN Technician, Field Service Technician; (5) PC/Network Technician. When the recommended sequence is followed, the structure will allow students to complete specified portions of the program for employment or to remain for advance training. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer. The courses content includes, but is not limited to, installation, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunctions. Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).

(A) End User Support Technician - Level I Support Technician - Help Desk Specialist learns software fundamentals; consumer relations; communication skills; and employability skills.

(B) PC Electronics Installer learns and demonstrates proficiency in basic laboratory practices; electronic fundamentals; basic math and science.

(C) PC Technician, Field Technician, Level II Support Technician learns and demonstrates proficiency in computer systems and peripheral equipment.

(D) Computer Support Specialist, Level I LAN Technician, Field Service Technician learns and demonstrates proficiency in network fundamentals and network equipment and physical site requirements and considerations.

(E) PC/Network Technician learns and demonstrates proficiency in advanced computer concepts; advance operating systems and demonstrates an understanding of entrepreneurship.

For further information, call Dean Giles at 718-2392, Building O, Room 102 A.

Computer Systems Technology Course Descriptions

EEV0251V. Basic Laboratory Practices. This course covers electrical, voice and data connections, the application of proper OSHA safety standards, the identification and proper use of hand and power tools. ESD safety procedures and acceptable soldering and desoldering procedures will also be covered. 30 hours.

EEV0531V. Computer Systems. Provides the student in microcomputer maintenance and repair troubleshooting skills associated with computers. Areas covered are computer system teardown, inspection and repair, and system upgrades using replacement motherboards, memory and software. 150 hours.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EEV0533V</td>
<td>Software Fundamentals</td>
<td>420</td>
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<tr>
<td>SLS0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td>EEV0251V</td>
<td>Basic Laboratory Practices</td>
<td>30</td>
</tr>
<tr>
<td>EEV0601V</td>
<td>Electronic Fundamentals</td>
<td>75</td>
</tr>
<tr>
<td>EEV0792V</td>
<td>Basic Math and Science</td>
<td>45</td>
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<tr>
<td>EEV0531V</td>
<td>Computer Systems</td>
<td>150</td>
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<tr>
<td>EEV0536V</td>
<td>Peripherals Equipment</td>
<td>150</td>
</tr>
<tr>
<td>EEV0535V</td>
<td>Network Fundamentals</td>
<td>150</td>
</tr>
<tr>
<td>EEV0539V</td>
<td>Site Requirements</td>
<td>150</td>
</tr>
<tr>
<td>EEV0607V</td>
<td>Advanced Computer Concepts</td>
<td>300</td>
</tr>
<tr>
<td>EEV0544V</td>
<td>Advanced Operating Systems</td>
<td>150</td>
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<tr>
<td>CET0930V</td>
<td>Special Topics in Computer Systems Tech various</td>
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<td><strong>1650</strong></td>
</tr>
</tbody>
</table>
EEV 0533V. Software Fundamentals. An in-depth study of personal computer software and operating systems, as well as installation and troubleshooting. 420 hours.

EEV 0535V. Network Fundamentals. The student will be able to define interface standards, use files systems on a server, identify networking levels and protocols and troubleshoot network systems. 150 hours.

EEV 0536V. Peripherals Equipment. Designed to familiarize students with peripheral equipment associated with computers. Study of hard, floppy, CD-ROM and tape drivers are covered. Also, drive replacement and using configuration software are covered. 150 hours.

EEV 0539V. Site Requirements. The student will demonstrate knowledge of communication test equipment, cable and LAN topology, hubs, switches and routers. 150 hours.

EEV 0544V. Advanced Operating Systems. This course will describe and explain directory services in advance operating systems. Explain secure file systems use in and advance operating systems. Describe secure file, printer, and resource sharing in advanced operating systems. Install, configure advance operating systems. 150 hours.

EEV 0601V. Electronic Fundamentals. A basic course in electronic fundamentals preparing the student to solve problems in the computers electronic units, identify sources of electricity, apply Ohm’s law and analyze and measure AC voltages using test equipment. 75 hours.

EEV607V. Advanced Computer Concepts. This course will allow the student to explain and describe the OSI protocol model and the TCP/IP protocol, use utilities in troubleshooting a TCP/IP network and use TCP/IP application protocols and services, DNS, DHCP, FTP, HTTP, and LDAP. The student will be able to install configure and troubleshoot simple peer to peer networks, and remote control software used in help desk operations. 300 hours.

EEV 0792V. Basic Math and Science. A study of the basic concepts of math and science. Topics covered include solving problems for volume, weight, area and circumference for rectangles, squares, and cylinders. Fractions, decimals and electronic formulas will also be included. Students will be introduced to temperature relationships, tolerance, taxes and wages, and invoices. 45 hours.

SLS 0341.V Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours.

CET 0930V. Special Topics in Computer Systems Technology. This is a special course centering on current topics or special interests to meet the needs of the community. Various hours.
Electronic Technology Course Descriptions

**EEV 0542V. Industrial Computer Applications.** Introduces the student to basic use of application software and developing source code for programming. Students cover basic skills using Word 97 and Excel 97. Basic programming language allows students to develop code, understand the use of functions and use programming techniques for various software models. 50 hours.

**EEV 0793V. Technical Reporting and Lab Practices.** This course introduces the student to schematic drawings, technical reports, maintaining test logs and making equipment failure reports. The student will acquire electronic parts and components. Computer operation systems, high-level language and application also will be introduced. This course is a corequisite for the following: EEV 0811, 0812, 0813, 0814, 0815, 0816. It may be taken for credit up to six times. 75 hours.

**EEV 0794V. Applied Math for DC Circuits.** A study of the basic concepts of math and algebra. Topics covered include decimals, fractions, scientific notation, roots, powers of ten and the application of Ohm’s Law, Kirchhoff’s Law, Thevenin, Norton, Millman and Superposition Theorems in Circuit analysis. 150 hours.

**EEV 0795V. Applied Math for AC Circuits.** A study of the basics concepts of trigonometry, vector analysis and logarithms used in AC circuits. Topics covered include circuit analysis, trigonometry, efficiencies, impedance matching, inductive and capacitive reactance. Pythagorean theorem, resonant circuits, power factors, complex numbers, logarithmic and mathematical tables. Prerequisites: EEV0794V. 120 hours.

**EEV 0811V. Fundamentals of DC Circuits.** A fundamental course in DC circuit analysis designed to prepare the student for fundamentals of AC circuits and subsequent advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing algebraic concepts are supplemented with laboratory projects to provide the student with practical hands-on experience in the use of electronic test equipment and in proper techniques for data measurements/interpretation, problem-solving and trouble shooting. 150 hours.

**EEV 0812V. Fundamentals of AC Circuits.** A fundamental course in AC circuit analysis and transit-response networks designed to prepare the student for advanced courses in the electronic technology program. Classroom lectures in basic electronic theory utilizing trigonometric concepts are supplemented with laboratory projects to provide the students with practical hands-on experience in the use of electronics test equipment and in the proper techniques for data measurement/interpretation, trouble shooting and documentation of test results and conclusions. 150 hours.

**EEV 0813V. Solid State Devices.** The course provides a basic understanding of electronic circuits which utilize semiconductor diode transistor circuit elements. Approximations and semiconductor devices and their electrical properties are presented. Emphasis is placed on circuit analysis and various small-signal, linear and power applications utilizing diodes and transistors. The student will complete appropriate hands-on laboratory projects to expose him to practical considerations in implementing the various semiconductor circuits analyzed in the class. 150 hours.

**EEV 0814V. Analog Circuits.** This course covers complex semiconductor electronic circuits to include application of field-effect transistor circuitry, amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, active filters, industrial control circuits, switching power supplies, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Practical hands-on experience using an array of test equipment via assigned laboratory projects is provided the student to supplement classroom lectures. 150 hours.

**EEV 0815V. Digital Fundamentals.** This course introduces the principles and techniques required for development of analytical skills in digital circuitry. Topics include computer number systems; digital codes and parity error detection methods; Boolean algebra, Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination logic, flip-flop timing and synchronization circuits; and pulse waveform generation. Laboratory projects provide hands-on experience in the use of laboratory test instruments and in techniques for measurement and interpretation of digital data. 225 hours.

**EEV 0816V. Microprocessor Fundamentals.** This course is a study of various digital subsystems (logic assemblies) and their use in digital computing and control systems and the use of analytical tools necessary to perform analysis and problem diagnosis. Topics include counter/shift register systems and applications; digital subsystems using integrated circuit logic chips; encoding/decoding techniques; data interfacing and busing; multiplex demultiplex techniques; analog/digital conversion techniques; static/dynamic memory systems; computer system organization. Laboratory projects and demonstrations provide the student practical insight into the capabilities and limitations of alternative methods of data transfer, storage and interface conversion commonly utilized in digital computing or control system applications. 150 hours.

*These courses are not required for certificate. Students should take these courses if transferring into the AS program in Electronic Technology.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV0821V</td>
<td>Basic Soldering</td>
<td>70</td>
</tr>
<tr>
<td>EEV0811V</td>
<td>Fundamentals of DC Circuits</td>
<td>150</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td>EEV0542V</td>
<td>Industrial Computer Applications</td>
<td>50</td>
</tr>
<tr>
<td>EEV0819V</td>
<td>Advanced DC Circuits</td>
<td>50</td>
</tr>
<tr>
<td>EEV0812V</td>
<td>Fundamentals of AC Circuits</td>
<td>150</td>
</tr>
<tr>
<td>EEV0813V</td>
<td>Solid State Devices</td>
<td>150</td>
</tr>
<tr>
<td>EEV0815V</td>
<td>Digital Fundamentals</td>
<td>225</td>
</tr>
<tr>
<td>EEV0816V</td>
<td>Microprocessor Fundamentals</td>
<td>150</td>
</tr>
<tr>
<td>EEV0814V</td>
<td>Analog Circuits</td>
<td>150</td>
</tr>
<tr>
<td>EEV0793V</td>
<td>Technical Reporting and Lab Practices</td>
<td>75</td>
</tr>
<tr>
<td>EEV0794V</td>
<td>Applied Math for DC Circuits</td>
<td>150</td>
</tr>
<tr>
<td>EEV0930V</td>
<td>Special Topics in Electronics</td>
<td>various</td>
</tr>
</tbody>
</table>

Total 1400 hours
EEV0819V. **Advanced DC Circuits.** Demonstrate the ability to apply and solve principles of Kirchhoff’s laws and network theorems in network analysis. Students learn advance techniques using Kirchhoff’s Voltage and Current Laws. Also, node voltage analysis, method of mesh currents and superposition are covered. Basic skills remediation is required as indicated by the TABE (Test of Adult Basic Education). 50 hours.

EEV 0821V. **Basic Soldering.** This course covers soldering safety standards, use of hand and power tools, soldering techniques, electrical connections, terminals, desoldering techniques, harnessing, cabling, wire wrapping, printed circuit boards and electrostatic discharge safety procedures. 70 hours.

EEV 0822V. **Soldering Rework and Repair.** This course covers electrostatic discharge (ESD), safety procedures, construction of printed circuit boards (PCB’s), soldering TO-5 type packages, flat packs and other multi-lead devices to PC board, and rework and repair techniques. (Instructor approval.) 60 hours.

SLS 0341V. **Employability Skills and Entrepreneurship Core.** Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours.

EEV 0930V. **Special Topics in Electronics Technology.** This is a special course centering around current topics or special interests to meet the needs of the community. Various hours.
Telecommunications  Program Code 2252

This program prepares students for initial employment as a telecommunications installation technician. Students receive line-man, installation training, splicing and activation or cable line (fiber, broad band, co-ax). First Aid, CPR and pole climbing is included. This is a seven-week course leading to a certificate upon completion of required courses and/or competencies. For further information, contact Charlie Burch at 718-2214, Building N, Room 111-B.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EER 0541V</td>
<td>Telecommunications Installation Technician</td>
<td>270</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>300</td>
</tr>
</tbody>
</table>

Only 300 hours of the 600 hours of this program are available.

Telecommunications Course Descriptions

EER 0541V. Telecommunications Installation Technician.
This program prepares students for initial employment as a telecommunications installation technician. Students receive installation training, splicing and activation of broad band and telephone installation. First Aid, CPR and pole climbing is included. This is a seven-week course leading to a certificate upon completion of the required courses and/or competencies. Combination lecture/lab. (270 hours w/SLS 0341V as a co-requisite)

SLS 0341V. Employability Skills and Entrepreneurship Core. Skills required to choose an occupation, learn computer literacy, locate and apply for a job, maintain a good relationship with supervisors and co-workers, and develop good work habits. Provides foundation concepts related to entrepreneurship. 30 hours.
Success Center / Testing Center

Workforce Development Preparation / Success Center / Testing Center

The Success Center is a modern approach to improving basic skills for success in today’s world. The returning student will find this program very helpful in preparing for success at Chipola College. Trained personnel assist students in determining any academic weakness which might prevent them from achieving their goals. Once an area is identified, an individualized prescription of work is developed to correct problem areas.

Students attend the Success Center as their schedule permits and work on assignments individually, receiving assistance as needed. Materials such as films, tapes, computer software, videos, and textbooks are used. Enrollment is open and students may enroll at any time during the year on a space-available basis.

The Success Center offers the TABE (Test of Adult Basic Education). See “Testing Information” in the Enrollment Services section of this catalog for information on TABE testing requirements. Basic skills instruction for Workforce Development students to meet the basic-skills level required for completion of a program is provided concurrently through Vocational Preparatory Instruction. Staff are available daily to provide professional assistance to students who need help with required course work in reading, mathematics, language, employability skills, and complimentary skills needed in the workplace.

For more specific information regarding the TABE or Workforce Development preparatory courses contact Angie Tyler at (850) 718-2457, Building A, or e-mail at tylera@chipola.edu. FAX 718-2357.

Vocational Preparation Course Descriptions

VPI 0100V-0111V. Vocational Preparatory: Reading. These courses are designed for students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered upon completion of the prescription. The second course is designed for students with diplomas and scores above 9.0 on the Test of Adult Basic Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.

VPI 0200V-0211V. Vocational Preparatory: Math. These courses are designed for students who need to improve their basic math skills before entering a vocational program. Following the diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. The second course is designed for students with diplomas and scores above 9.0 on the Test of Adult Basic Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.

VPI 0300V-0311V. Vocational Preparatory: Language. These courses are designed for students who need improvement in basic English skills prior to entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. The second course is designed for students with diplomas and scores above 9.0 on the Test of Adult Basic Education. The courses are graded Satisfactory or Unsatisfactory. Fees are dependent upon the number of hours needed to complete the course.
Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences, conferences, etc. These events are designed to meet the lifelong learning needs of our community. Professional Continuing Education activities are designed to meet and maintain current licensure for many professionals in a myriad of occupations. Some examples are Nurses, Social Workers, Building Contractors, Real Estate Salespeople, Child Care Providers, Electrical Contractors, Certified Public Accountants, Doctors, Dentists, Dental Hygienists, Lifeguards, Teachers, and Life Insurance Agents, Cosmetologists.

Chipola awards Continuing Education Units (CEU’s) and/or certificates of completion when deemed appropriate. CEU’s are calculated on the basis of one CEU for each ten contact hours of instruction.

Chipola’s Continuing Education programs welcome the opportunity to assist local agencies with entry level training. The Office of Continuing Education organizes and administers in-service activities for employees of local businesses and industries.

Through these Workforce Development initiatives the following is available:

**Computer Classes**
- Keyboarding Skills
- Introduction to Computers and Windows
- Word I and II
- Excel I and II
- Access I and II
- Internet
- PowerPoint

**Business Specific –**
- New Employee Orientation
- Technical Writing

**Nurses**
- Social Workers
- Building Contractors
- Real Estate Salespeople
- Child Care Providers
- Electrical Contractors
- Certified Public Accountants
- Doctors
- Dentists
- Dental Hygienists
- Lifeguards
- Teachers
- Life Insurance Agents
- Cosmetologists

**Fiber Optics**
- CPR and First Aid
- Lineman/Pole Climbing
- Employability Skills
- Stress Management
- Case Management
- Customer Service
- Telephone Skills
- Cross Selling
- Motivation
- Lifeguard

Many courses are designed for recreation/leisure type activities. The Office of Continuing Education maintains a list of classes that community members request. Please contact our office if you have a request in an area that is not currently listed or offered. Some of the most popular classes have been Instant Piano, Cake Decorating I, II, and III, Crochet, Dog Training, Floral Design, Photo and Album, Tole Painting, Drawing I, Stained Glass, Genealogy, Quilting, Ballroom Dancing.

The Continuing Education program also provides on-line courses. You can acquire valuable new skills from the comfort and convenience of your home or office. Our partnership with EducationToGo and Gatlin Educational Services will provide you a more comprehensive selection of programs. The major categories and some example of classes in each area are:

**Internet Courses**
- Creating Web Pages
- Microsoft Front Page
- JavaScript

**Computer Courses**
- Microsoft Office Suite (all levels)
- Palm Pilot
- Microsoft Works
- QuickBooks
- Oracle
- Red Hat Linux

**Certification Prep Courses**
- Basic, Intermediate and Advanced A+ Certification Prep
- MCSE Certification Prep (7 course series)
- CCNA Certification Prep

**Writing Courses**
- The Keys to Effective Writing
- Write Like a Pro
- eBook Publishing Essentials
- Travel Writing
- Fundamentals of Technical Writing

**Personal Enrichment Courses**
- Speed Spanish
- Genealogy Basics
- A to Z Grantwriting
- Medical Terminology
- Insurance: Unraveling the Maze
- Online Investing
- Debt Elimination Techniques That Work

**Test Prep Courses**
- GED
- GRE

126 Chipola College Catalog
On-Line Courses

EducationToGo

Acquire valuable new skills from the comfort and convenience of your home or office. To provide you a more comprehensive selection of programs, Chipola College has partnered with EducationToGo, to provide our district with an online option. The classes last six weeks. Registration for classes must be received prior to the start date of each session. For more course information you can check it out on the web at www.ed2go.com/chipola. To register contact us at 718-2395. Samples of courses offered are listed below:

Entrepreneur/Business Courses
- Become a Grant Writing Consultant
- Administrative Assistant Fundamentals
- Learn to Buy and Sell on Ebay
- Creating a Successful Business Plan

Legal Courses
- Paralegal Certificate Program 1-6
- Evidence Law
- Introduction to Criminal Law

Health Care Professional Courses
- Certificate in Gerontology
- Pain Assessment and Management/Adult Cert. in Complementary and Alternative Med
- Bodywork Healing Therapies
- Therapeutic Massage
- Cert. in Spirituality, Health and Healing

Large Business/Management Courses
- Supply Chain Management
- Customer Service 1-3
- Project Management Principles 1-5
- Total Quality 1-5
- Understanding the Human Resources Function
- Intro to Business Analysis
- Mastery of Business Applications 1-5
- Purchasing 1-5

Design and New Media Certification Programs
- Note: Unlike all of our other courses, these certificate programs are offered in an unique open-entry/open-exit format, which means they have no specific start or end dates. A new program begins every day of the year, affording students the opportunity to begin learning shortly after you have completed the online orientation and your registration has been verified.
- Graphic and Digital Design
- Digital Design and Multimedia
- Graphic and Web Design
- Multimedia and Graphic Design
- Web Design and Multimedia Web and Digital Design

Gatlin Education Services (GES)

Chipola College in partnership with Gatlin Education Services (GES) offers online open enrollment programs designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations.

To register for any of the following courses, please visit our website at www.chipola.edu, click on departments, click on Continuing Education, click on Legal/Business/Travel On-Line Classes or Internet/Graphic & Web Design On-Line Classes. Or visit www.gatlineducation.com/chipola/ for course outlines and registration information.

Healthcare Profession
- Administrative Medical Specialist
- Advanced Coding for the Physician’s Office
- Advanced Hospital Coding and CCS Prep
- Coding Reimbursement and Documentation for Physicians
- Health Insurance Portability Assurance Act Compliance
- Medical Transcription
- Pharmacy Technician
- Revenue Cycle Management for Healthcare Providers

Internet/Graphic & Web Design/Technical
- Web Database Developer Certificate

Legal/Business/Travel
- Bookkeeping the Easy Way
- Certified Bookkeeper
- Records Management
- Travel Agent

If you are interested in any of these activities, would like to set up customized training, or receive current scheduling information for Continuing Education, call 718-2297, or 718-2395. Our office is here to assist you with your training or recreational needs.
Public Service Program

All programs offered by the Public Service department teach objectives specified by the Criminal Justice Standards and Training Commission. These minimum standards classes are regulated by Florida Statutes and are disciplined programs with special rules and procedures.

All Public Service programs have special criteria for entrance—age, education, scores on entry exams—plus an interview.

The Chipola College Criminal Justice Center’s overall goal is to attract, screen and select candidates for the Law Enforcement/Correctional Officer/Firefighting Academy. Key elements of the applicant screening process consist of: drug testing, physical examination, military history and a full background investigation as well as a Chipola College student applications process.

After successful completion of the Academy and State Examination requirements, eligible candidates will be placed in a pool where they may be called for interviews by participating agencies.

Individuals who would like more specific information about any Public Service Program should contact Harrell Glisson at 718-2253, Building Y, Room 148.

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**Law Enforcement CMS Academy**  
*Program Code 2213*

The Law Enforcement program prepares students as entry level law enforcement officers, such as Police Officer and Deputy Sheriff. Practical skills and field exercise are an integral part of this program.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

All courses have special lab fees.

**Law Enforcement CMS Academy Course of Study**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0006V</td>
<td>Introduction and Law</td>
<td>67</td>
</tr>
<tr>
<td>CJK 0010V</td>
<td>Human Issues</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0015V</td>
<td>Communications</td>
<td>77</td>
</tr>
<tr>
<td>CJK 0020V</td>
<td>Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0031V</td>
<td>First Aid for Criminal Justice</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040V</td>
<td>Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0050V</td>
<td>Defensive Tactics</td>
<td>84</td>
</tr>
<tr>
<td>CJK 0060V</td>
<td>Patrol</td>
<td>57</td>
</tr>
<tr>
<td>CJK 0070V</td>
<td>Investigations</td>
<td>53</td>
</tr>
<tr>
<td>CJK 0075V</td>
<td>Investigating Offenses</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0080V</td>
<td>Traffic Stops</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0085V</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0090V</td>
<td>Tactical Applications</td>
<td>70</td>
</tr>
</tbody>
</table>

**Correctional Officer**  
*Program Code 2212*

The Basic Corrections program prepares students for employment as correctional officers and provides supplemental training for persons previously or currently employed in this occupation.

To acquire a certificate, candidates must successfully complete all of the courses listed and pass a state examination.

**Correctional Officer Course of Study**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CID 0770V</td>
<td>Corrections: Legal I</td>
<td>46</td>
</tr>
<tr>
<td>CID 0771V</td>
<td>Corrections: Legal II</td>
<td>22</td>
</tr>
<tr>
<td>CID 0772V</td>
<td>Corrections: Communications</td>
<td>42</td>
</tr>
<tr>
<td>CID 0773V</td>
<td>Corrections: Interpersonal Skills I</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0050V</td>
<td>Defensive Tactics</td>
<td>100</td>
</tr>
<tr>
<td>CJK 0040V</td>
<td>Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0031V</td>
<td>First Aid for Criminal Justice</td>
<td>40</td>
</tr>
<tr>
<td>CID 0750V</td>
<td>Corrections: Interpersonal Skills II</td>
<td>50</td>
</tr>
<tr>
<td>CID 0741V</td>
<td>Corrections: Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CID 0752V</td>
<td>Corrections: Operations</td>
<td>64</td>
</tr>
</tbody>
</table>

Total 532
Cross-Over Law Enforcement to Corrections
Program Code 2222

Persons who have received their certificates in Basic Law Enforcement may also become certified in Basic Corrections by successfully completing this course of study.

Cross-Over Law Enforcement to Corrections Course of Study
Prerequisite: Completion of the Basic Law Enforcement Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT0914U</td>
<td>Proficiency in Medical First Responder</td>
<td>16</td>
</tr>
<tr>
<td>CJT0913U</td>
<td>Proficiency in Defensive Tactics</td>
<td>8</td>
</tr>
<tr>
<td>CJT0915U</td>
<td>Proficiency in Weapons in Corrections</td>
<td>8</td>
</tr>
</tbody>
</table>

Total 156

The following courses are required by the hiring agencies before employment:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0915U</td>
<td>Proficiency in Weapons in Corrections</td>
<td>8</td>
</tr>
<tr>
<td>CJK0913U</td>
<td>Proficiency in Defensive Tactics</td>
<td>8</td>
</tr>
<tr>
<td>CJK0914U</td>
<td>Proficiency in Medical First Responder</td>
<td>16</td>
</tr>
</tbody>
</table>

Total 32

Cross-Over Corrections to Law Enforcement
Program Code 2221

Persons who have received their certificates in Basic Corrections may also become certified in Basic Law Enforcement by completing the following course of study.

Cross-Over Corrections to Law Enforcement Course of Study
Prerequisite: Completion of the Basic Corrections Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD0780V</td>
<td>Cross-Over Corrections</td>
<td>16</td>
</tr>
<tr>
<td>CJD0750V</td>
<td>Corrections: Interpersonal Skills II</td>
<td>50</td>
</tr>
<tr>
<td>CJD0741V</td>
<td>Corrections: Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJD0752V</td>
<td>Criminal Justice: Operations</td>
<td>64</td>
</tr>
</tbody>
</table>

Total 156

The following courses are required by the hiring agencies before employment:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD0915U</td>
<td>Proficiency in Weapons in Corrections</td>
<td>8</td>
</tr>
<tr>
<td>CJD0913U</td>
<td>Proficiency in Defensive Tactics</td>
<td>8</td>
</tr>
<tr>
<td>CJD0914U</td>
<td>Proficiency in Medical First Responder</td>
<td>16</td>
</tr>
</tbody>
</table>

Total 64

Public Service Course Descriptions

CJD 0250V. Interviews and Interrogations. An advanced course designed to cover the techniques, methods, principles, and issues of interviews and interrogations. 40 hours.

CJD 0253V. Self Defense and Use of Force. A course with emphasis placed on physical conditioning, evaluation and exercises; falling techniques; holding, escape, defense techniques; defenses against armed attacks, including club, gun and knife attacks; take down techniques, wristlock/come-along hold, and baton techniques. Laws and regulations pertaining to the use of force will be covered. 40 hours.

CJD 0254V. First Responder to Medical Emergencies. A course to acquaint the officer with effective medical procedures and life saving techniques for handling emergency illness or injuries should he/she be the first to arrive at a scene where such aid is required. Practical exercises are an important aspect of this course and must be successfully performed. 40 hours.

CJD 0310V. Line Supervision. A course designed to provide students with the knowledge and skills needed to function effectively as supervisors. Major topic areas include interpersonal communications, principles of organization and management, human relations, planning and development, policy formulation and budgeting. 40 hours.

CJD 0320V. Middle Management. A course designed for the law enforcement or correctional officer in a management or supervisory position. The course strengthens basic skills and develops leadership skills which are necessary for successful performance in the criminal justice field. 40 hours.

CJD 0330V. Developing and Maintaining a Sound Organization. A course designed to acquaint the criminal justice officer with the general concepts and principles of organization and organizational structures. 40 hours.

CJD 0331V. Planning the Effective Use of Financial Resources. This course was designed to acquaint the criminal justice officer with general financial concepts and terms, financial systems, budgets, and the effective uses of financial information within a criminal justice agency. An eight-hour practicum has been provided in this course to allow the students to actually develop and justify a working budget. 40 hours.

CJD 0332V. Building and Maintaining a Sound Behavior Climate. A course designed to acquaint the criminal justice officer with behavioral concepts, management techniques, motivational techniques, and the role of communication in criminal justice administration. 40 hours.

CJD 0461V. Advanced Correctional Operations. An advanced course in correctional operations for in-service Florida Correctional Officers, designed to increase skills in correctional agency organization and mission, records and reports, legal applications to correctional operations, correctional facility security, intake/classification/release procedures, fire safety and discipline procedures, introduction to supervision and release and bonding procedures. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.
CJD 0467V. Counseling and Communication Skills. A course designed to facilitate student appreciation of the importance of communications and counseling skills. It develops working level competence in offender profiling, case problem solving, staff working relationships and the art of listening. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0468V. Youthful Offender Program. A course designed to provide the officer with increased knowledge and experience related to youthful offenders. General concepts, staff-inmate relationships, treatment of discipline strategies and youthful offender supervisory skills will be presented. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0470V. Emergency Preparedness. A course designed to introduce correctional officers to the concept and key components of emergency situations; effective leadership to prevent such occurrences; and internal factors both inside and outside correctional institutions which affect emergency situations. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0471V. Discipline and Special Confinement Techniques. A course designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0476V. Fire Fighting. A course designed to provide officers with first-stage firefighting capabilities and thereby reduce the dangers of death and injury in correctional settings. Emphasis will be placed on rescue techniques, the use of breathing equipment, evacuation of prisoners. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0477V. Proficiency Skills Enhancement for Correctional Officers. A course designed to refresh and improve the skills of the correctional officer by providing a review and enhancement of identified critical basic skills. Time restrictions necessitate a review of concepts rather than practical exercises. Officers are expected to practice the skills within their agencies. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0501V. Instructor Techniques. A course designed to enhance the criminal justice officers’ knowledge, skills and ability to provide efficient and effective training to fellow criminal justice personnel in skill or subject areas dictated by local need. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0602V. Narcotic Identification and Investigation. A course which follows the curricula developed by the U. S. Drug Enforcement Administration for teaching criminal justice officers essential concepts and techniques in the area of drug and drug-related crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0626V. Hostage Negotiations. This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations; to include: introduction to the problem, types of hostage situations, formulation of policy, hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0630V. Firearms Instructor. A course presenting skills necessary to become firearms instructors. Emphasis will be on instructor techniques methodology, safety principles, firing range conduct, revolver and shotgun nomenclature, analysis of common shooter dysfunctions and lesson plan construction. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0632V. Field Training Officer. A course designed to introduce the criminal justice student to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (FTO), communications techniques, counseling techniques, legal and ethical issues and human motivation. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0647V. Organized Crime. Designed for the patrol officer and investigator, this course covers specific techniques of recognition, classification and effective investigation of organized crime. This course is intended for the patrol officer and investigator. 40 hours.

CJD 0649V. White Collar Crime. A study of criminal behavior not usually associated with the traditional crime, crimes committed by a person of respectability and high social status in the course of his occupational. This course will include a survey of various typologies, causation factors, individual self concepts and rationale. 40 hours.

CJD 0660V. Forensic Photography. A course covering practical exercises to allow students adequate time to demonstrate their capability to produce, process and prepare photographs suitable for court presentation. This course is for the patrol officer and for law enforcement and correctional investigators. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0661V. Special Tactical Problems. A course providing an overview of special tactical problems for officers. It will provide the trainee with a working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.
CJD 0663V. Writing and Reviewing Reports. A course providing a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0665V. Advanced Training Courses in Criminal Justice. This is a course designed to introduce the employee to computer applications in criminal justice and to the process of customizing programs for specific agency use. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0667V. Drug Abuse Awareness and Education. A course providing the informed criminal justice officer with the methodologies necessary to educate members of the community. This is achieved through various modes of presentation on current and critical issues relevant to drug abuse FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0680. Criminal Law. A course in the theory, purpose and history of criminal law. General criminal procedures, including arrest and trial, appeal, punishment and release, search and seizure and the rights and duties of law officers. 40 hours. [O]

CJD 0681V. Case Preparation and Court Presentation. A study of the fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer, to include case files, pretrial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0691V. Stress Awareness and Resolution. A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0693V. Crisis Intervention. A course providing the law enforcement and correctional officer with the training needed to recognize and handle common crises. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

CJD 0696V. Community and Human Relations. This course is designed to help officers understand their own feelings in efforts to create and ability to effectively deal with the feelings of others. Law enforcement image and functions as well as conflict-causing barriers which exist between police and the community will be explored. 40 hours.

CJD 0697V. Domestic Intervention. This course is designed to provide the officer with an awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems. 40 hours.

CJD 0672V. School Resource Officer Training. A course designed to provide the officer with increased knowledge and experience related to the grade school environment. 40 hours.

CJD 0741V. Corrections: Emergency Preparedness. Covers skills and techniques for riot and disturbance control, handling unusual occurrences, emergency procedures, firefighting principles, and procedures if taken hostage. Includes prevention procedures. 26 hours.

CJD 0750V. Corrections: Interpersonal Skills II. Covers interpersonal skills and techniques needed by officers to understand incarcerated persons, including human adjustment to imprisonment, inmate societies, criminal types and careers, institutional criminalities, female inmates, inmate homosexuality, recognition of inmate deception and manipulation. Also includes inmate supervision techniques. 50 hours.

CJD 0752V. Corrections: Correctional Operations. Covers operation of correctional facilities, including chain of command, facility and vehicle inspection, safety, environmental, health and food services, control room operations, intake procedures and classification, fingerprinting, transfer, release, disciplinary confinement, referral, cell and area search procedures, officer survival considerations, patrol concepts, techniques and hazards, accountability, security, inmate movement procedures, investigation procedures, and state rules and regulations. 64 hours.

CJD 0760V. Law Enforcement: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes the foundation and basic components of law enforcement and its organizations, legal terms and definitions, classification of offenses, civil and criminal liability, court structure, rules and trial procedures, subpoena, burden of proof and use of force. Court procedure and testimony are examined. 46 hours.

CJD 0761V. Law Enforcement: Legal II. Covers constitutional law and its application to the public and officers. Includes evidence procedures, arrest, search and seizure, and other statutory laws common to police and correctional officers. Emphasis on elements of various crimes and application of civil laws, including civil and criminal liability of officers, as well as drug, criminal mischief, Baker Act, Myers Act, obstruction of justice, pornography, obscenity, Rico Act, extortion, gambling, conspiracy, arson, assault, sex crimes, robbery, kidnapping, homicide and theft laws. 48 hours.

CJD 0762V. Law Enforcement: Communications. Covers report writing process, including interview, statement taking, note taking, differences between interviewing and interrogating, interpersonal communication skills, radio and telephone procedures, with emphasis on techniques of interviewing and interrogating witnesses and prisoners. 56 hours.

CJD 0763V. Law Enforcement: Interpersonal Skills I. Covers community relations techniques with emphasis on crime prevention. Examines needs of various societal groups, including juveniles, elderly, ethnic minorities, mentally ill, retarded, handicapped, substance abusers. Includes intervention techniques for various situations, such as suicide and domestic violence, and recognition signs of stress and other behaviors. 66 hours.

CJD 0770V. Corrections: Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. Includes study of probation and parole, inmate rights and responsibilities, privileged communication, correctional officer’s rights and responsibilities, classification of offenses, civil and criminal liability, bribery, rules and trial procedures and burden of proof. 46 hours.
CJK 0771V. Corrections: Legal II. Covers constitutional law and its application to corrections officers, including rules of evidence, arrest laws, search and seizure concepts, obstruction of justice, arson, assault and sexual battery, theft, homicide, extortion, Myers Act, Baker Act, Corrections Mental Health Act. Includes the civil and criminal liability of officers. 22 hours.

CJK 0772V. Corrections: Communications. Covers report writing process from interview through final product. Includes communication equipment, radio codes, telephone procedures and interpersonal skills. Includes practical exercises. 42 hours.

CJK 0773V. Corrections: Interpersonal Skills I. Covers personal relations techniques with emphasis on human behavior and needs, including those of various inmate groups such as juvenile and youthful offenders, ethnic and cultural minorities, mentally ill or retarded, handicapped, substance abusers. Includes crises intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 62 hours.

CJK 0780V. Cross-Over Corrections. Provides an overview of liability issues, correctional officer rights and responsibilities and inmate rights. Covers laws pertaining to work in corrections facilities, as well as techniques for dealing with juvenile and youthful offenders and suicide prevention and intervention. 16 hours.

CJK 006V. Introduction and Law. This course presents an overview of the Basic Law Enforcement Academy, Constitutional Law and Florida Statutes. Values, ethics, interpersonal skills, and Human Diversity issues are also examined. 67 hours.

CJK 0010V. Human Issues. A Basic Law Enforcement Academy course that deals with mental retardation, mental illness, alcoholism and substance abuse. Physical disabilities, criminal street gangs, the elderly and note taking are also discussed. 50 hours.

CJK 0015V. Communications. A Basic Law Enforcement Academy course that deals with report writing, interviewing, taking statements, telecommunications, officer safety and survival, crisis intervention, community orientated policing, and the secure approach to Law Enforcement. 77 hours.

CJK 0020V. Vehicle Operations. A Basic Law Enforcement Academy course that deal with vehicle inspections, proactive driving skills, practical exercises, and the use of lights and sirens. 48 hours.

CJK 0040V. Firearms. A Basic Law Enforcement Academy course that deals with firearms familiarization, ammunition characteristics, fundamentals of marksmanship, drawing and holstering a handgun, the use of cover, weapon malfunctions, live fire exercises, weapons cleaning, qualifications, and survival shooting. 80 hours.

CJK 0050V. Defensive Tactics. A Basic Law Enforcement Academy course that deals with the minimal force necessary to overcome resistance to arrest, or control of violent behavior. Demonstration of officer presence, communication skills, falling techniques, use of restraint devices, physical frisk and searches, transporter techniques, take down maneuvers, pressure points, counter moves, escape and ground defense techniques, and prisoner transport. Demonstrate proficiency in the use of intermediate weapons, defense against edged weapons and handgun retention. 84 hours.

CJK 0060V. Patrol. A Basic Law Enforcement Academy course that deals with Patrol procedures. Discussions include types of patrol, officer survival considerations, crimes in progress, pursuits, hazardous materials, missing persons, referral procedures, landlord/tenant disputes, vehicle pullover’s, and prisoner transport. 70 hours.

CJK 0070V. Investigations. A Basic Law Enforcement Academy course that deals with the initial response to a call for service, processing, protecting, and surveying a crime scene, investigating and pursuing leads. 53 hours.

CJK 0075V. Investigating Offenses. A Basic Law Enforcement Academy course that deals with the investigation of domestic violence, child abuse, abuse of the elderly and disabled, lost or endangered persons investigation, assessment, and search. 40 hours.

CJK 0080V. Traffic Stops. A Basic Law Enforcement Academy course that deals with unknown risks, traffic stops, unattended vehicles, high risk, and DUI traffic stops. 62 hours.

CJK 0085V. Traffic Crash Investigations. A Basic Law Enforcement Academy course that deals with traffic crash investigations. Demonstration of proficiency in securing a crash scene, interviewing witnesses and drivers, investigating and documenting the traffic crash. 32 hours.

CJK 0090V. Tactical Applications. A Basic Law Enforcement Academy course that deals with the court process, rescue operations, bombs, explosives, and crowd control. 70 hours.

CJK 0211V. Cross-Over Corrections to Law Enforcement Introduction. This course is designed for corrections officer(s) to cross over to become law enforcement officer(s) in: law, interpersonal communications, radio communications, note taking, report writing, interviewing, ethics, professionalism, court structure, working with communities, diverse and special populations, and information about the criminal justice system in Florida and the Criminal Justice Standards and Training Commission. 94 hours.

CJK 0212V. Cross-over Corrections to Law Enforcement - High Liability. This course is designed for the corrections officer(s) to cross over to law enforcement which focuses on high liability areas, prepares prospective officer(s) to apply basic first aid knowledge and techniques to emergencies. The officer will learn firearm safety procedures; use of deadly force; basic procedures for handguns; learn common types of ammunition and attain proficiency in marksmanship using certain designated firearms. 8 hours.

CJK 0213V. Cross-Over Corrections to Law Enforcement Tactical Applications. This course is designed to include the basic knowledge and skills for corrections officer(s) to cross over to become law enforcement officer(s) in tactical applications. This includes information about the Florida court system structure and how courts relate to law enforcement; rules of the court and pre-trial, trial, and post-trial procedures; the responsibilities of an officer with regard to court proceedings; instruction in the first response to emergency situations; general information involving law enforcement exposure to bombs, explosives, and weapons of mass destruction; introduces students to the skills to perform different law enforcement functions while assigned to a special detail. 40 hours.

CJK 0255V. CMS Corrections Probation Firearms. This course involves the handgun, shotgun, and ammunition use with emphasis on safety procedures and chemical agent training. 16 hours.
Firefighting Program Code 2210

The Firefighting program prepares students for certification and employment as Fire Fighters in accordance with Florida Statutes.

Special Program Requirements: An academic average of “C” or higher must be earned in each Firefighting course in the program to receive a certificate. To be eligible for the state exam a student must complete all requirements set forth by the college and the Bureau of Fire Standards and Training.

This program requires that students follow the BFST attendance policy, which basically states that no student may miss more than ten percent of any course. Some class experiences, however, have a mandatory attendance requirement. The Firefighting program termination policy will be strictly enforced. Roll call will be held at each class meeting and attendance is considered an essential requirement of Firefighting students.

A minimum grade of seventy percent must be maintained on each evaluation. One retake is permitted on each evaluation: failure to reach a seventy percent grade on a retake would result in dismissal. A student is allowed to take only two retake examinations.

Firefighting Course of Study

Prerequisites: Candidates are required to take a physical examination. Entry requirements of the Bureau of Fire Standards and Training (BFST) must be met. Students must be physically fit to perform all tasks assigned. Complete turnout (bunker) gear must be furnished by the student. Also required: TABE Level A-Reading 10; Math 10; Language 10.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FFP0080V</td>
<td>Introduction to Firefighting</td>
<td>72</td>
</tr>
<tr>
<td>FFP0203V</td>
<td>Emergency Medical Care</td>
<td>48</td>
</tr>
<tr>
<td>FFP0081V</td>
<td>Introduction to Fire Streams</td>
<td>93</td>
</tr>
<tr>
<td>FFP0860V</td>
<td>Introduction to Firefighting Tactics</td>
<td>79</td>
</tr>
<tr>
<td>FFP0265V</td>
<td>Introduction to Firefighting Support Practices</td>
<td>108</td>
</tr>
<tr>
<td>FFP0565V</td>
<td>Introduction to Fire Prevention Practices</td>
<td>19</td>
</tr>
<tr>
<td>FFP0403V</td>
<td>Hazardous Materials</td>
<td>31</td>
</tr>
</tbody>
</table>

Total 450

Firefighting Course Descriptions

FFP0010V. Firefighting I.
FFP0020V. Firefighting II.

FFP0080V. Introduction to Firefighting. This course examines fire departments’ organizations and procedures. The study of combustion, extinguishing methods and fire control behavior are presented through lecture and drills. 72 hours.

FFP0203V. Emergency Medical Care. This course covers first responder training and response to hazardous materials, as well as health issues as they relate to emergency medical care. 48 hours.

FFP0081V. Introduction to Fire Streams. This course consists of lecture and drills concerning water supply systems, fire streams and hose applications. Students will be required to demonstrate proficiency and pass required examinations. The course will also require physical fitness training. 93 hours.

FFP0860V. Introduction to Firefighting Tactics. This course covers various firefighting tactics which include fire suppression and company performance tactics. Automatic sprinkler systems are discussed and salvage techniques are practiced. This course requires physical fitness training, and students will be required to demonstrate proficiency and pass required examinations. 79 hours.

FFP0265V. Introduction to Firefighting Support Practices. This course demonstrates rope practices and applications. Rescue and extrication principles are presented and practiced. Forcible entry techniques are explored as well as ventilation procedures. Functions of ladders are practiced. Physical fitness training is required. Also required are proficiency testing and examinations. 108 hours.

FFP0565V. Introduction to Fire Prevention Practices. The course presents building construction concepts and fire cause determination. It will focus on fire safety and fire prevention practices. 19 hours.

FFP0403V Hazardous Materials. The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 31 hours.
Health Sciences Programs

To inquire about any Health Sciences Program, contact director Kathy Wheeler at 718-2278, Building Q.

Certain programs offered by the Health Sciences Department are limited enrollment programs with special requirements. These are Paramedic, Emergency Medical Technician and Nursing Assistant.

Due to the unique responsibilities involved in the delivery of health care services, students seeking admission to these programs must meet certain selection and admission criteria. Applicants with the best qualifications will be selected.

Furthermore, these programs have special attendance requirements, grading policies, dress codes and fees.

Curricula for these programs are prescribed by the Department of Education’s Program Standards, Florida EMS Division, and the Florida State Board of Nursing.

Licensure to practice is dependent upon passing a state licensing or certification examination. Applicants are advised that if they have been arrested or convicted of anything other than a minor traffic violation, the certifying or licensing agency may deny licensing or certification.

**Paramedic Program Code 5280**

This is a limited enrollment 42 semester hour, certificate program, approved by the Florida Department of Health, Bureau of Emergency Medical Services.

<table>
<thead>
<tr>
<th>Paramedic Course of Study</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2620 (^1)</td>
<td>Paramedic I</td>
</tr>
<tr>
<td>EMS 2621</td>
<td>Paramedic II</td>
</tr>
<tr>
<td>EMS 2622</td>
<td>Paramedic III</td>
</tr>
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<td><strong>Total</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

\(^1\) Prerequisite: Must possess a current Florida EMT Basic Certificate and have successfully completed EMS 1159C, Emergency Medical Technician.

Course description for this program can be found in the Course Descriptions section of this catalog.

**Nursing Assistant Program Code 2218**

This program is designed to prepare Nursing Assistant students for employment as Certified Nursing Assistants and to provide supplemental training for persons previously or currently employed in this occupation.

The program provides a broad foundation of knowledge and skills for the role of Nursing Assistant. Upon completion the graduate will be prepared to take care of patients in the health care facility (e.g. hospital, nursing home). Successful completion of the program qualifies the student to take the state certification exam for employment as a nursing assistant. The Nursing Assistant Course is 120 hours in length. Classroom instruction will be offered on campus while local clinical facilities will be used for clinical experiences.

Each student must complete the following course of studies:

<table>
<thead>
<tr>
<th>Nursing Assistant Course of Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP0100V  Nursing Assistant</td>
<td>120</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

**Nursing Assistant Course Descriptions**

**HCP 0100V. Nursing Assistant.** This course provides students with job related competencies, such as communication skills, legal and ethical behavior, employability skills, and knowledge of the function, interrelatedness and needs of human body systems. Patient care activities of daily living, health and hygiene are provided for all age groupings with particular emphasis on gerontology. 120 hours/4 credits.