WORKFORCE DEVELOPMENT
CERTIFICATE PROGRAMS

Vocational Preparation/Success Center
Health Sciences Programs
Career & Technical Training Programs
Continuing Education
Public Service Programs
WORKFORCE DEVELOPMENT CERTIFICATE PROGRAMS

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 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 any time and complete the program at their own pace within program guidelines.

Limited Programs

Some programs, such as those offered in Grooming and Salon Services, 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 as outlined on page 35. 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.

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.

Displaced Homemaker Program

Participants in this program receive special assistance in making the transition into Workforce Development training for high-wage occupations. Services include assessment, vocational counseling, career planning and a peer-support group. Limited financial aid is available to eligible students. For more information, contact Rose Parramore, Building G, Room 104, telephone 718-2208.

Programs for High School Students

Dual Enrollment

Dual enrollment is available to area high school students. See page 34 for specific dual enrollment information.

Tech Prep

The Tech Prep Articulation Agreement offers college credit to students who take a specified Workforce Development curriculum in high school and then pass competency tests at CJC in the Workforce Development courses.

Through the Chipola Area Tech Prep Consortium, CJC offers various Tech Prep options at 16 district high schools and the Washington-Holmes Vocational Technical Center in Chipley, Florida.

Students may begin a Tech Prep program of study as early as the tenth grade.

To enter a Tech Prep program, the student should contact the counselor at his or her high school.
Workforce Development Preparation/Success 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 Junior 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 page 35 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 vocational preparatory courses contact Angie Tyler at (850) 718-2457, Building O, Room 119F, 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 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 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 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 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.

Health Sciences Programs

To inquire about any Health Sciences Program, contact director Kathy Wheeler at 718-2278, Building N, Room 440.

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

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, Health Rehabilitative Services-EMS Division, and the Florida State Board of Nursing.

All who satisfactorily complete these programs will receive certificates from Chipola Junior College. However, 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 Assistants (70060400) 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 and Rehabilitative Services, Chapter 10D-66 Minimum Standards for Home Health Agencies. The Patient Care Assistant Course is 290 hours in length, meeting five days a week, 8:30 a.m. to 2:30 p.m.

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.
The program prepares students for entry level positions as Licensed Practical Nurses. It provides a curriculum for theoretical, simulated laboratory and clinical study. Students under the direct guidance of the nursing faculty actively participate in providing care to carefully selected patients in hospitals and other health care settings.

The program may have some selected weekend courses and/or clinicals. Students will be able to transfer up to three college credit courses into the Practical Nursing Program in lieu of vocational courses. Transferable courses are Human Anatomy and Physiology I and II, and Elements of Nutrition. Students who complete this program are eligible to apply to the LPN transition component of the ADN program in Chipola’s Health Sciences department. (For information about the Associate Degree in Nursing, leading to licensure as a Registered Nurse, see page 62.) The following courses must be taken in the sequence listed and completed successfully in order to graduate from this program and take the state exam.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hour</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP 0103V</td>
<td>Health Careers</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>HCP 0600V</td>
<td>Nursing Assistant</td>
<td>75</td>
<td>2</td>
</tr>
<tr>
<td>HCP 0610L</td>
<td>Patient Care Assistant</td>
<td>75</td>
<td>2</td>
</tr>
<tr>
<td>HCP 0613L</td>
<td>Home Health Aide</td>
<td>50</td>
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</table>

**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. Classes and clinicals meet Monday through Thursday, with a few arranged Friday 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.

**HCP0610V. 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.

**HCP0613V. 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.

**Practical Nursing Program Code 2265**

The Practical Nursing Program is a limited access 1350-hour/45 credit program approved by the Florida Board of Nursing. Upon successful completion of the prescribed course of study, the graduates will receive a certificate and will be eligible to take the NCLEX (National Council Licensure Examination) for licensure as a licensed practical nurse (LPN).

The program prepares students for entry level positions as Licensed Practical Nurses. It provides a curriculum for theoretical, simulated laboratory and clinical study. Students under the direct guidance of the nursing faculty actively participate in providing care to carefully selected patients in hospitals and other health care settings.

The program may have some selected weekend courses and/or clinicals. Students will be able to transfer up to three college credit courses into the Practical Nursing Program in lieu of vocational courses. Transferable courses are Human Anatomy and Physiology I and II, and Elements of Nutrition. Students who complete this program are eligible to apply to the LPN transition component of the ADN program in Chipola’s Health Sciences department. (For information about the Associate Degree in Nursing, leading to licensure as a Registered Nurse, see page 62.) The following courses must be taken in the sequence listed and completed successfully in order to graduate from this program and take the state exam.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PRN0001V</td>
<td>PRN Fundamentals</td>
<td>310</td>
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<tr>
<td>PRN0100V</td>
<td>PRN Maternal/Child Nursing</td>
<td>150</td>
</tr>
<tr>
<td>PRN0300V</td>
<td>Pharmacology</td>
<td>30</td>
</tr>
<tr>
<td>PRN0600V</td>
<td>Practical Nursing Communications</td>
<td>30</td>
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<tr>
<td>PRN0606V</td>
<td>Geriatric Nursing</td>
<td>80</td>
</tr>
<tr>
<td>PRN0700V</td>
<td>Nutrition</td>
<td>30</td>
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<tr>
<td>PRN0800V</td>
<td>Structure and Function</td>
<td>60</td>
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<tr>
<td>PRN0901V</td>
<td>Vocational &amp; Personal Adjustment</td>
<td>60</td>
</tr>
<tr>
<td>PRN0902V</td>
<td>Life Span</td>
<td>30</td>
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<tr>
<td>PRN1000V</td>
<td>Family &amp; Community Health</td>
<td>150</td>
</tr>
<tr>
<td>PRN1200V</td>
<td>Advanced Med/Surg I</td>
<td>180</td>
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<tr>
<td>PRN1300V</td>
<td>Mental Health Concepts</td>
<td>30</td>
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<tr>
<td>PRN1400V</td>
<td>Geriatric Nursing</td>
<td>80</td>
</tr>
<tr>
<td>PRN1500V</td>
<td>PRN Advanced Med/Surg II</td>
<td>180</td>
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</table>

**Practical Nursing Course Descriptions**

**PRN0020V. Life Span.** This course provides learning experiences in normal growth and development from birth to death. It provides a basis for the student to improve behavioral aspects of nurse/patient relationships and better understand physical and behavioral problems of patients. Emphasis is placed on the influences that promote normal growth and development. Developmental stages explored are infancy, preschool age, school age (six through eleven), preadolescence, adolescence, young adulthood, middle-age adulthood and geriatrics. 30 hours/1 credit.

**PRN0066V. Practical Nurse Communications.** This course is designed to promote the development and effective use of various forms of communication. It consists of identifying components of communication and identifying barriers to communication. It includes developing and/or utilizing verbal and written information in the classroom setting and in the clinical setting. It involves use of basic medical terminology and approved abbreviations. 30 hours/1 credit.

**PRN0011V. Vocational and Personal Adjustment.** This course involves three components. The career planning component consists of a survey of job opportunities, personal finances, and personal responsibilities for growth that will guide the student in preparing for employment in Practical Nursing. The math component addresses the basic mathematics computations necessary to administer safe and accurate dosages of medications, which will prepare the student for Pharmacology and the administration of medications to follow. The medical terminology component provides a basis for understanding basic principles of medical word building. The material prepares students to analyze words structurally, to spell and pronounce medical terms accurately and to understand certain word elements related to anatomy and physiology. 60 hours/2 credits.
PRN 0001V. PRN Fundamentals. This is a knowledge and skills course designed to orient the student to the Practical Nursing Program and the practical nursing occupation utilizing scientific principles. Legal issues and terms will be discussed. Basic human needs, health and wellness are discussed. Safety in the healthcare environment is introduced as well as medical asepsis and universal precautions. The course encompasses the five basic steps of the nursing process and the practical nurse’s role in assisting with the collection of data, contributing to the plan of care, performing basic therapeutic techniques, preventive measures and assisting in the evaluation of nursing interventions. Emphasis will be on acquiring the skills to provide basic patient care and will include the following: transcultural considerations, admission, transfer, discharge of patients, vital signs, body mechanics, beds and bed making, person hygiene and skin care, elimination, specimen collection, bandages and binders, heat and cold application, infection control techniques and patient comfort and pain management. CPR certification is included in this course. Principles of emergency care, preoperative care and surgical asepsis are present. The adult requiring more complex interventions related to nutrition and elimination will be a focus. 310 hours/10 credits.

PRN 0100V. PRN Maternal/Child Nursing. This course covers the needs of the expectant mother, infant and family from the beginning of pregnancy through the child-bearing period. It includes the needs of children as they grow and development to adulthood. The focus of the course is on the promotion and maintenance of health during these rapid developmental years. Emphasis is placed on the impact to normal family life and growth and development tasks when illness occurs. Students learn the nursing processes involved in basic therapeutic and preventive nursing. 150 hours/5 credits.

PRN 0030V. Pharmacology and the Administration of Medications. This course introduces the study of broad groups of drugs designed to provide the practical nursing student with a basic background of drugs, their actions, dosages, and side effects. This course includes basic drugs and solutions and reviews the mathematics computations that are necessary to administer safe and accurate dosages of medications. With demonstrated laboratory competence, the student will initiate drug administration in the clinical setting. Drug therapy will be integrated throughout the curriculum. 30 hours/1 credit.

PRN 0070V. Nutrition and Diet. This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing, and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health are emphasized. 30 hours/1 credit.

PRN 0080V. Structure and Function. This course covers basic normal anatomy and physiology and provides the student with a basic foundation upon which to build subsequent learning involving human structure and function norms and abnormalities. Medical terminology for each system is integrated throughout the course. 60 hours/2 credits.

PRN 0040V. Family and Community Health Nursing. This is an introduction to personal, family and community health. The nursing process provides a framework for understanding the common health problems within the community and the illnesses that bring the client to the hospital or health care agency. The infections disease process, cancer and its treatment, sexually transmitted diseases, fluid and electrolyte balance, and fluid and blood replacement, are topics covered in this course. Rehabilitation of the chronically ill client will be discussed. The clinical portions of the course are in the acute and long-term care settings. There will be observational clinical hours in outpatient oncology facilities, STD clinics, and rehabilitation facilities. 150 hours/5 credits.

PRN 0200V. PRN Advanced Medical/Surgical I. This course introduces medical and surgical nursing as specialties. The nursing process provides a framework for the student to learn the common disease entities that interfere with normal body functions of the adult and the nursing and medical/surgical management of these disease processes as they relate to the individual client. The focus is on the adult patient who is experiencing insults to cardiovascular integrity, disturbances of body supportive structures and locomotion, and disturbances of sexual structure or reproductive function. 180 hours/6 credits.

PRN 0400V. Mental Health Concepts. This course focuses on interpersonal relationships. This course discusses mental health versus mental illness, introduces the student to methods of psychiatric therapy, the therapeutic environment, rights of the patient and the relative nursing care. Emphasis is given to increasing the student’s awareness of the importance of the interrelationship of the physical, emotional and psychosocial needs of the patient. The focus is on psychosocial adaptation and coping mechanism and the practical nursing role in meeting the needs of the client through effective communications skills. Recognizing and dealing with domestic violence is a part of this course. 30 hours/1 credit.

PRN 0500V. Geriatric Nursing. This unit of study is designed to help the student understand the health related needs that result from the normal aging process. The unit will also discuss assistance for the older adult with age related disease. 80 hours/3 credits.

PRN 0201V. PRN Advanced Medical/Surgical II. This course continues study of the nursing care of the adult patient, focusing on adults who are experiencing disorders of the cognitive, sensory or psychomotor functions, disturbances of ingestion, digestion, absorption and elimination, and common problems involving disfigurement. Students will acquire the knowledge necessary to care for patients with commonly occurring health problems that have predictable outcomes. 180 hours/6 credits.

CGS 0040V. Introduction to Computer Use for Health Sciences. An introduction to the use of microcomputers. Includes terminology and an introduction to the operation of typical microcomputer hardware and software. No prerequisite but typing or keyboarding experience is helpful. Only students accepted in the LPN program of study may take this course. 30 hours/1 credit.
Career and Technical Education Programs

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.

### Applied Welding Course of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 0011V</td>
<td>Welding Technology Introduction (Core)</td>
<td>130</td>
<td>4</td>
</tr>
<tr>
<td>PMT 0101V</td>
<td>Blueprint Reading for Welders (Core)</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship (Core)</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>PMT 0012V</td>
<td>Shielded Metal Arc Welding (SMAW)</td>
<td>250</td>
<td>8</td>
</tr>
<tr>
<td>PMT 0013V</td>
<td>Gas Metal ARC Welding (GMAW)</td>
<td>125</td>
<td>4</td>
</tr>
<tr>
<td>PMT 0014V</td>
<td>Flux Cored Welding</td>
<td>100</td>
<td>3</td>
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<tr>
<td>PMT 0015V</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>175</td>
<td>5</td>
</tr>
<tr>
<td>PMT 0016V</td>
<td>Pipe Welding</td>
<td>270</td>
<td>9</td>
</tr>
<tr>
<td>PMT 0936V</td>
<td>Special Topics in Applied Welding</td>
<td>various</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 1170 37

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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/8 credits.

**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/4 credits.

**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/5 credits.

**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/4 credits.

**PMT 0016V. Pipe Welding.** To develop proficiency in welding pipes in all positions. 270 hours/9 credits.

**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/3 credits.

**PMT 0014V. Flux Cored 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/3 credits.

**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/credits.

**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/1 credit.
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 John Gardner at 718-2306, Building P, Room 496.

Automotive Service Technology Course Descriptions

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AER 0006V Automotive Lube Technician Core</td>
<td>105</td>
<td>3</td>
</tr>
<tr>
<td>SLS 0341V Employability Skills and Entrepreneurship Core</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>AER 0300V Automotive Service Assistant Core</td>
<td>285</td>
<td>9</td>
</tr>
<tr>
<td>AER 0110V Engine Repair Technician</td>
<td>135</td>
<td>4</td>
</tr>
<tr>
<td>AER 0250V Automatic Transmission and Transaxle Technician</td>
<td>185</td>
<td>6</td>
</tr>
<tr>
<td>AER 0270V Manual Drive Train and Axle Technician</td>
<td>135</td>
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</tr>
<tr>
<td>AER 0450V Automotive Suspension and Steering Technician</td>
<td>135</td>
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<tr>
<td>AER 0411V Automotive Brake System Technician</td>
<td>135</td>
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<tr>
<td>AER 0310V Automotive Electrical/Electronic System Technician</td>
<td>235</td>
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<tr>
<td>AER 0171V Automotive Heating &amp; Air Conditioning Technician</td>
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<tr>
<td>AER 0503V Automotive Engine Performance Technician</td>
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<tr>
<td>AER 0936V Special Topics in Automotive Service Technology</td>
<td>various</td>
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</table>

Total 1800 55
AER 0110. 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. 135 hours/4 credits.

AER 0503. 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. 285 hours/9 credits.

AER 0270. 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. 135 hours/4 credits.

AER 0250. Automatic Transmission and Transaxle Technician. Content provides the skill training enabling proficiency in the operation and servicing of automatic transmission/transaxle. 185 hours/6 credits.

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

Commercial Foods and Culinary Arts
Program Code 2240

Commercial Foods and Culinary Arts prepares students for employment, and/or specialized training in the Commercial Foods and Culinary Arts industry. This program prepares students for positions as a bus person/waiter or waitress, steward, salad person, utility cook, breakfast cook, line cook, and pastry cook.

It is designed to assist with supplemental training for persons previously or currently employed in the Culinary Foods and Culinary Arts industry. It is a competency-based, self-paced program with open-entry.

Commercial Foods and Culinary Arts 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) Bus Person/Waiter or Waitress, becomes proficient in dining room operations.

(B) Steward, becomes skilled in general housekeeping operations, understands basic science, and becomes proficient in appropriate communication skills.

(C) Salad Person, becomes skilled in fruit, vegetables, salad, buffet food, beverage, and related food preparation.

(D) Utility Cook, becomes skilled in equipment operation.

(E) Breakfast Cook, becomes skilled in dairy, egg, and farinaceous product preparation.

(F) Line Cook, becomes skilled in stock, soup, meat, poultry, fish, and seafood preparation.

(G) Pastry Cook, becomes skilled in bakery goods and dessert preparation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMV 0144V</td>
<td>Bus Person/Waiter Or Waitress Core</td>
<td>45</td>
<td>2</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills &amp; Entrepreneurship Core</td>
<td>30</td>
<td>1</td>
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<tr>
<td>HMV 0111V</td>
<td>Steward Core</td>
<td>75</td>
<td>2</td>
</tr>
<tr>
<td>HMV 0105V</td>
<td>Salad Person</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>HMV 0013V</td>
<td>Utility Cook</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>HMV 0107V</td>
<td>Breakfast Cook</td>
<td>300</td>
<td>10</td>
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<tr>
<td>HMV 0015V</td>
<td>Line Cook</td>
<td>450</td>
<td>15</td>
</tr>
<tr>
<td>HMV 0108V</td>
<td>Pastry Cook</td>
<td>300</td>
<td>10</td>
</tr>
</tbody>
</table>

Total 1500 50

Commercial Foods and Culinary Arts Course Descriptions

**HMV 0144V. Bus Person/Waiter or Waitress Core.** This course is a familiarization with the types of dining room operations found in the food service industry. 45 hours/2 credits.

**HMV 0111V. Steward Core.** This course is a familiarization with the types of chemicals, cleaning supplies and methods used within the food service operation. 75 hours/2 credits.

**HMV 0105V. Salad Person.** This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic salad recipes. Special emphasis is given to the study of ingredients, terminology, weights and measures, form conversions, and procedures. 150 hours/5 credits.

**HMV 0013V. Utility Cook.** This course is a familiarization with tools, equipment, organization of the classical kitchen, and a study of basic food recipes. Special emphasis is given to the study of ingredients, cooking theories, terminology, weights and measures, form conversions, and procedures for breakfast cookery. 300 hours/10 credits.

**HMV 0107V. Breakfast Cook.** This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic food recipes. Students will demonstrate dairy, egg and farinaceous(starchy) food preparation skills. Special emphasis is given to the study of ingredients, cooking theories, terminology, weights and measures, form conversions, and procedures for breakfast cookery. 450 hours/15 credits.

**HMV 0015V. Line Cook.** This course is a familiarization with tools, equipment, the organization of a classical kitchen, and a study of basic food recipes. The student will demonstrate stocks, soups, sauces, meat, poultry, and seafood preparation skills. Special emphasis is given to the study of ingredients, cooking theories, terminology, weights and measures, form conversions, and procedures for breakfast cookery. 300 hours/10 credits.

**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/1 credit.

For further information, call Mark Panichella at 718-2256, Building K, Room 814.
Computer Electronics Technology Program Code 2254

Computer Electronics 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 sequence of instruction preparing students for positions as an End User Support Technician, Level I Support Technician, Help Desk Specialist; PC Electronics Installer; PC Technician, field Technician, Level II Support Technician; Computer Support Specialist, Level I LAN Technician, Field Service Technician; and Digital Electronics Repairer.

Computer Electronics 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 advance training. 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; employability skills and entrepreneurship.

(B) PC Electronics Installer - Level II learns soldering; basic laboratory skills; basic D.C. and A.C. circuits; and basic math and science.

(C) Computer Support Specialist - Level I - LAN Technician learns proficiency in electronic information exchange and site requirements and considerations.

(D) Field Service Technician/P.C. Technician learns proficiency in computer systems architecture and peripheral equipment.

(E) Digital Electronics Technician learns proficiency in digital circuits and fundamental microprocessors.

For further information, call John Watson at 718-2392, Building O, Room 107-F.

### Computer Electronics Technology Course Descriptions

**EEV 0533V. Computer Hardware and Software.** An in-depth study of personal computer peripheral devices: floppy drives, hard drives and other essential devices. Areas covered are hardware and software. 420 hours/14 credits.

**EEV 0535V. Computer Networks.** Define interface standards, configure sync and async devices, identify networking levels and protocols and troubleshoot network systems. 150 hours/5 credits.

**EEV 0536V. Peripherals Equipment.** Designed to familiarize students with peripheral equipment associated with computers. Study of hard, floppy, CD-ROM and tape drives are covered. Also, drive replacement and using configuration software are covered. 150 hours/5 credits.

**EEV 0539V. Site Requirements.** Site requirements and consideration by applying effective customer relations to consider customer needs and desires. Includes design and maintenance requirements for optimum customer satisfaction. 150 hours/5 credits.

**EEV 0601V. Fundamentals of DC Circuits.** A basic course in DC Circuits designed to prepare the student for circuit analysis including series and parallel circuits. Hands on experience in the use of electronic test equipment and in the proper techniques for data measurement, problem solving and troubleshooting. Classroom lectures will be used to supplement hands-on and lab exercises. 45 hours/1 credit.

**EEV 602V. Fundamentals of AC Circuits CET.** A basic course in AC circuits designed to teach the student the nature of AC current. Classroom lectures along with hands-on exercises will allow the student to identify properties of an AC signal using VOM, and DVM. 30 hours/1 credit.

**EEV 607V. Digital Circuits.** This course introduces the principles and techniques required for the development of analytical skills in digital circuitry. Topics include computer number systems, digital codes and parity error detection methods. Boolean algebra, Karnaugh mapping, logic gates minimization techniques, arithmetic operation via combination logic, flip-flop timing, synchronization circuits, and pulse waveform generation. Lab projects provide hands-on experience in the use of test instruments and techniques for measurement of digital data. 300 hours/10 credits.

**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. 30 hours/1 credit.
**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; and 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/5 credits.

**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/1 credit.

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

**Electronic Technology Program Code 2251**

The Electronic Technology Program is designated as a Center of Excellence Electronics Technology by the Department of Education.

Electronic Technology prepares students for employment, and/ or specialized training as electrical and electronics technicians. This program is a sequence of instruction preparing students for positions as an Electronic Assembler, Electronics Tester, Electronics Equipment Repairer, and Electronics Technician. Electronic Technology focuses on broad, transferable skills and stresses understanding and demonstration of the Electronic industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Electronic 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) Electronics Assembler** learns proficiency in soldering, basic laboratory practices basic D.C. circuits employability skills and entrepreneurship.
- **(B) Electronics Tester** learns proficiency of basic computer usage, advanced D.C. circuits, A.C. circuits, and solid state devices.
- **(C) Electronics Equipment Repairer** learns proficiency in digital circuits and fundamental micro-processors.
- **(D) Electronics Technician** learns proficiency in analog circuits, skills in technical recording, and understanding of basic math and science skills, and communications skills.

For further information, call James Bailey at 718-2452, Building O, Room 107-C.

All courses except EEV 0794 and SLS 0341 have a lab fee.

**Electronic Technology Course of Study**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV 0821V</td>
<td>Basic Soldering</td>
<td>70</td>
<td>2</td>
</tr>
<tr>
<td>EEV 0811V</td>
<td>Fundamentals of DC Circuits</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEV 0542V</td>
<td>Industrial Computer Applications</td>
<td>50</td>
<td>1</td>
</tr>
<tr>
<td>EEV 0819V</td>
<td>Advanced DC Circuits</td>
<td>50</td>
<td>1</td>
</tr>
<tr>
<td>EEV 0812V</td>
<td>Fundamentals of AC Circuits</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>EEV 0813V</td>
<td>Solid State Devices</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>EEV 0815V</td>
<td>Digital Fundamentals</td>
<td>225</td>
<td>7</td>
</tr>
<tr>
<td>EEV 0816V</td>
<td>Microprocessor Fundamentals</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>EEV 0814V</td>
<td>Analog Circuits</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>EEV 0793V</td>
<td>Technical Reporting and Lab Practices</td>
<td>75</td>
<td>2</td>
</tr>
<tr>
<td>EEV 0794V</td>
<td>Applied Math for DC Circuits</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>EEV 0930V</td>
<td>Special Topics in Electronics</td>
<td>various</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 1400 44

**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/1 credit.

**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 requisition 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/2 credits.

**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/5 credits.

**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/5 credits.

**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 uti-
lizing 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/5 credits.

**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/5 credits.

**EEV 0814V. Analog Circuits.** This course covers complex semiconductor electronic circuits to include application of field-effect transistor circuits, amplitude/phase shift response of transistor amplifiers, integrated circuits, noise 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/5 credits.

**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/7.5 credits.

**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; and 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/5 credits.

**EEV0819V. Advanced DC Circuits.** Demonstrate the ability to apply and solve principles of Kirchhoff's laws and network theorems in network analysis. Students learn advanced 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/1 credit.

**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/2 credits.

**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/credits.

**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/2 credits.

**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/1 credit.
Grooming and Salon Services

Grooming and Salon Services is designed to prepare students for employment as a licensed hairdresser and cosmetologist, registered nails or facial specialista 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 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 open-entry. 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 N, Room 454.

Cosmetology-Hairdresser and Cosmetologist

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 shampoos, applies hair conditioners and scalp treatments; develops skills in trimming and shaping 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/40 credits.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 0011V</td>
<td>Fundamentals of Cosmetology</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>COS 0510V</td>
<td>Scalp and Hair Care</td>
<td>95</td>
<td>3</td>
</tr>
<tr>
<td>COS 0301V</td>
<td>Hair Cutting and Shaping</td>
<td>125</td>
<td>4</td>
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<tr>
<td>COS 0400V</td>
<td>Hair Styling</td>
<td>185</td>
<td>6</td>
</tr>
<tr>
<td>COS 0644V</td>
<td>Chemical Hair Restructuring</td>
<td>340</td>
<td>11</td>
</tr>
<tr>
<td>CSP 0010V</td>
<td>Manicure, Pedicure and Nail Extensions I</td>
<td>120</td>
<td>4</td>
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<tr>
<td>CSP 0300V</td>
<td>Facials and Makeup</td>
<td>155</td>
<td>5</td>
</tr>
<tr>
<td>COS 0927V</td>
<td>Special Topics in Cosmetology</td>
<td>various</td>
<td></td>
</tr>
</tbody>
</table>

Total 1200 39

Grooming and Salon Services 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/5 credits.

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/4 credits.

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/5 credits.

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/3 credits.

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/4 credits.
**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/6 credits.

**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/11 credits.

**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/credit.

**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/1 credit.

**Telecommunications Program Code 2252**

This program prepares students for initial employment as a telecommunications installation technician. Students receive lineman, 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 Harry Fleener at 718-2214, Building N, Room 111-B.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EER 0541V</td>
<td>Telecommunications Installation Technician</td>
<td>270</td>
<td>9</td>
</tr>
<tr>
<td>SLS 0341V</td>
<td>Employability Skills and Entrepreneurship Core</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>300</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

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

**Telecommunications Course Descriptions**

**EER 0053V. Installer II Technician.** This program prepares students for initial employment as interior Telecom Technical Installation Technicians. Students receive training in installation plans, procedures, layouts, equipment use and placement, support systems, cable requirements and testing, in addition to employability skills. This program prepares the student with on-the-job training with an approved company. 240 hours/8 credits. (SLS 0341V – co-requisite)

**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/9 credits w/SLS 0341V as a co-requisite)

**EER 0542V. Telecommunications Cable Splicing Technician.** This program prepares students for employment as a telecommunications cable splicing technician. Students receive print reading, splicing, and activation. 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. 250 hours/8 credits.

**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/1 credit.
Continuing Education

Continuing Education activities consist of seminars, courses, programs, workshops, teleconferences, camps, 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 Accounts Doctors
Dentists Dental Hygienists
Lifeguards Teachers
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
  Disease Transmission in the Work Place
  Worker’s Compensation and Safety
  Introduction to Directional Boring

  Technical Writing
  Workshops
  Fiber Optics
  CPR and First Aid
  Lineman/Pole Climbing
  Employability Skills
  Stress Management
  Case Management
  Customer Service
  Telephone Skills
  Cross Selling
  AIDS Awareness
  Domestic Violence Issues
  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 Fire Arm Safety
Floral Design Photo and Album
Square Dancing Dog Training
Tole Painting Drawing I
Stained Glass Genealogy
Quilting Beginning Country/Western Line Dance

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 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 Dreamweaver
  Microsoft Front Page Programming
  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 A to Z Grantwriting
  Genealogy Basics Medical Terminology
  Insurance: Unraveling the Maze Online Investing
  Debt Elimination Techniques That Work

Test Prep Courses
  GED
  GRE

If you are interested in any of these activities, would like to set up customized training, or receive current scheduling information for Continuing Education, please contact Margie Williams in Building S or call 718-2239, 718-2297, or 718-2395. Our office is here to assist you with your training or recreational needs.

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 Junior 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 Junior 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.

**Law Enforcement  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.

<table>
<thead>
<tr>
<th>Law Enforcement Course of Study</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>CJD 0760V</td>
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<tr>
<td>CJD 0761V</td>
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<td>CJD 0730V</td>
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<td>CJD 0762V</td>
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<td>CJD 0763V</td>
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<td>CJD 0704V</td>
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<td>CJD 0705V</td>
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<td>CJD 0256V</td>
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<td>CJD 0731V</td>
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<tr>
<td>CJD 0723V</td>
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<tr>
<td>CJD 0734V</td>
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</tbody>
</table>

Total 672 23

**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.

<table>
<thead>
<tr>
<th>Correctional Officer Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>CJD 0770V</td>
</tr>
<tr>
<td>CJD 0771V</td>
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<tr>
<td>CJD 0772V</td>
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<td>CJD 0773V</td>
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<td>CJD 0704V</td>
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<td>CJD 0705V</td>
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<td>CJD 0256V</td>
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<td>CJD 0741V</td>
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<tr>
<td>CJD 0741V</td>
</tr>
<tr>
<td>CJD 0752V</td>
</tr>
</tbody>
</table>

Total 530 18

**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.

<table>
<thead>
<tr>
<th>Cross-Over Law Enforcement to Corrections Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>CJD 0780V</td>
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<tr>
<td>CJD 0750V</td>
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<tr>
<td>CJD 0741V</td>
</tr>
<tr>
<td>CJD 0752V</td>
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</tbody>
</table>

Total 156 6

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

| Course | Title | Hours | Credits |
| CJT 0949U | Proficiency in Weapons in Corrections | 8 | 1 |
| CJT 0913U | Proficiency in Defensive Tactics | 8 | 1 |
| CJT 0914U | Proficiency in Medical First Responder | 16 | 1 |

Total 32 3

**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.

<table>
<thead>
<tr>
<th>Cross-Over Corrections to Law Enforcement Course of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
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<tr>
<td>CJD 0781V</td>
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<td>CJD 0730V</td>
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<tr>
<td>CJD 0723V</td>
</tr>
<tr>
<td>CJD 0734V</td>
</tr>
</tbody>
</table>

Total 286 10

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

| Course | Title | Hours | Credits |
| CJT 0912U | Proficiency in Weapons in Law Enforcement | 40 | 1 |
| CJT 0913U | Proficiency in Defensive Tactics | 8 | 1 |
| CJT 0914U | Proficiency in Medical First Responder | 16 | 1 |

Total 64 3
Correctional Probation Officer

Program Code 2225

The Correctional Probation program prepares students for employment as a State of Florida Correctional Probation Officer. Students must meet the minimum employment requirements as set forth by the State of Florida prior to entry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD 0790V</td>
<td>Correctional Probation Legal</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>CJD 0791V</td>
<td>Correctional Probation Operations</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>CJD 0792V</td>
<td>Correctional Probation Interpersonal Skills</td>
<td>68</td>
<td>2</td>
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<tr>
<td>CJD 0793V</td>
<td>Correctional Probation Communication Skills</td>
<td>70</td>
<td>2</td>
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<tr>
<td>CJD 0794V</td>
<td>Correctional Probation Supervision</td>
<td>54</td>
<td>2</td>
</tr>
<tr>
<td>CJD 0704V</td>
<td>Criminal Justice Defensive Tactics</td>
<td>106</td>
<td>3</td>
</tr>
<tr>
<td>CJD 0795V</td>
<td>Correctional Probation Firearms</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>CJD 0256V</td>
<td>Medical First Responder</td>
<td>48</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 438 15

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/2 credits.

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/2 credits.

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/2 credits.

CJD 0256V. Criminal Justice: Medical First Responder. Covers the Department of Transportation’s First Responder techniques needed in emergency medical situations. Includes major types of communicable diseases among adults, signs and symptoms of each disease and the methods of transmission. 48 hours/2 credits.

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/2 credits.

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/3 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/4 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**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/2 credits.

**CJD 0672V. School Resource Officer Training.** A course designed to provide the officer with increased knowledge and experience related to the grade school environment. 0 credits.

**CJD 0704V. Criminal Justice: Defensive Tactics.** Covers techniques needed for an officer’s personal safety and those necessary to subdue, search and transport inmates. Includes use of restraining devices, impact weapons and pressure points. 106 hours/3 credits.

**CJD 0705V. Criminal Justice: Weapons.** The use of officer firearms, including handguns, shotguns and chemical agents, with emphasis on safety procedures. Practical exercises included. 64 hours/2 credits.
CJD 0723V. Law Enforcement: Vehicle Operations. Covers basic vehicle operation skills of police vehicles. Includes vehicle pullovers and felony traffic stops. Includes practical exercises on driving range. 32 hours/1 credit.

CJD 0730V. Law Enforcement: Legal III. Covers various criminal laws with emphasis on those specific to police work, including juvenile, alcohol and tobacco control, public nuisance, unlawful assembly, weapons, child abuse, burglary, fraud, repossession, vessel, victim/witness assistance, traffic, driver’s license and other vehicle laws. 32 hours/1 credit.

CJD 0731V. Law Enforcement: Patrol. Addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls, including prowler response, crime-in-progress response, foot pursuit techniques, wants and warrants procedures, as well as handling unusual occurrences, crowd control, animal handling, environmental enforcement responsibilities, missing persons/children procedures, recognition of controlled substances, landlord/tenant dispute procedures. Covers methods of approach to various high-risk situations, officer survival considerations, and referral procedures to social service agencies. Practical exercises included. 64 hours/2 credits.

CJD 0732V. Law Enforcement: Traffic. Covers traffic law enforcement and control, including DUI offenses, accident investigation, scene management and reporting procedures, alcohol violations and field sobriety tests. 46 hours/2 credits.

CJD 0734V. Law Enforcement: Investigations. Covers investigations of various crimes, including those against property and persons, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death. Teaches techniques to follow from observation through processing of a crime scene and case preparation, including photography techniques, handling evidence and fingerprinting. Also includes familiarization with Florida’s computer network as an information source. 64 hours/2 credits.

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/1 credit.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

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/2 credits.

CJD 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/1 credit.

CJD 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/1 credit.

CJD 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/2 credits.

CJD 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/1 credit.

**CJD 0781V. Law Enforcement: Cross-Over.** This course provides an overview of investigative techniques, elements of crime and privileged communication. It also covers legal aspects of various laws and specific problems facing special groups. Prerequisite: Completion of Basic Corrections Program or consent of the department. 48 hours/2 credits.

**CJD 0790V. Correctional Probation Legal.** This course is an introductory overview of the Criminal Justice System as it relates to the public and probation officers. Study of principles of corrections, ethical and professional behavior, elements of a crime, arrest laws, violation and warrant procedures, court procedures, sentencing guidelines, legal term definitions, and use of force are included. 40 hours/2 credits. [O]

**CJD 0791V. Correctional Probation Operations.** This course covers the purpose and important considerations for proper inmate classification including disciplinary procedures, sentence reduction procedures, organization, and chain of command. 40 hours/1 credit. [O]

**CJD 0792V. Correctional Probation Interpersonal Skills.** This course covers interpersonal skills and techniques recognized as aids in effective communication with clients, orientation to crisis intervention, human diversity, persons with mental disorders, handicapped persons, substance abusers, criminal subcultures, stress recognition and reduction. 40 hours/2 credits. [O]

**CJD 0793V. Correctional Probation Communication Skills.** This course covers the report writing process including interviewing techniques, taking statements, reporting procedures, The Management Information System and the Florida Crime Information Center. 40 hours/2 credits. [O]

**CJD 0794V. Correctional Probation Supervision.** This course covers supervision concepts and techniques, community programs, victim/witness assistance procedures, domestic violence interviews, substance abuse, child abuse, animal handling procedures, and officer survival considerations. 40 hours/2 credits. [O]

**CJD 0795V. Correctional Probation Firearms.** This course involves the handgun, shotgun, and ammunitions use with emphasis on safety procedures and chemical agent training. 30 hours/1 credit. [O]

### 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>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>FFP 0080V</td>
<td>Introduction to Firefighting</td>
<td>72</td>
<td>2</td>
</tr>
<tr>
<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>Introduction to Firefighting Tactics</td>
<td>79</td>
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<td>Introduction to Firefighting Support Practices</td>
<td>108</td>
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<td>Introduction to Fire Prevention Practices</td>
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<tr>
<td>FFP 0403V</td>
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<td>1</td>
</tr>
</tbody>
</table>

**Total 450 14**

#### Firefighting Course Descriptions

**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/2 credits.

**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/2 credits.

**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/3 credits.

**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/2 credits.

**FFP 0265V. Introduction to Firefighting Support Practices.** This course demonstrates rope practices and applications. Rescue and extraction 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/3 credits.

**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/1 credit.

**FFP 0403.V Hazardous Materials.** The course outlines initial response procedures to hazardous materials incidents. It also covers basic concepts and implementation. 31 hours/1 credit.