

CAREER TRAINING PROGRAMS

ADMINISTRATIVE ASSISTANT
AIR CONDITIONING, REFRIGERATION
& HEATING APPRENTICESHIP
AIR CONDITIONING, REFRIGERATION
& HEATING TECHNOLOGY I
AIR CONDITIONING, REFRIGERATION
& HEATING TECHNOLOGY II
AIRCRAFT AIRFRAME MECHANICS
AUTOMOTIVE COLLISION REPAIR
AND REFINISHING
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MASONRY APPRENTICESHIP
MEDICAL ASSISTING
MEDICAL ADMINISTRATIVE SPECIALIST
PARENTING
PATIENT CARE ASSISTANT
PATIENT CARE TECHNICIAN
PHARMACY TECHNICIAN
PHLEBOTOMY
PLUMBING APPRENTICESHIP
PRACTICAL NURSING
PRECISION METAL FABRICATION
PRIVATE SECURITY OFFICER
PUBLIC SAFETY TELECOMMUNICATION
SMALL ENGINE REPAIR
SUPPORTED COMPETITIVE
EMPLOYMENT FOR ADULTS
WITH DISABILITIES
SURGICAL TECHNOLOGY
TRAVEL AGENCY OPERATIONS
VOCATIONAL EDUCATION FOR
STUDENTS WITH DISABILITIES
WELDING TECHNOLOGY (APPLIED)

CAREER TRAINING PROGRAMS

CAREER TRAINING PROGRAMS

A Career Training Program emphasizes specific skill development and is designed to lead to licensure or certification. Upon completion of a required number of hours in a combination of classroom and lab instruction, a student is well prepared to enter the chosen career field.

Since many Selective Admissions Programs have special deadlines and admissions criteria, applicants to Selective Admission Programs should consult with an IRSC counselor/advisor well before the intended term of enrollment. Florida Statutes require students in Technical Certificate Programs that have 450 hours or more to pass the Basic Skills Requirement, except for those students who meet the state standards for an exemption. **Please note:** The Program Code required for the IRSC Application for Admission is the five digit number following the Program Title.

**ADMINISTRATIVE ASSISTANT - 50280
(1050 clock hours)**

This program offers students a broad foundation of knowledge and skills expanding the traditional role of Administrative Assistant. The content includes the use of technology to develop communication and decision making skills; the performance of office procedures tasks; and the production of quality work in an efficient manner using advanced features of business software applications. The program focuses on broad, transferable skills, stresses understanding of the elements of the office support services industry, and includes an on-the-job training component. The program is offered in an open entry/open exit, self-paced, individualized format.

REQUIRED PROGRAM:

OTA	V005	Office Skills Training I.....	75 hours
OTA	V006	Office Skills Training II.....	75 hours
OTA	V001	Office Support Technology I.....	75 hours
OTA	V002	Office Support Technology II.....	75 hours
OTA	V100	Data Entry I.....	75 hours
OTA	V425	Data Entry II.....	75 hours
OTA	V031	Computer Applications I.....	75 hours
OTA	V032	Computer Applications II.....	75 hours
OCA	V312	Office Communications I.....	75 hours
OCA	V313	Office Communications II.....	75 hours
OTA	V948	Business Cooperation Education I - OJT.....	150 hours
OTA	V949	Business Cooperation Education II - OJT.....	150 hours

**AIR CONDITIONING, REFRIGERATION, AND
HEATING APPRENTICESHIP - 50010 (8400 clock hours)**

This program is offered in partnership with state registered apprenticeship sponsors and prepares students for advancement in the air-conditioning, refrigeration, and heating trades. The program utilizes a cooperative method of instruction, requiring on-the-job training for which the student receives compensation, and classroom instruction.

REQUIRED PROGRAM:

ACR	V940	Apprenticeship HVAC 1	90 hours
ACR	V941	Apprenticeship HVAC 2	90 hours
ACR	V942	Apprenticeship HVAC 3	90 hours
ACR	V943	Apprenticeship HVAC 4	90 hours
ACR	V944	Apprenticeship HVAC 5	90 hours
ACR	V945	Apprenticeship HVAC 6	90 hours
ACR	V947	Apprenticeship HVAC 7	90 hours
ACR	V948	Apprenticeship HVAC 8	90 hours
ACR	V946*	Apprenticeship HVAC On-the-Job Training.....	640 hours

*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

**AIR CONDITIONING, REFRIGERATION, AND
HEATING TECHNOLOGY I - 50680 - (750 clock hours)**

This is an open-entry program which allows students to register any time during the semester. Upon successful completion of the program, students can enter the workforce as Air Conditioning, Refrigeration and Heating Mechanic Assistants.

REQUIRED PROGRAM:

ACR	V041	HVAC/R1	150 hours
ACR	V042	HVAC/R2	150 hours
ACR	V043	HVAC/R3	150 hours
ACR	V044	HVAC/R4	150 hours
ACR	V045	HVAC/R5	150 hours

ELECTIVE:

ACR	V930	Special Topics in HVAC.....	15 - 150 hours
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**AIR CONDITIONING, REFRIGERATION, AND
HEATING TECHNOLOGY II - 50690 - (600 clock hours)**

This open-entry program allows students to continue their study in advanced air conditioning, refrigeration and heating technology with an emphasis on commercial installation, maintenance, and diagnostics. Upon successful completion of the program, students can enter the workforce as Air Conditioning, Refrigeration and Heating Mechanics. Students must complete Air Conditioning, Refrigeration and Heating Technology I before enrolling in this program.

REQUIRED PROGRAM:

ACR	V046	HVAC/R6	150 hours
ACR	V047	HVAC/R7	150 hours
ACR	V048	HVAC/R8	150 hours
ACR	V049	HVAC/R9	150 hours

**AIRCRAFT AIRFRAME MECHANICS - 50660
(1440 clock hours)**

This program prepares students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal

Aviation Administration (FAA) license examinations for airframe ratings. The program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, along with an understanding of the underlying principles of technology, health, safety, and environmental issues. Successful completers of this program will be prepared for employment as an Aviation General Maintenance Technician Helper, and an Aviation Maintenance Technician with FAA Airframe Rating.

REQUIRED PROGRAM:

AMT	V706	Aviation Maintenance Tech I.....	360 hours
AMT	V718	Aviation Maintenance Tech II.....	480 hours
AMT	V719	Aviation Maintenance Tech III.....	480 hours
AMT	V930	Aviation Sheet Metal Boot Camp.....	120 hours

AUTOMOTIVE COLLISION REPAIR AND REFINISHING - 50540
(1400 clock hours)

This program prepares students for employment and/or specialized training in the automotive body repair field. Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. The program also provides supplemental training for persons previously or currently employed in the automotive body repair industry.

REQUIRED PROGRAM:

ARR	V101	Auto Collision Repair & Refinishing I	150 hours
ARR	V102	Auto Collision Repair & Refinishing II.....	150 hours
ARR	V103	Auto Collision Repair & Refinishing III.....	150 hours
ARR	V104	Auto Collision Repair & Refinishing IV.....	150 hours
ARR	V105	Auto Collision Repair & Refinishing V.....	150 hours
ARR	V106	Auto Collision Repair & Refinishing VI.....	150 hours
ARR	V107	Auto Collision Repair & Refinishing VII.....	200 hours
ARR	V108	Auto Collision Repair & Refinishing VIII.....	150 hours
ARR	V109	Auto Collision Repair & Refinishing IX.....	150 hours

AUTOMOTIVE SERVICE TECHNOLOGY I - 50700
(1050 clock hours)

This program prepares students for employment and/or specialized training in the automotive industry. It also provides supplemental training for persons previously or currently employed in the automotive industry.

REQUIRED PROGRAM:

AER	V014	Automotive Services Assistor 1	150 hours
AER	V015	Automotive Services Assistor 2	150 hours
AER	V691	Auto Elec/Electron Systems Tech 1	150 hours
AER	V692	Auto Elec/Electron Systems Tech 2	150 hours
AER	V418	Automotive Brake System Technician.....	150 hours
AER	V453	Automotive Suspension & Steering Tech.....	150 hours
AER	V110	Engine Repair Technician	150 hours

AUTOMOTIVE SERVICE TECHNOLOGY II - 50710
(750 clock hours)

This program provides advanced training in the automotive service industry and supplemental training for persons previously or currently employed in the automotive industry.

REQUIRED PROGRAM:

AER	V172	Auto Heat/Air Condition Tech	150 hours
AER	V257	Automatic Trans/Transaxle Tech	150 hours
AER	V274	Manual Drive Train/Axle Tech.....	150 hours
AER	V891	Auto Engine Performance Tech 1.....	150 hours
AER	V892	Auto Engine Performance Tech 2.....	150 hours

AUXILIARY LAW ENFORCEMENT OFFICER - 50040
(319 clock hours – SELECTIVE ADMISSION)

This program provides training to students seeking positions as auxiliary law enforcement officers within law enforcement agencies. Law enforcement auxiliary officers supplement an agency work force and provide personnel for special assignment activities and details. The auxiliary officer does not have arrest powers or responsibility for care, custody or control of individuals while performing their tasks. The Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission establishes the curriculum. Unlike most law enforcement positions, a licensure examination is not required for certification by this agency to perform this job.

REQUIRED PROGRAM:

CJK	V240	Law Enforcement Auxiliary Introduction	27 hours
CJK	V241	Law Enforcement Auxiliary Patrol and Traffic	19 hours
CJK	V242	Law Enforcement Auxiliary Investigations	17 hours
CJK	V422	Dart-firing Stun Gun	8 hours
CJK	V031	CMS First Aid for Criminal Justice Officers	40 hours
CJK	V040C	CMS Weapons	80 hours
CJK	V051	Defensive Tactics.....	80 hours
CJK	V020C	CMS Vehicle Operations	48 hours

BARBERING - 50410
(1200 clock hours)

Upon successful completion, this program enables students to sit for the State Barber licensing exam.

REQUIRED PROGRAM:

COS	V500C	Introduction to Barbering.....	150 hours
COS	V510C	Barber Styling	150 hours
COS	V351C	Mustache and Beard Design	150 hours
COS	V350C	Shaving	150 hours
CSP	V240C	Chemical and Skin Treatments	150 hours
COS	V550C	Technology, Specialties, and Florida Law	150 hours
COS	V530C	Chemical Processes of Hair.....	150 hours
COS	V520C	Creative Accents and Business Management.....	150 hours

CARPENTRY APPRENTICESHIP - 50470
(8400 clock hours)

This apprenticeship, delivered in partnership with State of Florida registered apprenticeship sponsors, prepares the student for advanced training while employed in the carpentry industry. The program utilizes a cooperative method of instruction, allowing the student to participate in classroom instruction and on-the-job training for which he/she receives compensation.

REQUIRED PROGRAM:

BCA	V550	Carpentry Apprenticeship I	90 hours
BCA	V551	Carpentry Apprenticeship II	90 hours
BCA	V552	Carpentry Apprenticeship III	90 hours
BCA	V553	Carpentry Apprenticeship IV	90 hours
BCA	V554	Carpentry Apprenticeship V	90 hours
BCA	V555	Carpentry Apprenticeship VI	90 hours
BCA	V556	Carpentry Apprenticeship VII	90 hours
BCA	V557	Carpentry Apprenticeship VIII	90 hours
BCA	V560*	Carpentry Apprenticeship On-the-Job Training.....	640 hours

*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

CARPENTRY - 50060
(1200 clock hours)

This is a 1200-clock hour program in Residential Carpentry. Training activities include instruction in safety, and the processes found in the trade. This hands-on program is offered in partnership with Treasure Coast Builder’s Association and prepares high-quality, entry level carpenters for the building construction industry.

REQUIRED PROGRAM:

BCV	V131	Residential Carpentry I	300 hours
BCV	V132	Residential Carpentry II	300 hours
BCV	V133	Residential Carpentry III	450 hours
BCV	V949	Carpentry Practicum	150 hours

ELECTIVE:

BCV	V230	Cabinet Making	45 hours
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CENTRAL SERVICE TECHNOLOGY - 50620
(500 clock hours – SELECTIVE ADMISSION)

This program is designed to prepare students for employment as and supervisory positions in (but not limited to) surgical sterile central services, central supply, stocking clerks, stock rooms, clerks, order fillers, warehouse, and sterilizer areas. The program is focused on these functions within hospitals and related facilities. Students who complete this certificate program are eligible to sit for national and international exams that recognize expertise areas and supervisory skills.

REQUIRED PROGRAM:

HSC	V003	Introduction to Healthcare.....	82 hours
HSC	V405	Cardiopulmonary Resuscitation	8 hours
HSC	V431C	Central Service Technology Theory	205 hours

HSC V811L* Central Service Technology Practicum.....100 - 205 hours

*Students may earn competency credit up to 100 hours of Practicum depending upon current employment and verified documentation of knowledge and skills.

COMMERCIAL HEATING AND AIR CONDITIONING - 50090
(1350 clock hours)

This is an open-entry program which allows students to register any time during the semester. Upon successful completion of the program, students can enter the workforce as Heating, Air Conditioning, and Refrigeration Mechanic Assistants, with emphasis in Commercial Heating and Air Conditioning.

REQUIRED PROGRAM:

Both

ACR	V523	Basic Air Conditioning I	150 hours
and			
ACR	V100	Basic Air Conditioning II	150 hours
or			
ACR	V520	Basic Air Conditioning Certification	300 hours
with			
ACR	V984	A/C Applications I	75 hours
ACR	V985	A/C Applications II	75 hours
ACR	V525	Basic Air Conditioning III	150 hours
ACR	V548	Basic Air Conditioning IV	150 hours
ACR	V607	Basic Air Conditioning V	150 hours
ACR	V701	Basic Air Conditioning VI	150 hours
ACR	V571	Commercial Heating & Air Conditioning I	150 hours
ACR	V578	Commercial Heating & Air Conditioning II	150 hours

ELECTIVE:

ACR	V930	Special Topics in HVAC	15 - 150 hours
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COMMERCIAL REFRIGERATION TECHNOLOGY - 50100
(1350 clock hours)

This is an open-entry program which allows students to register any time during the semester. Upon successful completion of the program, students can enter the workforce as Heating, Air Conditioning, and Refrigeration Mechanic Assistants, with emphasis in Commercial Refrigeration.

REQUIRED PROGRAM:

Both

ACR	V523	Basic Air Conditioning I	150 hours
and			
ACR	V100	Basic Air Conditioning II	150 hours
or			
ACR	V520	Basic Air Conditioning Certification	300 hours
with			
ACR	V984	A/C Applications I	75 hours
ACR	V985	A/C Applications II	75 hours

ACR	V525	Basic Air Conditioning III	150 hours
ACR	V548	Basic Air Conditioning IV	150 hours
ACR	V607	Basic Air Conditioning V	150 hours
ACR	V701	Basic Air Conditioning VI	150 hours
ACR	V573	Commercial Refrigeration I	150 hours
ACR	V584	Commercial Refrigeration II	150 hours

COMMERCIAL VEHICLE DRIVING - 50110

(320 clock hours)

This program prepares students for employment as commercial truck drivers. In addition to classroom instruction, students receive over 1,000 miles of supervised on-the-road driver training.

REQUIRED PROGRAM:

TRA	V081	Commercial Vehicle Driving	160 hours
TRA	V083	OJT-Commercial Vehicle Driving	160 hours

CORRECTIONAL OFFICER - BASIC RECRUIT TRAINING - 50120

(552 clock hours – SELECTIVE ADMISSION)

The Corrections Basic Recruit Training prepares students as entry level Corrections Officers in the State of Florida. Practical skills and simulated activities compliment the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standard class is regulated by Florida Statutes and is a highly structured and disciplined program with special rules, policies, and procedures.

REQUIRED PROGRAM:

CJK	V270	Criminal Justice Legal I	46 hours
CJK	V285	Criminal Justice Legal II	22 hours
CJK	V286	Criminal Justice Communications	42 hours
CJK	V100	Interpersonal Skills I-Corrections	62 hours
CJK	V101	Interpersonal Skills II	50 hours
CJK	V051	Defensive Tactics	80 hours
CJK	V040C	Criminal Justice Weapons	80 hours
CJK	V031	First Aid for Criminal Justice Officers	40 hours
CJK	V480	Emergency Preparedness	26 hours
CJK	V102	Correctional Operations	64 hours
CJK	V280	Criminal Justice Officer Physical Fitness Training	40 hours

CORRECTIONAL OFFICER CROSSOVER FROM

LAW ENFORCEMENT OFFICER - 50440

(199 CLOCK HOURS – SELECTIVE ADMISSION)

This program prepares the Florida certified Law Enforcement Officer for certification as a Correctional Officer in the State of Florida as mandated by the Criminal Justice Standards and Training Commission. The training program focuses on the skills and techniques specifically related to the duties and responsibilities of the Correctional Officer. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination.

REQUIRED PROGRAM:

CJK	V204	L.E. Crossover to Correctional Introduction	59 hours
CJK	V101	Interpersonal Skills II	50 hours
CJK	V480	Emergency Preparedness.....	26 hours
CJK	V102	Correctional Operations.....	64 hours

COSMETOLOGY - 50140

(1200 clock hours)

Upon successful completion, this program enables students to sit for the state cosmetology licensing exam.

REQUIRED PROGRAM:

COS	V001C	Introduction to Cosmetology.....	501 hours
COS	V080C	Anatomy/Physiology/Chemistry of Cosmetology.....	501 hours
COS	V081C	Review/Job Preparation & Salon Management.....	198 hours

COSMETOLOGY SPECIALIST - FACIALS - 50150

(260 clock hours)

REQUIRED PROGRAM:

CSP	V100	Esthetics	260 hours
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COSMETOLOGY SPECIALIST - NAILS - 50160

(240 clock hours)

REQUIRED PROGRAM:

CSP	V010	Manicure, Pedicure, Nail Extensions I	120 hours
CSP	V011	Manicure, Pedicure, Nail Extensions II	120 hours

CULINARY OPERATIONS - 50080

(6336 clock hours)

This program is an in-depth study intended to prepare the student for all aspects of food service, including cooking and baking techniques, nutrition guidelines, and sanitation principles. National culinary standards will be incorporated into on-the-job training and classroom instruction.

REQUIRED PROGRAM:

HMV	V940	Apprenticeship - Culinary Arts Introduction.....	96 hours
HMV	V947	Apprenticeship - Culinary Equipment Operations	96 hours
HMV	V944	Apprenticeship - Culinary Arts Nutrition Principles	96 hours
HMV	V945	Apprenticeship - Culinary Arts Cost Control.....	96 hours
HMV	V946	Apprenticeship - Culinary Arts Specialty Techniques	96 hours
HMV	V948	Culinary Arts Mgmt & Entrepreneurship.....	96 hours
HMV	V943*	Apprenticeship - Culinary Arts - OJT	640 hours

*This course is repeated nine (9) times throughout the program to document the on-the-job requirement for apprentices.

DIETETIC MANAGEMENT AND SUPERVISION - 50180

(450 clock hours)

This 450-clock hour program is recognized by the Dietary Managers Association as a certified Dietary Managers Program. This program prepares the student for employment in institutions such as hospitals.

REQUIRED PROGRAM:

DIE	V101	Introduction to Dietary Management.....	225 hours
DIE	V200	Diet Therapy for Managers	225 hours

DIVERSIFIED CAREER TECHNOLOGY – 50600

(1200 clock hours)

This program provides students with selected occupational skills through employment related instruction and paid, on-the-job training supervised by an employer and a teacher/coordinator. Employment related classroom instruction leads to competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance, leadership, communication, labor and human resources, economics, entrepreneurship, career planning, technology, management, and technical and production skills. The combination of classroom and on-the-job training allows students to develop a variety of workplace competencies and transferable skills as well as develop students who will be motivated, self-disciplined individuals; caring, responsible, life-long learners; flexible and committed to technical competencies; and skillful at social interactions, leadership, and problem-solving.

REQUIRED PROGRAM:

VPI	V523	Work Certified	90 hours
VPI	V940	Diversified Career Technology OJT	210 hours
VPI	V403	Diversified Career Technology Applications.....	300 hours
VPI	V404	Diversified Career Technology Management.....	600 hours

EARLY CHILDHOOD EDUCATION - 50190

(600 clock hours)

The Early Childhood Education Program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Early Childhood industry: planning, management, technical skills, community issues, health issues, safety practices, environmental issues, and developmentally appropriate practices for children.

REQUIRED PROGRAM:

Option One:

HEV	V110	Early Childhood Education I.....	150 hours
HEV	V130	Early Childhood Education II.....	150 hours
HEV	V137	Early Childhood Education III.....	150 hours
HEV	V158	Early Childhood Education IV.....	150 hours

Option Two:

Required:

HEV	V110	Early Childhood Education I.....	110 hours
HEV	V130	Early Childhood Education II.....	150 hours

HEV	V137	Early Childhood Education III.....	150 hours
HEV	V158	Early Childhood Education IV.....	150 hours
and select 30 hours from:			
HEV	V118	Family Day Care Workers Training.....	30 hours
or			
HEV	V115	30-hour Statewide Childcare Training.....	30 hours
or			
HEV	V132	Child Growth & Development	6 hours
HEV	V166	Health, Safety & Nutrition	8 hours
HEV	V181	Behavioral Observing & Screening.....	6 hours
HEV	V199	Identifying Child Abuse & Neglect	4 hours
and select one:			
HEV	V805	Rules & Regulations.....	6 hours
or			
HEV	V806	Family Child Care Rules and Regulations.....	6 hours
and select one:			
HEV	V116	Introduction to Preschool Practices	10 hours
HEV	V126	Special Needs.....	10 hours
HEV	V159	Train the Trainer-Child Care	10 hours
HEV	V171	Develop Appropriate Practices-Infants & Toddlers.....	10 hours
HEV	V195	School Age Children	10 hours

ELECTRICAL APPRENTICESHIP - 50200
(8400 clock hours)

This program is delivered in partnership with state registered apprenticeship sponsors, and prepares students for advancement as residential or commercial electricians in the construction industry. The program utilizes a cooperative method of learning, requiring on-the-job training and classroom instruction, providing the student with theoretical and practical skills necessary in the electrical trades.

REQUIRED PROGRAM:

BCA	V001	Intro to Building Trade Apprenticeship.....	36 hours
or			
BCA	V320	Building Trades Apprenticeship.....	54 hours
BCA	V350	Apprenticeship-Electrical 1.....	90 hours
BCA	V351	Apprenticeship-Electrical 2.....	90 hours
BCA	V352	Apprenticeship-Electrical 3.....	90 hours
BCA	V353	Apprenticeship-Electrical 4.....	90 hours
BCA	V354	Apprenticeship-Electrical 5.....	90 hours
BCA	V355	Apprenticeship-Electrical 6.....	90 hours
BCA	V356	Apprenticeship-Electrical 7.....	90 hours
BCA	V357	Apprenticeship-Electrical 8.....	90 hours
BCA	V349*	Apprenticeship-Electrical OJT	592 - 640 hours

*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

ENVIRONMENTAL SERVICES TRAINING - 50210

(300 clock hours)

This program prepares participants for employment in the housekeeping/custodial industry. Through hands-on training in all aspects of the trade, participants benefit from the use of industry equipment and are introduced to industry standards and employment options.

REQUIRED PROGRAM:

HMV	V949	Environmental Services Training I.....	150 hours
HMV	V960	Environmental Services Training II.....	150 hours

FIREFIGHTING - BASIC RECRUIT TRAINING - 50220

(450 clock hours – SELECTIVE ADMISSION)

Basic Fire Recruit Training is offered during the Fall, Spring, and Summer semesters. This program meets the minimum educational requirements for an individual to be a certified combat firefighter in the State of Florida. Upon successful completion of this training program, the student is eligible to take the state written and practical examination administered by the Bureau of Fire Standards and Training. Prior to admission, students must complete the Emergency Medical Technician or Paramedic training program.

REQUIRED PROGRAM:

FFP	V010	Firefighting Academy I.....	160 hours
FFP	V020	Firefighting Academy II.....	290 hours

HEAVY EQUIPMENT OPERATIONS – 50590

(1200 clock hours)

This program prepares students for advanced training in the heavy equipment industry and for those interested in a career as a heavy equipment operator. This program focuses on broad, transferable skills, stressing the understanding and demonstration of all aspects of the heavy equipment industry such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

MAJOR FIELD REQUIRED COURSES (600 Hours)

AEB	V030	Auto Leveling Procedures for Surveying.....	100 hours
AEB	V033	Boom Mowing Operations.....	100 hours
AEB	V035	Rubber Tire Loader.....	90 hours
AEB	V036	Street Sweeper Operator	100 hours
AEB	V038	Public Works Operation I.....	120 hours
AEB	V042	Dump Truck Operations	90 hours

MAJOR FIELD ELECTIVES (Select 600 hours)

AEB	V031	Back Hoe Loader Operations	140 hours
AEB	V032	Badger Operations	200 hours
AEB	V034	Dozer Operations	100 hours
AEB	V037	Swamp Meister Operations (Drow Excavator)	200 hours
AEB	V039	Fork Lift Operations.....	20 hours
AEB	V040	Box Blade Operations	60 hours

AEB	V041	Computerized Sign Layout	50 hours
AEB	V043	Mulcher Mower Operations	100 hours

LAW ENFORCEMENT - BASIC RECRUIT TRAINING - 50250

(770 clock hours – SELECTIVE ADMISSION)

Law Enforcement Basic Recruit Training prepares students as entry level law enforcement officers in the State of Florida. Practical skills and simulated activities compliment the classroom instruction. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination. This minimum standards class is regulated by Florida Statutes and is a highly structured and disciplined program with special rules, policies, and procedures.

REQUIRED PROGRAM:

CJK	V007	Introduction to Law Enforcement	11 hours
CJK	V008	Legal	69 hours
CJK	V017	Communications	76 hours
CJK	V011	Human Issues	40 hours
CJK	V061	Patrol I	58 hours
CJK	V062	Patrol II	40 hours
CJK	V076	Crime Scene Investigations	24 hours
CJK	V071	Crime Investigations	56 hours
CJK	V082	Traffic Stops	24 hours
CJK	V083	DUI Traffic Stops	24 hours
CJK	V086	Traffic Crash Investigations	32 hours
CJK	V020C	CMS Vehicle Operations	48 hours
CJK	V031	CMS First Aid for Criminal Justice Officers	40 hours
CJK	V040C	Criminal Justice Weapons	80 hours
CJK	V051	Defensive Tactics	80 hours
CJK	V422	Dart-firing Stun Gun	8 hours
CJK	V096	Criminal Justice Officer Physical Fitness Training	60 hours

LAW ENFORCEMENT OFFICER CROSSOVER FROM

CORRECTIONAL OFFICER - 50420

(457 clock hours – (SELECTIVE ADMISSION)

This program prepares the Florida certified Correctional Officer for certification as a Law Enforcement Officer in the State of Florida as mandated by the Criminal Justice Standards and Training Commission. The training program focuses on the skills and techniques specifically related to the duties and responsibilities of the Law Enforcement Officer. Upon successful completion, students are eligible to take the Florida Department of Law Enforcement State Certification Examination.

REQUIRED PROGRAM:

CJK	V221	C.O. Crossover to L.E. Introduction & Legal	47 hours
CJK	V222	C.O. Crossover to L.E. Communications	56 hours
CJK	V223	C.O. Crossover to L.E. Human Issues	32 hours
CJK	V061	Patrol I	58 hours
CJK	V062	Patrol II	40 hours

CJK	V076	Crime Scene Investigations	24 hours
CJK	V071	Criminal Investigations.....	56 hours
CJK	V082	Traffic Stops	24 hours
CJK	V083	DUI Traffic Stops	24 hours
CJK	V086	Traffic Crash Investigations.....	32 hours
CJK	V212	Crossover Correctional to CMS L.E. High-Liability	8 hours
CJK	V422	Dart-firing Stun Gun	8 hours
CJK	V020C	CMS Vehicle Operations	48 hours

LEGAL ADMINISTRATIVE SPECIALIST - 50670
(1050 clock hours)

This program teaches a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes the use of technology to develop communication skills, higher level thinking skills, decision making skills, legal terminology, the performance of office procedures specific to the legal environment, and the transcription of legal documents using advanced features of business software applications.

It also stresses the understanding and demonstration of the legal secretarial industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

REQUIRED PROGRAM:

OTA	V005	Office Skills Training I.....	75 hours
OTA	V006	Office Skills Training II.....	75 hours
OTA	V001	Office Support Technology I.....	75 hours
OTA	V002	Office Support Technology II.....	75 hours
OTA	V470	Legal Technology I.....	75 hours
OTA	V472	Legal Technology II.....	75 hours
OTA	V031	Computer Applications I.....	75 hours
OTA	V032	Computer Applications II.....	75 hours
OCA	V312	Office Communications I.....	75 hours
OCA	V313	Office Communications II.....	75 hours
OTA	V948	Business Cooperation Education I - OJT.....	150 hours
OTA	V949	Business Cooperation Education II - OJT.....	150 hours

LINE ERECTOR APPRENTICESHIP – 50640
(8720 clock hours)

This program is delivered in partnership with state registered apprenticeship sponsors, and prepared utility company employees for advancement as line erectors. This program utilizes a cooperative method of learning, requiring on-the-job training and classroom instruction, providing the student with theoretical and practical skills necessary to succeed in the field.

REQUIRED PROGRAM:

BCA	V310	Line Erector I.....	90 hours
BCA	V311	Line Erector II.....	90 hours

BCA	V312	Line Erector III.....	90 hours
BCA	V313	Line Erector IV	90 hours
BCA	V314	Line Erector V	90 hours
BCA	V315	Line Erector VI	90 hours
BCA	V316	Line Erector VII	90 hours
BCA	V317	Line Erector VIII	90 hours
BCA	V318*	On-the-Job Training for Line Erector.....	667 hours

*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

MASONRY APPRENTICESHIP - 50560
(6000 clock hours)

This program is delivered in partnership with state registered apprenticeship sponsors, and prepares students for advancement in the masonry industry. The program utilizes a cooperative method of learning, requiring on-the-job training and classroom instruction, providing the student with theoretical and practical skills necessary in the masonry trades.

REQUIRED PROGRAM:

BCA	V150	Masonry I.....	80 hours
BCA	V151	Masonry II.....	80 hours
BCA	V152	Masonry III.....	80 hours
BCA	V153	Masonry IV.....	80 hours
BCA	V154	Masonry V.....	80 hours
BCA	V155	Masonry VI.....	80 hours
BCA	V160*	Apprenticeship-Masonry OJT.....	600-640 hours

*This course is repeated nine (9) times throughout the program to document the on-the-job requirement for apprentices.

MEDICAL ASSISTING - 50260
(1300 clock hours)

This 12-month program prepares the student for specific clinical, laboratory, and administrative roles as a Medical Assistant employed in a physician’s office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery, administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files, and completing insurance forms. Practicum experiences include internships in a physician’s office or other appropriate facility.

REQUIRED PROGRAM:

HSC	V003	Introduction to Health Care	82 hours
HSC	V405	Cardiopulmonary Resuscitation	8 hours
HSC	V230C	Concepts of Medical Language.....	35 hours
MEA	V231	Anatomy and Physiology	60 hours
MEA	V234	Pathophysiology and Disease.....	75 hours
MEA	V200C	Medical Assisting Clinical Procedures I	75 hours
OTA	V006	Office Skills Training II.....	75 hours

HCP	V750C	Clinical Phlebotomy.....	75 hours
MEA	V201C	Medical Assisting Clinical Procedures II	75 hours
MEA	V500	Medical Office Receptionist.....	100 hours
MEA	V334	Medical Office Procedures.....	75 hours
MEA	V242	Introduction to Pharmacology	90 hours
MEA	V258	Introduction to Radiography	90 hours
MEA	V254C	Medical Office Laboratory.....	75 hours
MEA	V952	Medical Assisting Seminar	35 hours
MEA	V800	Medical Assisting Practicum.....	200 hours
HCP	V720C	Electrocardiograph Aide Clinical.....	75 hours

MEDICAL ADMINISTRATIVE SPECIALIST - 50720
(1050 clock hours)

This program offers students a broad foundation of knowledge and skills necessary for a position as a Medical Secretary. The content includes the use of technology to develop communications and decision-making skills, the performance of office procedures and tasks specific to a medical office, and the production of quality work in an efficient manner using advanced features of business software applications. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following requirements of the medical office: computerized patient billing, appointment scheduling, recordkeeping, medical terminology, machine transcription, and word processing. The program is offered in an open entry-open exit, self-paced individualized format and offers on- the-job training.

REQUIRED PROGRAM:

OTA	V005	Office Skills Training I.....	75 hours
OTA	V006	Office Skills Training II.....	75 hours
OTA	V001	Office Support Technology I.....	75 hours
OTA	V002	Office Support Technology II.....	75 hours
OTA	V612	Medical Terminology I	75 hours
OTA	V613	Medical Terminology II	75 hours
OTA	V031	Computer Applications I.....	75 hours
OTA	V032	Computer Applications II.....	75 hours
OCA	V312	Office Communications I.....	75 hours
OCA	V313	Office Communications II.....	75 hours
OTA	V948	Business Cooperation Education I - OJT	150 hours
OTA	V949	Business Cooperation Education II - OJT	150 hours

PARENTING - 50290

(45 clock hours – SELECTIVE ADMISSION)

This program prepares students for the occupation of parenting, realizing the dual roles of males and females as homemakers and wage earners. Included in the program’s content is human growth and development, interpersonal relationships, planning and management of resources, planning and preparation of healthy and safe environments for children, and family and crisis management.

REQUIRED PROGRAM:

CHD	V533	Parenting.....	45 hours
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PATIENT CARE ASSISTANT - 50650

(300 clock hours – SELECTIVE ADMISSION)

This program is designed to prepare students for employment as cross-trained nursing assistants, health care support workers, patient care assistants, nursing aids and orderlies, or home health aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings.

REQUIRED PROGRAM:

HCP	V410C	Nursing Assistant	165 hours
or			
HCP	V120	Nursing Assistant-Clinical	40 hours
and			
HCP	V122	Nursing Assistant-Classroom & Lab.....	125 hours
HCP	V330C	Home Health Aide	75 hours
HCP	V620C	Patient Care Assistant.....	60 hours

PATIENT CARE TECHNICIAN - 50300

(600 clock hours – SELECTIVE ADMISSION)

This program prepares students for employment as advanced cross-trained nursing assistants. The program prepares students to take the Florida Nursing Assistant Competency Evaluation Program and to work in a long-term care facility, hospital, and home healthcare.

REQUIRED PROGRAM:

HCP	V410C	Nursing Assistant	165 hours
or			
HCP	V120	Nursing Assistant-Clinical	40 hours
and			
HCP	V122	Nursing Assistant-Classroom & Lab.....	125 hours
HCP	V330C	Home Health Aide	75 hours
HCP	V620C	Patient Care Assistant.....	60 hours
HCP	V720C	EKG Aide Clinical	75 hours
HCP	V750C	Clinical Phlebotomy	75 hours
HCP	V780C	Restorative Aide	90 hours
HCP	V796	Patient Care Technician.....	60 hours

PHARMACY TECHNICIAN - 50490

(1050 clock hours – SELECTIVE ADMISSION)

This program prepares students to assist a pharmacist with the technical tasks which take place in the pharmacy. Under the direct supervision of a pharmacist the graduates from this program are qualified to work as a Community Pharmacy Technician, or Pharmacy Technician in retail and hospital settings. Program completers sit for the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board. Pharmacy technicians who successfully pass the exam are eligible to use the title *Certified Pharmacy Technician (CPhT)*.

REQUIRED PROGRAM:

HSC	V003	Introduction to Healthcare.....	82 hours
HSC	V405	Cardiopulmonary Resuscitation	8 hours
PTN	V000	Pharmacy Technician Orientation	60 hours
PTN	V032L	Pharmacy Operations I.....	50 hours
PTN	V015	Pharmaceutical Calculations.....	60 hours
MEA	V231	Anatomy and Physiology	60 hours
HSC	V230C	Concepts of Medical Language.....	35 hours
PTN	V023	General Pharmacology.....	90 hours
PTN	V033L	Pharmacy Operations II.....	60 hours
PTN	V030	Introduction to Community Pharmacy	250 hours
PTN	V031	Introduction to Institutional Pharmacy	250 hours
PTN	V093	Pharmacy Technician Review	45 hours

PHLEBOTOMY - 50630**(165 clock hours)**

This program prepares students for employment as phlebotomists. Students learn skills including effective performance in obtaining adequate and correct blood specimens by capillary or venipuncture, how to prepare blood smears, labeling of specimens, aiding patient comfort during blood draws, sorting and recording of specimens, medical terminology and other related technical skills. The program meets the Department of Health HIV/AIDS education requirements.

REQUIRED PROGRAM:

HSC	V003	Introduction to Healthcare.....	82 hours
HSC	V405	Cardiopulmonary Resuscitation	8 hours
HCP	V750C	Clinical Phlebotomy.....	75 hours

PLUMBING APPRENTICESHIP - 50310**(8400 clock hours)**

This apprenticeship is delivered in partnership with State of Florida registered apprenticeship sponsors, and prepares students for advancement as residential or commercial plumbers in the construction industry. The program utilizes a cooperative method of instruction, requiring on-the-job training for which the student receives compensation, and classroom instruction.

REQUIRED PROGRAM:

BCA	V441*	Plumbing On-The-Job Training	640 hours
BCA	V450	Introduction to Pipe Trades 1	90 hours
BCA	V451	Introduction to Pipe Trades 2	90 hours
BCA	V452	Introduction to Pipe Trades 3	90 hours
BCA	V453	Plumbing Technology 4	90 hours
BCA	V454	Plumbing Technology 5	90 hours
BCA	V455	Plumbing Technology 6	90 hours
BCA	V456	Plumbing Technology 7	90 hours
BCA	V457	Plumbing Technology 8	90 hours

*This course is repeated twelve (12) times throughout the program to document the on-the-job requirement for apprentices.

PRACTICAL NURSING - 50320

(1350 clock hours – SELECTIVE ADMISSION)

This program prepares the student for a career as a Licensed Practical Nurse. Advanced Placement is an option for Florida Certified Nursing Assistants. The Florida Board of Nursing requires criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses.

REQUIRED PROGRAM:

HCP and PRN	V410C	Nursing Assistant	165 hours
PRN or	V001C	Transition to Practical Nursing Fundamentals	275 hours
PRN	V000C	Practical Nursing Fundamentals	440 hours
PRN	V022	Body Structure and Function	60 hours
PRN	V381C	Practical Nursing Medical-Surgical I	350 hours
PRN	V382C	Practical Nursing Medical-Surgical II	350 hours
PRN	V933C	Transition to Graduate Practical Nurse.....	150 hours

PRECISION METAL FABRICATION - 50340

(1600 clock hours)

This program prepares students for employment in the machining technology industry. Upon successful completion, students will be at an entry-level position for an assistant machinist such as saw operator, crib attendant, toolmaker, die maker, mold maker, drill-press operator, machine setup operator, and mill, lathe, or grinder operator.

REQUIRED PROGRAM:

AMT	V130	Precision Metal Fabrication I	400 hours
AMT	V140	Precision Metal Fabrication II	150 hours
AMT	V150	Precision Metal Fabrication III	700 hours
AMT	V175	Precision Metal Fabrication IV	350 hours

PRIVATE SECURITY OFFICER - 50350

(40 clock hours)

This program meets the educational requirement for individuals to prepare for employment as private security officers. Upon successful completion, the student may apply for Class “D” certification as an unarmed security officer in accordance with Florida Statute 493.

REQUIRED PROGRAM:

SCY	V501	Security Officer Training.....	40 hours
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PUBLIC SAFETY TELECOMMUNICATION - 50550

(232 clock hours – SELECTIVE ADMISSION)

The Public Safety Telecommunications Officer Training program prepares the student for employment as a police, fire and emergency services dispatcher.

REQUIRED PROGRAM:

CJD	V520	Telecommunications Officer I	168 hours
CJD	V521	Telecommunications Officer II	40 hours

CJD V525 Emergency Medical Dispatcher.....24 hours

SMALL ENGINE REPAIR - 50580
(1200 clock hours)

This program prepares students for employment or advanced training in the gasoline engine service technology industry and for a career as a small gas engine mechanic. This program focuses on broad, transferable skills, stressing the understanding of all aspects of the gasoline engine services technology industry. It demonstrates such elements as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

REQUIRED PROGRAM:

SER	V163	Gasoline Engine Service I.....	150 hours
SER	V210	Gasoline Engine Service 2.....	150 hours
SER	V550	Gasoline Engine Service 3.....	150 hours
SER	V150	Gasoline Engine Service 4.....	150 hours
SER	V949	Gasoline Engine Service OJT (2x)	300 hours

SUPPORTED COMPETITIVE EMPLOYMENT FOR
ADULTS WITH DISABILITIES – 50610
(300 clock hours – SELECTIVE ADMISSION)

This program enables adult students with moderate and severe disabilities who are functioning at supported levels to acquire skills necessary for successful individual supported competitive employment. Features of supported employment include intensive on-site training, fade-off, ongoing monitoring, and on-site advocacy by a job coach or employment specialist. The program includes, but is not limited to, positive work attitudes and habits, appropriate hygiene and grooming skills, related safety procedures, appropriate decision-making skills, specific job-related skills, and self-reliance and initiative. The weekly work hour goal will be identified in the student’s Adult Individual Educational Plan (AIEP). The content of this program is expected to be provided as part of employment activities, not as a pre-employment requirement.

REQUIRED PROGRAM:

VPI	V522	Supported Competitive Employment for Adults with Disabilities (Phase I).....	300 hours
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SURGICAL TECHNOLOGY - 50400
(1330 clock hours – SELECTIVE ADMISSION)

This 12-month program provides the student with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in any hospital operating room or outpatient surgical center. The Surgical Technology program provides the student with a strong foundation in the essentials of healthcare, anatomy, physiology and medical language, and pharmacology. Specialty didactic, laboratory and clinical courses in surgical technology prepare the student to become an entry-level surgical technologist.

planning, management, finance, technical and product skills, underlying principals of technology, labor issues, community issues and health, safety, and environmental issues.

REQUIRED PROGRAM:

PMT	V123	Oxyfuel Welding/Cutting I	150 hours
PMT	V124	Oxyfuel Welding/Cutting II	150 hours
PMT	V164	ARC Welding I	150 hours
PMT	V165	ARC Welding II	150 hours
PMT	V147	Gas Metal ARC Welding I	150 hours
PMT	V141	Flux Core ARC Welding.....	150 hours
PMT	V150	Gas Tungsten ARC Welding.....	150 hours
PMT	V161	Pipe Welding.....	150 hours