“The educational program at Chipola is wonderful! Teachers truly care about you and want you to succeed in life after Chipola.”

2008 Graduating Student Survey

“My classes at Chipola have contributed to my knowledge, skills, and personal development.”

2008 Graduating Student Survey

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

Bill Costello, Firefighting Major

“I had fun at Chipola. I’m going to miss it!”

2007 Graduating Student Survey

“The ACE lab is the most resourceful and helpful place that I have used on Chipola’s campus. The atmosphere in the ACE lab enables me to study and work diligently on homework, on-line case studies, and reading for my nursing classes.”

2009 Graduating Student Survey

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

Kathryn Meadows, Culinary Management Major

Certificate Programs

Preparation for Employment
Career and Technical Education Programs
Workforce Development Preparation/Testing Center
Continuing Education and Professional Development
Preparation for Employment

To inquire about enrolling in a particular program, contact the instructor listed for that program on the following pages.

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, four days each week for 7.5 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.

Limited Programs

Some programs, such as those offered in Cosmetology, Public Service, 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.

Public Service programs require a standard high school diploma or a GED for admission.

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.
Automotive Service Technology

Automotive Service Technology Program Code 2215

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 (850) 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 0006V</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 0021V</td>
<td>Automotive Service Assistant</td>
<td>150</td>
</tr>
<tr>
<td>AER 0199V</td>
<td>Engine Repair Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0299V</td>
<td>Automatic Transmission and Transaxle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0399V</td>
<td>Manual Drive Train and Axle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0499V</td>
<td>Automotive Suspension and Steering Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0599V</td>
<td>Automotive Brake System Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0697V</td>
<td>Automotive Electrical/Electronic System Technician</td>
<td>300</td>
</tr>
<tr>
<td>AER 0759V</td>
<td>Automotive Heating &amp; Air Conditioning Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER 0897V</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

VPI 0100* Vocational Preparatory Reading
VPI 0200* Vocational Preparatory Mathematics
VPI 0300* Vocational Preparatory Language

*Students who have satisfactory TABE scores are not required to take these courses
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.

**AER 0199V. 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 0759V. 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 0299V. Automatic Transmission and Transaxle Technician.** Content provides the skill training enabling proficiency in the operation and servicing of automatic transmission/transaxle. 150 hours.

**AER 0399V. 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 0021V. Automotive Service Assistor.** Content includes demonstrating a proficiency in routine maintenance and consumer services in the automobile industry. 150 hours.

**AER 0697V. 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 0599V. 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 0499V. Automotive Suspension and Steering Technician.** Content provides the skill training enabling proficiency in the diagnosis, troubleshooting, service and repair of the steering, suspension and wheel systems in the automobile industry. 150 hours.

**AER 0897V. 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 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.

**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.
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)).

Cosmetology Course Descriptions

**COS 0011V. Fundamentals of Cosmetology.** This course provides students with an understanding of the fundamentals of cosmetology including: history of cosmetology, life management skills, along with conducting professional work habits in a salon setting. Students will also understand the importance of infection control, skin structure and growth, nail structure and growth, hair care, basic chemistry, and electricity. 150 clock hours.

**COS 0080V. Intermediate Cosmetology.** This course provides students with the basic theory and practical understanding of the line and design of hair, wigs and hair pieces along with shampooing rinsing and conditioning, haircutting, hairstyling, hair color, chemical texture services, manicure, pedicure, and applying nail extensions. During this course, students will perform these services on mannequins and their fellow classmates to prepare for working in the salon lab, which allows students to experience hands on training in a salon setting. 450 clock hours.

**COS 0870V. Advanced Cosmetology I.** This course provides students with a general understanding and the hands-on experience of how salon services are performed in a salon setting including: haircutting, hairstyling, chemical texture services, hair color, manicures, pedicures, facials, and hair removal. 450 clock hours.

**COS 0871V. Advanced Cosmetology II.** This course provides students with the rules and regulations of Cosmetology provided by the State of Florida. Provides aspects of owning and operating a salon and prepares students with professional ethics with specific emphasis toward the proper attitude for salon employment, establishing good public relations with patrons, coworkers, employers, and society. 120 clock 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.

**Course Table**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 0011V</td>
<td>Fundamentals of Cosmetology</td>
<td>150</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td></td>
</tr>
<tr>
<td>COS 0080V</td>
<td>Intermediate Cosmetology</td>
<td>450</td>
</tr>
<tr>
<td>COS 0870V</td>
<td>Advanced Cosmetology I</td>
<td>450</td>
</tr>
<tr>
<td>COS 0871V</td>
<td>Advanced Cosmetology II</td>
<td>120</td>
</tr>
<tr>
<td>COS 0927V</td>
<td>Special Topics in Cosmetology</td>
<td>various</td>
</tr>
<tr>
<td>VPI 0100*</td>
<td>Vocational Preparatory Reading</td>
<td></td>
</tr>
<tr>
<td>VPI 0200*</td>
<td>Vocational Preparatory Mathematics</td>
<td></td>
</tr>
<tr>
<td>VPI 0300*</td>
<td>Vocational Preparatory Language</td>
<td></td>
</tr>
</tbody>
</table>

Total 1200

*Students who have satisfactory TABE scores are not required to take these courses

*Chipola College Catalog 113*
Computer Systems Technology

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)).

Additionally, students may choose to sit for industry certification examinations. These certifications are recognized world-wide and are highly sought after by employers. This program’s areas of study correspond to CompTIA A+, Network+, and several Microsoft certifications. Program students may purchase half price vouchers for CompTIA examinations. Students are responsible for making arrangements to take examinations.

(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 (850) 718-2392, Building O, Room 102 A.

### Computer Systems Technology Course of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV 0533V</td>
<td>Software Fundamentals</td>
<td>420</td>
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<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
</tr>
<tr>
<td>EEV 0251V</td>
<td>Basic Laboratory Practices</td>
<td>30</td>
</tr>
<tr>
<td>EEV 0601V</td>
<td>Electronic Fundamentals</td>
<td>75</td>
</tr>
<tr>
<td>EEV 0792V</td>
<td>Basic Math and Science</td>
<td>45</td>
</tr>
<tr>
<td>EEV 0531V</td>
<td>Computer Systems</td>
<td>150</td>
</tr>
<tr>
<td>EEV 0536V</td>
<td>Peripherals Equipment</td>
<td>150</td>
</tr>
<tr>
<td>EEV 0535V</td>
<td>Network Fundamentals</td>
<td>150</td>
</tr>
<tr>
<td>EEV 0539V</td>
<td>Site Requirements</td>
<td>150</td>
</tr>
<tr>
<td>EEV 0607V</td>
<td>Advanced Computer Concepts</td>
<td>300</td>
</tr>
<tr>
<td>EEV 0544V</td>
<td>Advanced Operating Systems</td>
<td>150</td>
</tr>
<tr>
<td>CET 0930V</td>
<td>Special Topics in Computer Systems Technology</td>
<td>various</td>
</tr>
</tbody>
</table>

**Total** 1650

| VPI 0100* | Vocational Preparatory Reading                          |
| VPI 0200* | Vocational Preparatory Mathematics                      |
| VPI 0300* | Vocational Preparatory Language                         |

*Students who have satisfactory TABE scores are not required to take these courses

### Computer Systems Technology Course Descriptions

**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.

**EEV 0251V. 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.
EEV 0531V. 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.

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.

EEV 0607V. 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.
**Masonry Apprenticeship**

**Brick and Block Masonry**  
*(1650 clock hours certificate)*  
*Program Code 2242*

The Masonry Instructional Program prepares students for employment in the brick, block, and concrete industry. The program focuses on broad, transferable skills, stresses the understanding of all aspects of the masonry industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

The 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. The apprenticeship method is utilized to verify and support competencies gained through related instruction. (Basic skills remediation may be required as indicated by the TABE (Test of Adult Basic Education).)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0150V</td>
<td>Masonry I</td>
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<tr>
<td>BCA 0151V</td>
<td>Masonry II</td>
<td>550</td>
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<tr>
<td>BCA 0152V</td>
<td>Masonry III</td>
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**VPI 0100*  Vocational Preparatory Reading**  
**VPI 0200*  Vocational Preparatory Mathematics**  
**VPI 0300*  Vocational Preparatory Language**  
*Students who have satisfactory TABE scores are not required to take these courses.

**Brick and Block Masonry**  
*(6000 clock hours apprenticeship)*  
*Program Code 2243*

Apprenticeship is a method of instruction designed to prepare students for jobs within the community it serves. Utilization of this method is a joint effort between the college and the masonry industry. Apprentices receive a combination of technical instruction in the classroom and related on-the-job training through employment in the masonry field. Apprentices must be employed by a licensed masonry contractor. Learning experiences are jointly planned and supervised by the Masonry Apprentice Instructor and the employer. Masonry Apprenticeship is relevant to the needs of the student-trainee, the employer, the industry and will assist the student in obtaining the Masonry Certificate. The apprenticeship also requires 160 hours of related classroom instruction for every 2000 hours of on-the-job training for Levels I, II, and III with a total program length of 6000 hours of on-the-job training.

**Masonry Apprenticeship Course Descriptions**

**BCA 0150V. Masonry I.** This course teaches the competencies essential to the masonry industry. These competencies include knowledge and skills related to safety practices, the masonry industry in America, the use of hand tools, the selection and mixing of mortars and concrete, and brick and block laying. 550 hours.

**BCA 0151V. Masonry II.** This course teaches building layout with specifications and construction drawings for residential plans, residential masonry, metal work in the industry, advanced laying techniques, construction techniques and moisture control, and construction inspection and quality control. 550 hours.

**BCA 0152V. Masonry III.** This course teaches masonry in high-rise construction with specialized materials, repair, restoration, estimating, commercial drawings, and project planning and supervision. 550 hours.
Public Service Programs

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.

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>CJK 0070V</td>
<td>Corrections: Legal I</td>
<td>46</td>
</tr>
<tr>
<td>CJK 0075V</td>
<td>Corrections: Legal II</td>
<td>22</td>
</tr>
<tr>
<td>CJK 0080V</td>
<td>Corrections: Communications</td>
<td>42</td>
</tr>
<tr>
<td>CJK 0085V</td>
<td>Corrections: Interpersonal Skills I</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0095V</td>
<td>Defensive Tactics</td>
<td>80</td>
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<tr>
<td>CJK 0100V</td>
<td>Firearms</td>
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<tr>
<td>CJK 0105V</td>
<td>First Responder</td>
<td>40</td>
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<tr>
<td>CJK 0110V</td>
<td>Corrections: Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK 0115V</td>
<td>Corrections: Emergency Preparedness</td>
<td>50</td>
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<tr>
<td>CJK 0120V</td>
<td>Corrections: Operations</td>
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<tr>
<td>CJD 0080V</td>
<td>Physical Fitness Training</td>
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<tr>
<td>Total</td>
<td></td>
<td>552</td>
</tr>
</tbody>
</table>

Law Enforcement Cross-Over to Correctional Officer - 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.

Law Enforcement Cross-Over to Correctional Officer 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>CJD 0750V</td>
<td>Corrections: Interpersonal Skills II</td>
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<tr>
<td>CJD 0755V</td>
<td>Corrections: Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJD 0760V</td>
<td>Criminal Justice: Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJD 0770V</td>
<td>Law Enforcement Cross-over to Correctional Introduction</td>
<td>59</td>
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<tr>
<td>Total</td>
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</table>
**Correctional Officer Cross-Over 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.

**Correctional Officer Cross-Over to Law Enforcement**

**Course of Study**

Prerequisite: Completion of the Basic Corrections Program

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>CJK 0221V</td>
<td>Correctional Cross-Over to Law Enforcement Introduction and Legal</td>
<td>47</td>
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<td>CJK 0222V</td>
<td>Correctional Cross-Over to Law Enforcement Communications</td>
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<td>CJK 0223V</td>
<td>Correctional Cross-Over to Law Enforcement Human Issues</td>
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<td>CJK 0061V</td>
<td>Patrol I</td>
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<td>CJK 0062V</td>
<td>Patrol II</td>
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<td>CJK 0076V</td>
<td>Crime Scene Investigations</td>
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<td>CJK 0071V</td>
<td>Criminal Investigations</td>
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<td>CJK 0081V</td>
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<td>CJK 0086V</td>
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<td>CJK 0020C</td>
<td>Law Enforcement Vehicle Operations</td>
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<td>CJK 0422V</td>
<td>Dart Firing Stun Gun</td>
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<tr>
<td>CJK 0212V</td>
<td>Cross-Over Correctional to Law Enforcement CMS High-Liability</td>
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**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 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. 80 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 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 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 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 0603V. Sex Crimes Investigation.** A course providing an overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic, legal, investigative and evidentiary aspects of sex crimes. FDLE - CJSTC Advanced Course. For Criminal Justice Personnel Only. 40 hours.

**CJD 0604V. Injury and Death Investigations.** A course giving the patrol officer and investigator with limited experience in injury and death investigation a general insight into investigative, legal and evidentiary compounds. 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 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 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 0677V. 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 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 enhance the law enforcement, correctional and correctional probation officer’s ability to deal with stressful situations that are inherent in the criminal justice profession. A general awareness of the causes and types of stress and techniques for managing stress should lead to more effective job performance. This course emphasizes application of stress management techniques related to all areas of the officer’s life. 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 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 0161V. Managing and Communicating. This course is designed to identify managing and communicating skills for officer safety when dealing with offenders who have mental illness, substance abuse and co-occurring disorders. Obtaining such skills may increase the safety and security of a well-run facility. 40 hours.

CJD 0164V. Inmate Manipulation. This course is designed to instruct corrections officers in the physical and verbal strategies dealing with inmate manipulation in a professional manner. 40 hours.

CJE 0308V. Developing & 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 clock hours.

CJE 0404V. Human and Community Relations. This course is designed to help officers understand their own feelings in efforts to create the 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 clock hours.

CJE 0543V. Radar Speed Measurement. This course is designed for the Law Enforcement officer in a patrol officer’s position to improve the effectiveness of speed enforcement through the proper use of police traffic “RADAR” speed measurement. 40 clock hours.

CJK 0007V. Introduction to Law Enforcement. This course presents an overview of the Basic Law Enforcement Academy, values, ethics, sexual harassment, the chain of command, and criminal justice components. 11 clock hours.

CJK 0008V. Legal. This course presents an overview of the evolution of Law, Constitutional Law, Florida statues, Legal Concepts, Substantive Criminal Law, Civil and Criminal Liability, Juvenile Law and Use of Force issues. 69 Clock Hours.

CJK 0011V. 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. 40 clock hours.

CJK 0017V. 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. 76 clock hours.

CJK 0020C. Law Enforcement 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 0031V. First Responder. A Basic Law Enforcement Academy course that deals with the First Responder to Emergencies, introduction to the Emergency Medical System (EMS), and hazardous materials awareness. 40 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 0061V. Patrol I. A Basic Law Enforcement Academy course that deals with patrol procedures. Discussions include types of patrol, officer survival considerations, patrolling techniques and patrol functions. 58 clock hours.

CJK 0062V. Patrol II. A Basic Law Enforcement Academy course that deals with incident command, crowd control, gangs, hazmat, and responding to bomb threats. 40 clock hours.

CJK 0071V. Criminal Investigations. A Basic Law Enforcement Academy course that deals with crimes against persons, crimes
against property, follow-up investigations and court procedures. 56 clock hours.

CJK 0076V. Crime Scene Investigations. A Basic Law Enforcement Academy course that deals with initial response to a call for service, processing, protecting, documenting, surveying a crime scene, investigating and pursuing leads. 24 Clock Hours.

CJK 0082V. Traffic Stops. A basic Law Enforcement Academy course dealing with unknown risks, traffic stops, unattended vehicles & high risk stops. 24 clock hours.

CJK 0083V. DUI Traffic Stops. A basic Law Enforcement Academy course dealing with DUI traffic stops. 24 clock hours.

CJK 0086V. 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 clock hours.

CJK 0096V. Criminal Justice Officer Physical Fitness Training. This course is designed to provide physical fitness training to the Basic Law Enforcement Academy improving the student’s overall physical fitness level and provide a foundation for lifelong fitness. 60 clock hours.

CJK 0100V. Corrections Interpersonal Skills I. This course 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, and substance abusers. Also included are crises intervention techniques for various situations, including suicide, and recognition of signs of stress and other behaviors. 62 clock hours.

CJK 0101V. Corrections Interpersonal Skills II. This course 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 clock hours.

CJK 0102V. Corrections Operations. This course 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 consideration, patrol concepts, techniques and hazards, accountability, security, inmate movement procedures, investigation procedures, and state rules and regulation. 64 clock hours.

CJK 0204V. Law Enforcement Cross-Over to Correctional Introduction. This course is an overview of legal and interpersonal skills emphasizing ethics, history, philosophies, rights, responsibilities, crisis intervention, human behavior, juvenile offenders and various legal issues. 59 clock 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 hand-guns; learn common types of ammunition and attain proficiency in marksmanship using certain designated firearms. 8 hours.

CJK 0221V. Correctional Cross-Over to Law Enforcement Introduction and Legal. This course is designed for correction officer(s) to cross-over to become Law Enforcement officer(s). Topic areas include values and ethics, sexual harassment, introduction to law legal concepts, substantive law, use of force, civil and criminal liability and juvenile law. 47 clock hours.

CJK 0222V. Correctional Cross-Over to Law Enforcement Communications. This course is designed for correction officer(s) to cross-over to become Law Enforcement officer(s). Topic areas include human interaction, interviewing techniques and writing reports. 56 clock hours.

CJK 0223V. Correctional Cross-Over to Law Enforcement Human Issues. This course is designed for correction officer(s) to cross-over to become Law Enforcement officer(s). Topic areas include crisis intervention, disability awareness, responding to juveniles, responding to the elderly, responding to suicide and substance abusers. 32 clock hours.

CJK 0270V. Corrections Legal I. An introductory overview of the criminal justice system and a history of law with specific focus upon its application to officers. This course includes the 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 clock hours.

CJK 0280V. Criminal Justice Officer Physical Fitness Training Corrections. This course is designed to provide physical fitness training to the Basic Corrections Academy improving the student’s overall physical fitness level and provide a foundation for lifelong fitness. 40 clock hours.

CJK 0285V. Corrections Legal II. This course 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 officers. 22 clock hours.

CJK 0286V. Corrections: Communications. This course covers the report writing process from interview through final product. Communications includes communication equipment, radio codes, telephone procedures, interpersonal skills, and practical exercises. 42 clock hours.

CJK 0422V. Dart Firing Stun Gun. Dart-Firing Stun Gun. This course will introduce the student to the basics of both the stun gun as well as the dart-firing stun gun and provide some fundamental knowledge on this emerging tool in criminal justice. 8 hours.

CJK 0460V. School Resource Officer. A course designed to acquaint the criminal justice officer with the general concepts and principles of organization and organizational structures. 40 clock hours.

CJK 0470V. Criminal Law for Advanced Training. 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 clock hours.
CJK 0480V. 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.

CJK 0551V. 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. 80 clock hours.

CJT 0800V. Computer Applications in Criminal Justice. This course will provide criminal justice officers, with limited computer and technology experience, information regarding the benefits of computers and technology when managing the operations within the criminal justice system. 40 clock hours.
Fire Fighter II  Program Code 2210

The Fire Fighter 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.

Fire Fighter 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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<tr>
<td>FFP 0080V</td>
<td>Introduction to Firefighting</td>
<td>72</td>
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<td>FFP 0203V</td>
<td>Emergency Medical Care</td>
<td>48</td>
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<td>FFP 0081V</td>
<td>Introduction to Fire Streams</td>
<td>93</td>
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<td>FFP 0860V</td>
<td>Introduction to Firefighting Tactics</td>
<td>79</td>
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<tr>
<td>FFP 0265V</td>
<td>Introduction to Firefighting Support Practices</td>
<td>108</td>
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<td>FFP 0565V</td>
<td>Introduction to Fire Prevention Practices</td>
<td>19</td>
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<tr>
<td>FFP 0403V</td>
<td>Hazardous Materials</td>
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VPI 0100* Vocational Preparatory Reading
VPI 0200* Vocational Preparatory Mathematics
VPI 0300* Vocational Preparatory Language

*Students who have satisfactory TABE scores are not required to take these courses

Fire Fighter Course Descriptions

**FFP 0010V. Firefighting I.**

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.

**FFP 0020V. Firefighting II.**

**FFP 0080V. 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.

**FFP 0081V. 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.

**FFP 0203V. 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.

**FFP 0265V. 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.

**FFP 0403.V Hazardous Materials.** The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 31 hours.

**FFP 0565V. 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.

**FFP 0860V. 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.
Health Sciences Programs

Certain programs offered by the Health Sciences Department are limited enrollment programs with special requirements.

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 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.

Patient Care Assistant Program Code 2217

This program is designed to prepare Patient Care Assistant students for employment as Health Care Technicians or Patient Care Assistants, or to provide supplemental training for persons previously or currently employed in these occupations.

This program provides a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Upon completion, the graduate will be prepared to care for patients in a hospital, nursing home, home health agency or private home. Successful completion of the program qualifies the student to take state certification for employment as a nursing assistant in a nursing home in accordance with Chapter 82-163 of Florida Statutes. It also meets requirements of home health aide as stated in the Rules of the Department of Health, Chapter 10D-66 Minimum Standards for Home Health Agencies. The Patient Care Assistant Course is 290 hours in length.

Classroom instruction will be offered on campus while local clinical facilities will be used for clinical experiences. The attendance policy must be strictly observed.

Each student must complete the following course of studies.

### Patient Care Assistant Course of Study

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hour</th>
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<td>Health Careers</td>
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<td>HCP 0600V</td>
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VPI 0100* Vocational Preparatory Reading
VPI 0200* Vocational Preparatory Mathematics
VPI 0300* Vocational Preparatory Language

*Students who have satisfactory TABE scores are not required to take these courses

### Patient Care Assistant Course Descriptions

**HCP 0103V, Health Careers.** This course provides theoretical and clinical experiences necessary for students to acquire the entry level competencies required of a Home Health Aide. Learning experiences, related to specific performance objectives in the course outline, include formal classroom lectures and discussions, written and oral reports, simulated labs, and clinicals. 90 hours/3 credits.

**HCP 0600V, 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. 75 hours/2 credits.

**HCP 0610V, Patient Care Assistant.** Clinical experience is provided under the direct supervision of the teacher in licensed nursing homes, hospitals and home health agencies. Patient care activities including specified treatments and procedures are practiced. Patient need for rehabilitation, tender loving care and well-being are stressed. 75 hours/2 credits.

**HCP 0613V, Home Health Aide.** Competencies specific to the Home Health Aide, such as principles of nutrition and home health care services, are presented in this course, 50 hours/2 credit.

### Nursing Assistant (Long Term Care) 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>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>HCP 0122V Nursing Assistant</td>
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VPI 0100* Vocational Preparatory Reading
VPI 0200* Vocational Preparatory Mathematics
VPI 0300* Vocational Preparatory Language
*Students who have satisfactory TABE scores are not required to take these courses

Nursing Assistant Course Descriptions

HCP 0122V Nursing Assistant. This course is designed to provide theoretical and clinical experiences necessary for students to acquire the entry-level competencies required of a Certified Nursing Assistant. Course outlines with specified experiences will be used to accomplish these objectives. These include: formal classroom lectures, group discussions, written and oral assignments individualized instruction, audio-visual aids, simulated labs, and clinical assignments. Observation and communication skills will be emphasized. Classes are to be held 8 a.m. until 12:30 p.m., Monday through Thursday. The last week will consist of clinical experiences that will occur eight hours a day. NOTE: Completion of this course does not guarantee certification as a Certified Nursing Assistant. Course completion qualifies completer to sit for the State Certification Test for Nursing Assistants. Upon notification by state of passage, the completer will received certification as a nursing assistant. 120 hours/4 credits.

Workforce Development Preparation/Testing Center

The Testing Center offers the TABE (Test of Adult Basic Education). 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, and language skills needed in the workplace.

For more specific information contact the Chipola College Testing Center.

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 and Professional Development Center

Education for Life. . . .

Our top-rated training will boost your performance on the job so you can get right down to business. And when you’re ready to relax, we have just the right mix of courses to make the most of your leisure time.

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.

Personal Enrichment

Maybe you’ve obtained the education and skills you set out to achieve and are now working in your field of choice. But you may have realized that to get ahead, you’ll need additional skills or knowledge. Or maybe you just enjoy being in a collegiate atmosphere. Either way, our professional development and recreational learning courses can provide you with new skills and offer the opportunity to have fun while in pursuit of lifelong learning. Professional development courses include computer training, financial planning, payroll and leadership.

Professional Development

Are you striving to keep your competitive edge by having the best-trained workforce? Your employees can continue their education and training at Chipola College, upgrade their work skills, or get valuable certifications.

Customized Training/Consulting

Is your organization looking for targeted individual, team, or organizational development training? Within each of these areas, we can partner with you to design the customized training programs you need. You can choose how the training is delivered—from workshops or classroom-based instruction to technology-based formats such as multi-media or distance learning.

Sample training programs include: Supervisory/Leadership, Communications, Conflict Resolution, Team Building, and Interviewing & Selecting Employees. Workplace readiness and literacy programs are also available, and the Center for Computer Education offers employers customized computer training.

Do you need someone to perform a needs analysis, facilitate meetings, coach performance, or train management? We can partner with you on these types of specialized projects. Whether you’re trying to help current employees reach their potential or to make a hiring decision, you’ve come to the right place. We offer assessment services to improve individual performance and to meet organizational effectiveness needs.

Sample tests identify work attitudes, workplace readiness, personality traits, and computer application skills. Eliminate unnecessary risks from your hiring decisions by taking advantage of this unique program. How does it work? We help your job applicants or new hires throughout their probationary period to develop skills that are customized to fit your organization.

You can expect:
- A broad base of management, supervisory, and business development courses
- The flexibility to provide training for all sizes and levels of staff
- Training delivery at our site or yours
- State-of-the-art equipment

Child Care Credentials

For every 20 children in a licensed child care facility, there must be one worker with a Florida Child Care Professional Credential (FCCPC) (formerly known as CDA) or a credential that is equivalent to or greater than the FCCPC.

To receive the approved Children and Family Services FCCPC you must complete four child care training courses. The courses may be taken for academic college credit or clock-hour credit and are offered through the Department of Continuing Education.

Online Courses

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, Gatlin Educational Services, and OLT On-line Training will provide a more comprehensive selection of programs.

Education ToGo

Acquire valuable new skills from the comfort and convenience of your home or office. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

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. Some of the major categories of courses offered are:

Basic Computer Literacy
- Computer Skills for the Workplace
- Introduction to the Internet
- Keyboarding
- Introduction to Windows XP
- Introduction to Linux
- 101 Tips and Tricks for the iMac and Macintosh

Computer Applications
- Microsoft Office
- Microsoft Project
- QuickBooks
- QuickBooks for Contractors
- Crystal Reports

Graphic Design & Multimedia
- Design Projects for Adobe Illustrator
- CorelDRAW
- Photoshop Elements 5.0 for the Digital Photographer
- Photoshop
- FreeHand
- Adobe FrameMaker
- Design Projects for Adobe Illustrator
- Flash
- Imaging for the Web Using Fireworks
- Macromedia Director

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<th>FCCPC Birth - 5</th>
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<tr>
<td>FL Child Care Professional Credential Birth - 5</td>
<td>National Child Development Associate Equivalency</td>
<td>National Child Development Associate</td>
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<th>ECPC or CCAC</th>
<th>NECC</th>
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<td>FDOE Early Childhood Professional or FDOE Child Care Apprenticeship Certificate</td>
<td>National Early Childhood Credential</td>
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The Internet
Introduction to the Internet
Achieving Top Search Engine Positions

Web Page Design
Creating Web Pages I and II
Introduction to CSS and XHTML
Designing Effective Websites
Introduction to Dreamweaver
Introduction to Microsoft FrontPage
Achieving Top Search Engine Positions

Web & Computer Programming
ASP.NET
JSP Programming
Java for the Absolute Beginner
C++ for the Absolute Beginner
C# Programming
Perl Programming
VBA
Visual Basic
Database Management & Programming
Database Development
SQL
Oracle
Crystal Reports
ASP.NET
Introduction to the Game Industry
Creating User Requirements Documents
Project Management @ e-Speed

PC Troubleshooting, Networking, & Security
PC Troubleshooting
PC Security
Creating a Home Network
Creating a Home or Small Office Network
Wireless Networking
Networking

Certification Prep
CompTIA Security+ Certification Prep
Network+ Certification Prep
Basic A+ Certification: Hardware I
A+ Certification: Operating Systems
A+ Certification: Hardware/OS II
Microsoft Windows Certification Prep: Exam 70-270
PMP Certification Prep I & II
Digital Photography & Digital Video
Mastering Digital Photography
Photoshop Elements Projects
Macromedia Director

Languages
Speed Spanish I, II, and III
Beginning Conversational French

Writing and Grammar for ESL
Braille and Braille Transcription

Writing & Publishing
Romance Writing Secrets
Writing for Children
Mystery Writing
Write Like a Pro
Grammar Refresher
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
Effective Business Writing
The Craft of Magazine Writing
Fundamentals of Technical Writing
Writing Great Technical Documents

Entertainment Industry
Introduction to the Game Industry
Marketing Tools for Actors
Theme Park Engineering
Your Screenwriting Career
Get Paid to Travel
Get Funny!
Music Made Easy

Test Prep
GED Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
GRE Preparation - Part 1 and 2
GMAT Preparation
Grammar for ESL
LSAT Preparation - Part 1 and 2
SAT/ACT Preparation - Part 1 and 2

Personal Finance & Wealth Building
Real Estate Investing
Debt Elimination Techniques That Work
Building Wealth
Where Does All My Money Go?
Personal Finance
Stocks, Bonds, and Investing: Oh, My!
The Analysis and Valuation of Stocks
Introduction to Stock Options

Health Care, Nutrition, & Fitness
Medical Terminology: A Word Association Approach
Human Anatomy and Physiology
Become a Veterinary Assistant I, II, and III
Luscious, Low-Fat, Lightning-Quick Meals
Introduction to Natural Health and Healing
Outdoor Survival Techniques
Handling Medical Emergencies
Assisting Aging Parents
Legal Nurse Consulting

Personal Enrichment
Write Your Life Story
Genealogy Basics
Film Literacy for Everyone
Wine Appreciation for Beginners
The Magic of Hypnosis
Merrill Ream Speed Reading
Achieving Success with Difficult People
Keys to Effective Communication
Interpersonal Communication
Goodbye to Shy
Luscious, Low-Fat, Lightning-Quick Meals
Outdoor Survival Techniques
Handling Medical Emergencies
Assisting Aging Parents

Child Care & Parenting
Ready, Set, Read!
Caring for Children
Parenting: The First Five Years
Enhancing Language Development in Childhood
Understanding Adolescents
Guiding Kids on the Internet

Art, History, Psychology, & Literature
Film Literacy for Everyone
Music Made Easy
Enjoying European Art Online
Drawing for the Absolute Beginner

Math, Philosophy, & Science
Theme Park Engineering
Everyday Math
Introduction to Algebra

Accounting
Creating a Successful Business Plan
QuickBooks for Contractors
Performing Payroll in QuickBooks

Grant Writing & Nonprofit Management
Creating Your Own Nonprofit
Introduction to Nonprofit Management
Marketing Your Nonprofit
Wow, What a Great Event!
A to Z Grantwriting
Get Grants!
Writing Effective Grant Proposals
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant

Start Your Own Business
Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Start your own Home-Based Business
Publish It Yourself
Secrets of the Caterer
Growing Plants for Fun and Profit
Wow, What a Great Event!
Start Your Own Consulting Practice
Caring for Children
Beginning Braille
Intermediate Braille Transcription
Grammar Refresher
Computer Skills for the Workplace
Effective Business Writing
Administrative Assistant Fundamentals
Become a Veterinary Assistant
Mastery of Business Fundamentals
Get Assertive
Merrill Ream Speed Reading
Leadership
Listen to Your Heart, and Success Will Follow
Communicating Like a Leader
Achieving Success with Difficult People
Get Paid to Travel
Keys to Effective Communication
Interpersonal Communication
High Powered Communication
Get Funny!
Individual Excellence
Introduction to Journaling
12 Steps to a Successful Job Search
Everyday Math
Resume Writing Workshop

**Business Administration**
Project Management
Fundamentals of Supervision and Management I and II
Administrative Assistant
Understanding the Human Resources Function
Mastery of Business Fundamentals and Applications
Employment Law Fundamentals
Six Sigma: Total Quality Fundamentals and Applications
Purchasing Fundamentals and Applications
Introduction to Business Analysis
Customer Service Fundamentals
Distribution and Logistics Management
Supply Chain Management Fundamentals and Applications
Project Management @ e-Speed
Successful Construction Business Management
Principles of Sales Management
Manufacturing Fundamentals and Applications
PMP Certification Prep I and 2

**Sales & Marketing**
Professional Sales Skills
Business and Marketing Writing
Marketing Your Business on the Internet
Customer Service Fundamentals
Principles of Sales Management

**Law & Legal Careers**
Employment Law Fundamentals
Workers’ Compensation
Introduction to Criminal Law
Criminal Procedure: From Arrest to Appeal
Evidence Law
Real Estate Law
Winning Strategy for the Courtroom
Legal Nurse Consulting
Constitutional Law: Bill of Rights
Paralegal Certificate Program 1-6
LSAT Preparation - Part 1 and 2

**Health Care Continuing Education**
Gerontology
Complementary and Alternative Medicine
Spirituality, Health, and Healing
End of Life Care
Growth and Development Through the Lifespan
Legal and Ethical Issues in Nursing
Issues in Oxygenation
Pain Assessment and Management
Perinatal Issues
Death and Dying

**Courses for Teaching Professionals**
Solving Classroom Discipline Problems
Ready, Set, Read!
Teaching Science: Grades 4-6
The Creative Classroom
Differentiated Instruction in the Classroom
Integrating Technology in the K-5 Classroom
The Classroom Computer
Using the Internet in the Classroom
Microsoft 2003 in the Classroom
Big Ideas in Little Books
Speed Spanish
Creating Web Pages
Get Assertive Leadership
A to Z Grantwriting
Enhancing Language Development in Childhood
Understanding Adolescents
Guiding Kids on the Internet

**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. Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer graded tests. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning!

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 Gatlin Education. Or visit www.gatlineducation.com/chipola/ for course outlines and registration information. Some of the major categories of courses offered are:

**Administrative Dental Assistant**
Administrative Medical Specialist with Medical Billing and Coding
Advanced Coding for the Physician’s Office
Advanced Hospital Coding and CCS Prep
Advanced Personal Fitness Trainer
Certified National Pharmaceutical Representative
Coding, Reimbursement and Documentation for Physicians
HIPAA Compliance
Human Resources for Healthcare Professionals
ICD-10 Medical Coding: Preparation and Instruction for Implementation
Medical Billing and Coding Training Course
Medical Transcription Training Course - Certificate
Personal Fitness Trainer
Pharmacy Technician Training Course
Revenue Cycle Management for Health Care Providers
Veterinary Assistant
Business/Legal Programs
Administrative Professional with Microsoft Office Specialist
Bookkeeping the Easy Way with Quickbooks
Certified Bookkeeper
Certified Global Business Professional
Certified Wedding Planner
Corporate Governance and Ethics
eBusiness Certificate
Freight Broker/Agent Training
Global English
Lean Mastery
Microsoft Office Specialist (MOS)
Paralegal Training Program
Pay Per Click Marketing
Payroll Practice and Management
Principles of Private Investigation
Project Management Training - Certificate
Records Management Certificate
Search Engine Marketing
Search Engine Optimization
Seven Steps to Leading High Achieving Teams
Six Sigma Black Belt Certification Course
Six Sigma Green Belt Certification Course
Supply Chain Management and Logistics
Travel Agent Training

Construction/Automotive Programs
Home Inspection Certificate
HVAC Technician Training Course
Modern Automotive Service Technician

Internet, Design and Technical Programs
AutoCAD 2005 Training Course
AutoCAD 2007 Training Course
Business Marketing Design
Digital Arts Certificate
Fine Arts Training
Forensic Computer Examiner
Graphic Design Certificate
Help Desk Analyst: Tier 1 Support Spc
Multimedia Design Certificate
Web Database Developer
Webmaster

Networking, Comp TIA Certification Training Programs
CompTIA™ A+ Certification
CompTIA™ Cisco® CCNA® Certification
CompTIA™ Linux+/LPI Level One Certification
CompTIA™ Network+/Server+ Certification
CompTIA™ Security+ Certification

Microsoft Certificate Training Programs
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Desktop Support Technician (MCDST)
Microsoft Certified System Administrator 2003 (MSCA)
Microsoft Certified System Administrator Plus 2003 (MSCA+)
Microsoft Certified System Engineer 2003 (MCSE)

Video Game Design/Development Programs
3ds max
Video Game Art
Video Game Design and Development

OLT Online Training
OnLine Training, Inc is a one stop, full service online training solutions provider.

- Study when you want - 24 hours a day, 7 days a week, 365 days of the year.
- Self-paced courses - with guided learning - and instructor.
- Start and stop as often as needed.
- All courses completely online, no software to install or run.

The OnLine Training GED Program
Today is the first day of the rest of your life! Now is the time to study with us and pass your GED exam.

Many people have a need for General Education Development leading to a GED. Some have recently left school without graduating. Others have been working for a number of years but still feel the need for a high school diploma. A high school diploma improves earning power, can provide entry into college, and gives a sense of success.

OnLine Training Institute solves access to education problems associated with how to get to class, where the class is held, and when you are able to study. At OLT you are in control of when and where you study.

GED tests measure your knowledge and academic skills against those of today’s traditional high school graduates. OnLine Training offers a complete course for each GED test. Our instructors will tell you what to expect when you take the GED tests, what your scores mean when you receive them, and how to use your GED diploma to enroll in a college or university program of your choice.

The GED Test consists of five parts.

- Part 1. Writing skills - This includes the elements of Standard English, sentence structure, and the parts of speech. A composition of approximately 250 words is also required.
- Part 2. Mathematics - This includes basic arithmetic, algebra, statistics, and geometry.
- Part 3. Science - This includes life sciences such as biology and physical sciences such as physics, chemistry, astronomy, and earth science.
- Part 4. Interpreting Literature and the Arts - This includes popular literature, classical literature, and commentary on literature and the fine arts.
- Part 5. Social Studies - This includes Behavioral Science, History, Political Science, Economics, and Geography.

Insurance/Real Estate
Pre-licensing Designation
3-20, 5-20, 6-20 ACA Designation
Continuing Education (CE)
All courses are intermediate level: Elements of Life Insurance; Elements of Health; Ethics in the Insurance Industry; Health Savings Accounts and Medicare Prescription Drug Plan.

PassPrep Courses
2-15 Life & Health Practice Exam
Real Estate Appraisal Pass Prep
Real Estate Sales-person Pass Prep
2-15 Life Health and Variable Annuity Tutorial
4-40 RCSR Registered Customer Service Representative 40 hr PassPrep
4-40 CSR Customer Service Representative 100hr PassPrep

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 718-2239 or 718-2395.

Our office is here to assist you with your training or personal enrichment needs.

Success!
You can make it happen.