

## CAREER TRAINING PROGRAMS

ADMINISTRATIVE ASSISTANT  
AIR CONDITIONING, REFRIGERATION  
& HEATING APPRENTICESHIP  
AIR CONDITIONING, REFRIGERATION  
& HEATING TECHNOLOGY I  
AIR CONDITIONING, REFRIGERATION  
& HEATING TECHNOLOGY II  
AUTOMOTIVE COLLISION REPAIR  
AND REFINISHING  
AUTOMOTIVE SERVICE TECHNOLOGY I  
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AUXILIARY LAW ENFORCEMENT  
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LINE ERECTOR APPRENTICESHIP  
MASONRY APPRENTICESHIP  
MEDICAL ADMINISTRATIVE SPECIALIST  
MEDICAL ASSISTING  
PATIENT CARE ASSISTANT  
PHARMACY TECHNICIAN  
PHLEBOTOMY  
PLUMBING APPRENTICESHIP  
PRACTICAL NURSING  
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 of Florida 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:**

BCA	V001	Introduction to Building Trades Apprenticeship .....	36 hours
and			
ACR	V980	Building Trades Apprenticeship-HVAC.....	54 hours
or			
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
and			
ACR	V042	HVAC/R2 .....	150 hours
or			
ACR	V520	Basic Air Conditioning Certification.....	300 hours
with			
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

### **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 Florida barber licensing exam.

**REQUIRED PROGRAM:**

COS	V500C	Introduction to Barbering.....	150 hours
COS	V510C	Barber Styling.....	150 hours
COS	V351C	Haircutting, Mustache and Beard Design.....	150 hours
COS	V350C	Shaving .....	150 hours
CSP	V240C	Anatomy & Physiology for Barbers .....	150 hours
COS	V700C	Chemistry of Haircoloring for Barbers.....	150 hours
COS	V530C	Chemical Processes of Hair.....	150 hours
COS	V070C	Job Prep, Florida Law & State Board Review/Barbers.....	150 hours

**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

**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 Health Care .....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 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 Florida cosmetology licensing exam.

**REQUIRED PROGRAM:**

COS	V080	Introduction to Cosmetology.....	150 hours
COS	V081	Hairstyling.....	150 hours
COS	V082	Facials, Manicuring and Pedicuring.....	150 hours
COS	V083	Haircutting.....	150 hours
COS	V084	Anatomy & Physiology for Cosmetology.....	150 hours
COS	V085	Chemistry of Haircoloring Process.....	150 hours
COS	V086	Chemistry of Chemical Processes of Hair.....	150 hours
COS	V087	Job Prep, Florida Law and State Board Review.....	150 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 developing 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

**ELECTIVE:**

VPI	V930	Special Topics in Manufacturing .....	114 hours
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**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

**ELECTRICAL APPRENTICESHIP - 50200**  
(8400 clock hours)

This program is delivered in partnership with State of Florida 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	Introduction to Building Trade Apprenticeship.....	36 hours
or			
BCA	V302	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.

**ELECTIVE:**

BCA	V001	Introduction to Building Trades Apprenticeship .....	36 hours
BCA	V302	Building Trades Apprenticeship-Electrical .....	54 hours

**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.....	225 hours
FFP	V020	Firefighting Academy II.....	225 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 and 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
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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 of Florida 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 of Florida 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 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 Office Technology I.....	75 hours
OTA	V613	Medical Office 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

**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	V530C	Concepts of Medical Language.....	35 hours
HSC	V540	Body Structure and Function.....	60 hours

MEA	V500	Medical Office Receptionist.....	100 hours
HCP	V750C	Basic Concepts of Phlebotomy.....	75 hours
OTA	V006	Office Skills Training II.....	75 hours
MEA	V200C	Medical Assisting Clinical Procedures I.....	75 hours
MEA	V242	Introduction to Pharmacology.....	90 hours
MEA	V201C	Medical Assisting Clinical Procedures II.....	90 hours
MEA	V254C	Medical Office Laboratory.....	75 hours
MEA	V234	Pathophysiology and Disease.....	75 hours
MEA	V258	Introduction to Radiography.....	75 hours
HCP	V720C	Electrocardiograph Aide Clinical.....	75 hours
MEA	V334	Medical Office Procedures.....	75 hours
MEA	V952	Medical Assisting Seminar.....	35 hours
MEA	V800	Medical Assisting Practicum.....	200 hours

**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

**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 Health Care.....	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
HSC	V540	Anatomy and Physiology.....	60 hours

HSC	V530C	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 – SELECTIVE ADMISSION)**

This program teaches phlebotomy in a clinical setting, including classroom and patient care experiences in laboratory and health care facilities. Upon provisional acceptance, a complete health screen, drug screen and Florida Department of Law Enforcement check is required.

**REQUIRED PROGRAM:**

HSC	V405	Cardiopulmonary Resuscitation .....	8 hours
HCP	V750C	Basic Concepts of Phlebotomy .....	75 hours
HCP	V940	Phlebotomy Practicum .....	82 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	V001	Intro to Building Trades Apprenticeship.....	36 hours
and			
BCA	V400	Building Trades Apprenticeship-Plumbing .....	54 hours
or			
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 or PRN	V410C	Nursing Assistant .....	165 hours
PRN	V001C	Transition to Practical Nursing Fundamentals .....	275 hours
PRN	V004C	Practical Nursing Fundamentals .....	440 hours
HSC	V540	Body Structure and Function .....	60 hours
PRN	V373C	Practical Nursing Medical-Surgical I .....	350 hours
PRN	V374C	Practical Nursing Medical-Surgical II .....	350 hours
PRN	V933C	Transition to Graduate Practical Nurse.....	150 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 1.....	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 health care 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 health care, 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.

**REQUIRED PROGRAM:**

HSC	V003	Introduction to Health Care .....	82 hours
HSC	V405	Cardiopulmonary Resuscitation .....	8 hours
HSC	V540	Body Structure and Function.....	60 hours
HSC	V530C	Concepts of Medical Language.....	35 hours
STS	V003	Introduction to Surgical Technology.....	120 hours
STS	V008	Pharmacology for the Surgical Technologist .....	60 hours
STS	V155C	Surgical Techniques and Procedures.....	210 hours
STS	V255L	Surgical Procedures Clinical.....	225 hours
STS	V120	Surgical Specialties.....	230 hours

STS V256L Surgical Specialties Clinical.....300 hours  
 Students must achieve a grade of "C" or higher in all courses.

\*This program also offers an Accelerated Alternate Delivery (AAD) track for on-the- job trained surgical technologists currently working in the field, and who qualify for admission. The graduate is eligible to sit for the national exam.

**TRAVEL AGENCY OPERATIONS - 50460**  
**(450 clock hours)**

This program prepares the student for employment as reservation and transportation ticket agents employable at travel agencies, hotels, airports, and other venues. The training includes selling, transporting, storing, advertising, displaying, and planning travel services. Opportunities to increase employability skills and technology skills are provided through the internship component of the program.

**REQUIRED PROGRAM:**

HMV V707 Travel Agency Operations.....75 hours  
 HMV V731 Airline/Travel Computer Operations.....75 hours  
 HMV V941 Travel Agency Internship .....75 - 300 hours

**VOCATIONAL EDUCATION FOR**  
**STUDENTS WITH DISABILITIES - 50500**  
**(975 clock hours – SELECTIVE ADMISSION)**

This program develops skills that allow special students to acquire information to determine realistic employment goals and identify potential careers available in the community. The content deals with comparing personal strengths and weaknesses, including physical and cognitive abilities, to specific job requirements and demonstrating employability skills appropriate to the workplace.

**REQUIRED PROGRAM:**

SLS V390 Employability Skills I.....225 hours  
 SLS V391 Employability Skills II.....225 hours  
 VPI V530 Diversified Occupational Training.....225 hours  
 SLS V936 OJT-Vocational Education.....(4x) 75 hours

**ELECTIVES:**

SLS V933 Special Topics in Work Skills .....300 hours

**(APPLIED) WELDING TECHNOLOGY – 50570**  
**(1200 clock hours)**

This program prepares students for employment in a variety of occupations in the welding industry. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the welding industry: 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