

VOCATIONAL CREDIT COURSES



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Vocational credit, offered in the standard semester hour format and distinct from clock hours, are credits that can be used for the awarding of Career and Technical or Vocational Certificates. In addition, vocational credit may articulate to college credit and applied to college credit certificates, A.A.S. or A.S. degree programs. Student should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

ACO 0511*
Electronic Bookkeeping,
3 Vocational Credits,
(Offered as needed)

Electronic Bookkeeping using - problems and simulations of a “real” business combined with computer practice and practical experience.

CGS 0515*
Spreadsheet Concepts,
3 Vocational Credits,
(Offered as needed)

A course in spreadsheet concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution. Prerequisite: Knowledge of the Windows operating system.

CGS 0516*
Using Windows Spreadsheets I,
1 Vocational Credit,
(Offered as needed)

Begins with launching a spreadsheet program and continues to introduce the fundamental skills needed to create a worksheet; manipulate cells of a worksheet by entering text, numbers, formatting, and mathematical functions; and creating charts, maps, graphics and reports.

CGS 0517*
Using Windows Spreadsheets II,
1 Vocational Credit,
(Offered as needed)

Continuation of Using Windows Spreadsheets I. Develops skills in advanced formatting, using charts, maps, graphs, managing multiple worksheets and workbooks,

personalizing the Excel workspace, using Excel with other programs, automating tasks with macros, managing data, designing forms, creating reports, using pivot tables, using data analysis techniques, and sharing workbooks on the network. Prerequisite: CGS 0516.

CGS 0520*
Essentials of Presentation Software,
1 Vocational Credit,
(Offered as needed)

Begins with launching a presentation program and continues to introduce the fundamental skills needed to create a presentation; such as modifying content, format alignment, and appearance; color, making speaker notes and handouts, copying and pasting between programs, inserting clip art, pictures, and using advanced drawing techniques. Prerequisite: Knowledge of Windows and basic typing skills would be helpful.

CGS 0522*
Essentials of Presentation Software II,
1 Vocational Credit,
(Offered as needed)

A continuation of slide show presentations to include: creating charts, using templates, color, and preparing presentations for the World Wide Web. Prerequisite: CGS 0520.

CGS 0530*
Data Base Essentials,
1 Vocational Credit,
(Offered as needed)

A thorough course in database as it begins with launching and moves into basic concepts and skills; such as, opening, closing, creating, printing, modifying, saving and others. Prerequisite: Knowledge of Windows and basic typing skills would be helpful.

CGS 0545*
Using Database Software,
3 Vocational Credits,
(Offered as needed)

A thorough course in database concepts to include understanding them and how they work, planning them effectively, and using them for basic and advanced problem solution.

Prerequisite: Knowledge of the Windows operating system.

CGS 0549*
Data Base Essentials II,
1 Vocational Credit,
(Offered as needed)

A continuation in Data Base using more advanced concepts and skills such as making queries, forms, reports, creating and defining table relationships, merging with other applications, graphics, pictures, - customizing input screen, using color, automation of features, mail merge techniques, and creating web pages using HTML. Prerequisite: CGS 0530.

CGS 0561*
Exploring Windows I,
1 Vocational Credit,
(Offered as needed)

A general introduction to Windows operating system.

CGS 0562*
Exploring Windows II,
1 Vocational Credit,
(Offered as needed)

Continuation of Exploring Windows I. Uses three methods of data exchange using more Windows accessories, applications, and methods of protecting data. Prerequisite: CGS 0561.

CGS 0823*
Essentials of the Internet,
1 Vocational Credit,
(Offered as needed)

An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.

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CJD 0710*
Criminal Justice Legal I,
1.5 Vocational Credits,
(Offered as needed)

Criminal Justice Legal I provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0711B*
Criminal Justice Legal II,
1 Vocational Credit,
(Offered as needed)

Constitutional Law and its application to the public and officers are examined. Law including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0712B*
Criminal Justice Communications,
1.5 Vocational Credits,
(Offered as needed)

The report-writing process – from the interview statement taking, and note-taking, through the final report product – is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0713B*
Interpersonal Skills I,
2.5 Vocational Credits,
(Offered as needed)

Community relations techniques and courtesy are addressed with emphasis given to crime prevention. The needs of the various groups within society are addressed including: juveniles; the elderly; ethnic and cultural groups; the mentally ill and retarded; the physically handicapped; substance abusers. Intervention techniques for various situations including: suicide; domestic violence; and other crises are studied, with practical exercises. Stress recognition and reduction are included. Objectives are addressed

as specified by the Criminal Justice Standards and Training Commission.

CJD 0741D*
Correctional Emergency Preparedness,
1 Vocational Credit, 30 contact hours,
(Offered as needed)

Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0750*
Interpersonal Skills II,
1.75 Vocational Credits,
(Offered as needed)

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 0752*
Correctional Operations,
2 Vocational Credits,
(Offered as needed)

The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0006*
Law Enforcement CMS
Introduction and the Law,
2.25 Vocational Credits,
(Offered as needed)

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to introduce the student to the stringent requirements of the academy and to succeed in the program. This course also introduces the student to the criminal justice system, the chain-of-command system in law enforcement, Constitutional Law, Florida Statutes, and the Police Code of Ethics. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0010*
Law Enforcement CMS
Human Issues,
2 Vocational Credits,
(Offered as needed)

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to enhance student awareness and understanding of human diversity issues and to teach students skills which will enable them to effectively interact with people of diverse backgrounds. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0015*
Law Enforcement CMS
Communications,
2.75 Vocational Credits,
(Offered as needed)

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to help the officer recognize and deal effectively with street gangs, extremist groups, and special populations. The course also helps the officer learn vital communication skills including interviewing, note taking, statement taking, and report writing. This course also helps the student to develop survival skills, stress management skills, and problem solving skills utilizing the SECURE model. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0020*
Law Enforcement CMS
Vehicle Operations,
1.5 Vocational Credits,
(Offered as needed)

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. Windows operating system.

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CJK 0031*
**CMS First Aid for
Criminal Justice Officers,
1.5 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

CJK 0040*
**CMS Firearms,
2.75 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. This course is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot a handgun, and shotgun and/or rifle with a prescribed degree of accuracy. This course includes classroom instruction and firing range practice/qualification. This course is open only to students admitted to the Law Enforcement CMS or Corrections Basic Recruit Academy.

CJK 0050*
**CMS Defensive Tactics,
2.75 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. This course is designed to prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with the Recommended Response to Resistance Matrix. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement CMS or Corrections Basic Recruit Academy.

CJK 0060*
**Law Enforcement CMS
Patrol Operations,
2 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to enable the student to perform basic tasks and procedures associated with commonly encountered patrol situations, as well as completing the appropriate documentation and/or

reports of these activities. This course includes classroom instruction and practical skill demonstration. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0070*
**Law Enforcement CMS
Investigations,
2 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare a student to perform a law enforcement investigation and preserve admissible evidence for use in criminal prosecution. This course includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0075*
**Law Enforcement CMS
Investigating Offenses,
1.5 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare the student to investigate domestic disputes, domestic violence, child abuse, crimes against persons, and missing or wanted persons, and to assist mentally or emotionally handicapped persons. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0080*
**Law Enforcement CMS
Traffic Stops,
2 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course introduces the recruit to the basic rules for conducting safe and effective traffic stops, including ethical consideration, safety considerations, citation and warning procedures, and dealing with abandoned vehicles. This course includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0085*
**Law Enforcement CMS
Traffic Crash Investigations,
1 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course introduces the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. This course includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0090*
**Law Enforcement CMS
Tactical Applications,
2 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to familiarize the student with the court process, courtroom procedures, and effective techniques for giving credible testimony. This course also prepares the student to conduct rescue operations, recognize and address bomb threats and weapons of mass destruction, and conduct crowd control in special detail, demonstration, and riot situations. This course includes classroom instruction and scenario-based exercises. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy.

CJK 0125*
**Cross-Over Correctional to CMS
Law Enforcement Introduction,
3.5 Vocational Credits,
(Offered as needed)**

This course is a part of the Correctional to CMS Law Enforcement Crossover program. It is established for the purpose of providing supplemental training for persons previously or currently employed as a correctional officer. The course provides job-related training for corrections officers who desire to become full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.

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CJK 0421*
Dart Firing Stun Guns,
.25 Vocational Credit,
(Offered as needed)

This course is a component of the Law Enforcement/Corrections CMS Basic Recruit Academy. It is designed to prepare prospective officers in the proper use of the Dart Firing Stun in accordance with the Recommended Response to Resistance Matrix. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement CMS or Corrections Basic Recruit Academy.

CJK 0780*
Cross-Over Law Enforcement to
Corrections,
1 Vocational Credit,
(Offered as needed)

This course is a component of the Corrections Cross-Over Basic Recruit Academy. This course is designed to enhance Law Enforcement recruits' awareness and understanding of corrections and to teach student skills which will enable them to cross-train into the corrections profession. This course includes classroom instruction. This course is open only to students who have successfully completed the Law Enforcement Basic Recruit Academy and passed the state certification examination for Law Enforcement. Prerequisite: Law Enforcement Basic Recruit Training Program.

COM 0101*
Office Communications,
2 Vocational Credits,
(Offered as needed)

A comprehensive course in all forms of office communications; emphasis is placed on interpersonal communication skills, writing resumes, letters, and other business documents, verbal and non-verbal communication, style, tone, and the psychology of effective office communication. Prerequisite: OTA 0115 Word processing with Windows I.

DEA 0020*
Pre-Clinical Procedures Theory,
2 Vocational Credit,
(Offered as needed)

This course is designed to provide an introduction to the dental assisting profession to include orientation to fourhanded dentistry and general dental office procedures including, but not limited to basic principles of disease prevention, patient data collection and assessment, and instrumentation. Emphasis is on

adhering to safety guidelines as specified by OSHA. Students will be introduced to the legal and ethical scope of responsibilities for dental assistants and interpersonal relations in the dental office. Corequisite: DEA 0020L.

DEA 0020L*
Pre-Clinical Practice Lab,
3 Vocational Credits,
(Offered as needed)

This is a comprehensive chair side competency based course. The course provides the skills practice necessary for dental assisting students entering four handed dentistry practice including but not limited to Infection control, taking and recording vital signs, assisting with operative procedures, principles of preventive dentistry, instrument identification and use and maintenance of equipment. Emphasis is on aseptic technique and clinical competency with procedures performed in a contemporary dental practice. Corequisite: DEA 0020.

DEA 0130*
Allied Dental Theory,
1 Vocational Credit,
(Offered as needed)

This course is a general study of the scientific and clinical concepts that include additional knowledge base necessary to the practice of dental assisting. Students are acquainted with the normal and abnormal conditions of the oral cavity and recognition of common pathological conditions. Oral Pathology, histology and embryology are included. Emphasis is on the interrelationship of the information presented with the clinical practice of dental assisting.

DEA 0803L*
Clinical Practice I,
3 Vocational Credits,
(Offered as needed)

This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in the classroom. The student receives closely supervised hands on training in chair side dental assisting through rotations at community dental offices. Progress is evaluated using predetermined competency guidelines. Students must provide their own transportation and must have current CPR training. Corequisites: DEA 0020, DEA 0020L.

DEA 0852L*
Clinical Practice II,
5 Vocational Credits,
(Offered as needed)

This course is a continuation of Clinical Practice I. It provides a real world setting for students to receive additional training in the clinical skills learned in class. Students are assigned to various offices in the community including but not limited to General dentists, Oral Surgeons, Orthodontists, Periodontists, and Endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students' competency level. Skills are strengthened in Seminar lab. Students must provide their own transportation, and must have current CPR along with up to date immunizations. Prerequisite: DEA 0800L; Corequisites: DEA 0830, DEA 0830L.

DEA 0851L*
Clinical Practice III,
6 Vocational Credits,
(Offered as needed)

This Course is a continuation of Clinical Practice II, providing a real world setting for students to practice the training and clinical skills learned in class including X-ray film placement and cone positioning. The student is assigned to various offices in the community including specialty offices and general dentistry offices. Students assist the dentist and staff with various function of a Dental Assistant at a more advanced level of proficiency. A requirement of 240 clinical rotation hours must be completed to successfully complete this course. Prerequisite: DEA 0850L.

DEA 0936*
Dental Assisting Seminar,
2 Vocational Credits,
(Offered as needed)

This course is designed to provide a review of materials commonly covered on the Dental Assisting National Board (DANBE) exam. Topics include but are not limited to Infection control, General Chair side procedures, and Radio-graphic Technique. The Seminar will provide a Mock Board Examination, and opportunities for review, problem solving, and strengthening skills. Corequisites: DEA 0851L, DES 0210, DEA 0830, DES 0210L.

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DES 0100*
Dental Materials Theory,
1 Vocational Credits,
(Offered as needed)

This course is a general study of the scientific and clinical concepts that include additional knowledge base necessary to the practice of dental assisting. Students are acquainted with the normal and abnormal conditions of the oral cavity and recognition of common pathological conditions. Oral Pathology, histology and embryology are included. Emphasis is on the interrelationship of the information presented with the clinical practice of dental assisting.
Corequisite: DES 0100L.

DES 0100L*
Dental Materials Lab,
2 Vocational Credits,
(Offered as needed)

This course is a comprehensive study of the manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. Emphasis is on practical application as it relates to the role of the dental assistant in the contemporary dental practice. It is a competency based lab that accompanies the theory course and includes exercises to illustrate application and uses of selected materials. Students practice the use of various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, and acrylic plastics.

DES 0200*
Dental Radiology Lecture,
1 Vocational Credit,
(Offered as needed)

This course is designed to study the theory and principles of radiographic exposure, and processing techniques. The course will include operation of radiographic equipment, mounting dental X-rays, darkroom procedures, radiographic interpretation, identification of normal landmarks, and quality control. Patient and operator safety guidelines and diagnostic quality are emphasized. Areas of instruction include bisecting and paralleling - techniques, intraoral and extra-oral experiences. Prerequisites: DES 0400B, DEA 0020, DEA 0020L. Corequisite: DES 0200L.

DES 0200L*
Dental Radiology Lab,
3 Vocational Credits,
(Offered as needed)

This laboratory course assists students in radiographic performance techniques using DXTR manikins to achieve competency prior to exposure of various patients with varied dentitions. Students practice exposing, mounting, radiographic interpretation, safe darkroom procedures, identification of landmarks and distinguishing radiographic pathology from normal landmarks. Clinical radiographic skills necessary to produce diagnostic quality X-rays including Bitewings, Periapical radiographs, and panoramic x-rays will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality x-rays. Prerequisites: DES 0400B, DEA 0020, DEA 0020L. Corequisite: DES 0200.

DES 0211L*
Dental Radiology Lab II
3 Vocational Credits,
(Offered as needed)

This laboratory course assists students in additional radiographic performance techniques to include surveys on patients with varied dentitions. Students practice more advanced radiographic exposure techniques, interpretation, additional darkroom procedures, identification of landmarks and distinguishing various radiographic pathology. Clinical radiographic skills necessary to produce diagnostic quality X-rays including bitewings, periapical radiographs, and panoramic surveys on live patients will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality radiographs. Prerequisites: DES 0400, DEA 0020, DEA 0020L, DES 0210L. Corequisites: DES 0210 or DEA 0803L or DEA 0852L

DES 0320*
Interpersonal Communications Skills,
1 Vocational Credit,
(Offered as needed)

This course is designed to implement interpersonal and effective communication skills in the practice of dentistry. It includes team building strategies, oral and written communications skills with the correct use of terminology commonly used in dentistry. Professionalism in verbal and nonverbal communications is emphasized. Role-playing is a major adjunct in this course.

DES 0400B*
Dental Anatomy,
2 Vocational credit, 60 lec.
(Offered as needed)

This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head and neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

DES 0502*
Dental Practice Management,
1 Vocational Credit, 30 lec.
(Offered as needed)

This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included.

DES 0600*
Pharmacology and Dental
Office Emergencies,
1 Vocational Credit,
(Offered as needed)

This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceuticals used in dentistry. Topics presented include Nitrous Oxide monitoring, emergency procedures and protocol with student recognition of emergency conditions including but not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis placed on the role of the dental assistant in the prevention, intervention, and management of dental office emergencies.

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DES 0830*
Expanded Function Theory,
1 Vocational Credit,
(Offered as needed)

This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants. Seminars are conducted to monitor students progress. Prerequisites: DEA 0020, DEA 0020L.

DES 0830L*
Skills Seminar,
2 Vocational Credits,
(Offered as needed)

This laboratory course accompanies the clinical practice lecture course DEA 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Modules containing information and behavioral objectives allow students to master each skill before advancing to the next. The course also serves as an opportunity for feedback from students' Clinical Practice. Prerequisites: DEA 0020, DEA 0020L.

DES 0840*
Dental Science,
1 Vocational Credit,
(Offered as needed)

This course is a general study in biomedical and clinical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and affects as manifested in the oral cavity. The affects of nutrition and the role of microorganisms in dental health and blood borne pathogens are included.

DES 0930*
Dental Anatomy Seminar –
Head and Neck,
1 Vocational Credit,
(Offered as needed)

This Seminar class is designed to emphasize additional topics related to head, neck and dental anatomy. Corequisite: DEA 0400, DEA 0800.

ETI 0702*
Occupational Safety I,
1 Vocational Credit,
(Offered as needed)

A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics, product safety; workers' compensation; and stress on the job.

ETI 0703*
Occupational Safety II,
1 Vocational Credit,
(Offered as needed)

A course that covers strategies for implementing and managing safety programs.

HEV 0115*
Introduction to Early
Childhood Education,
1 Vocational Credit,
(Fall, Spring, Summer)

This course covers the 30 hour competencies for the Department of Children and Families. Students will acquire competence in state child care rules and regulation, nutrition, health and safety, reporting of child abuse and neglect, principle of child development, observation and recording.

HEV 0116*
The Early Childhood Profession,
4 Vocational Credits,
(Fall, Summer, Spring)

This course covers competencies of the National Child Development Associate credentials. These competencies include: establishing and maintaining a safe, healthy, learning environment; advancing physical and intellectual competence; supporting social and emotional development, and providing positive guidance; establishing positive relationships with families; ensuring a well-run, purposeful program responsive to participant needs; maintaining a commitment to professionalism.

HEV 0183*
Early Childhood Internship I,
10 Vocational Credits,
(Fall, Spring)

This course provides students with practice as preschool teachers. Students will acquire competence in activities and development of infants, toddlers, preschoolers, school age children to age eight, and special needs children. Prerequisite: HEV 0115.

HEV 0184*
Early Childhood Internship II,
5 Vocational Credits,
(Fall, Spring)

This course provides practice in management skills of a preschool teacher. Students will acquire competence in the area of child development theories, current trends and issues, legislation, heredity, classroom management, developmentally appropriate curriculum and environments, multiculturalism, and teacher resource files. Prerequisite: HEV 0183.

HEV 0195*
School-Age Child Care,
3 Vocational Credits,
(Offered as needed)

This course provides the student with the knowledge and skills required of a professional working in a school-age child care program. School age competency standards included in instruction are: professionalism, out of school environments, physical and intellectual competence, social/emotional development/guidance, and responsive program. The student will complete a portfolio and resource file. An OWC instructor will complete a observation and interview of the student in the student's school-age work site. Course work will satisfy the training requirements for Level I of the Florida School-Age Credential.

HSC 0001*
Orientation to Health Care,
1 Vocational Credit, 10 other
(Offered Fall)

This course provides initial health care learning needs for the surgical technologist. It includes bloodborne pathogens; an overview of the healthcare delivery system; ethical and legal issues in healthcare; safety and security issues; biopsychosocial needs of the patient, concepts of wellness and illness; communication techniques; information systems, and an emphasis on introduction to medical terminology using computer-assisted instruction. The concept of critical thinking is introduced. Use of computers is required for assignment completion.

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MNA 0103*
Human Relations in the Business Environment,
1 Vocational Credit,
(Offered as needed)

Covers the strategies and techniques required for growth in human relations on the job. For example, working well in one-on-one situations, groups and business organization as a whole.

MNA 0105*
Interpersonal Relations in the Workplace,
1 Vocational Credit,
(Offered as needed)

Explores the skills needed to develop self-esteem, a positive attitude toward self and others, to work harmoniously with others, and to manage personal stress.

MNA 0107*
Fundamentals of Human Relations and Communications,
3 Vocational Credits,
(Offered as needed)

Explores the strategies and techniques required for effective human relations and communication skills in the workplace.

MNA 0160*
Serving the Customer,
1 Vocational Credit,
(Offered as needed)

Includes the critical skills necessary to be a dynamic and successful customer service representative; emphasis is placed upon interpersonal communication skills, strategies to create positive customer relationships and practical approaches to minimizing customer dissatisfaction.

MTB 0102*
Mathematics for Business I,
2 Vocational Credits,
(Offered as needed)

Course designed to present the basic principles used to solve everyday business problems. Acquaints the student with terminology of business and ways one can benefit as a consumer by increasing awareness of business transactions. Course includes units on basic arithmetic transactions, percents, discounts, banking services, credit card transactions, bank statement reconciliation, account services, markup and markdown procedures, simple and compound interest.

OTA 0036*
Desktop Publishing with WORD,
3 Vocational Credits,
(Offered as needed)

Use of WORD's more advanced features to create professional-looking documents. The process of planning, designing, and evaluating documents as well as decision-making and problem-solving skills are integrated throughout this course.

OTA 0103*
Beginning Keyboarding,
1 Vocational Credit,
(Offered as needed)

Basic keyboarding skills and techniques.

OTA 0112*
Word Processing with Windows I,
1 Vocational Credit,
(Offered as needed)

Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, proof-reading and other word-processing functions. Prerequisite: OTA 0103.

OTA 0113*
Word Processing with Windows II,
1 Vocational Credit,
(Offered as needed)

Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0112.

OTA 0114*
Word Processing with Windows III,
3 Vocational Credits,
(Offered as needed)

Advanced integration of keyboarding and word processing – improving speed and production time. Prerequisite: OTA 0113.

OTA 0115A*
Introduction to Word Processing,
3 Vocational Credits,
(Offered as needed)

Integration of keyboarding and word processing techniques.

OTA 0401*
Maintaining Records,
1 Vocational Credit,
(Offered as needed)

Methods and systems of filing used in business offices and filing equipment. Filing practice sets are used.

OTA 0423*
Office Procedures and Records Maintenance,
3 Vocational Credits,
(Offered as needed)

The integration of skills, activities, and procedures used in a small business office to include telephone techniques, mail handling, making appointments, basic bookkeeping, and methods and systems of filing used in business offices and filing equipment. Prerequisite: OTA 0115A.

OTA 0421*
Professional Office Procedures,
2 Vocational Credits,
(Offered as needed)

Presentation of general office practices and procedures including office management, telephone techniques, mailing procedures, telegraph services, travel arrangements. Banking activities, scheduling, planning and sequencing techniques, time management, confidentiality, customer service issues, and business ethics. Prerequisites: COM 0101 Office Communication and OTA 0112 Word Processing with Windows I strongly advised.

OTA 0931*
MOUS Certification Review,
1 Vocational Credit,
(Offered as needed)

Detailed skill building for Microsoft Office User Specialist (MOUS) certification examinations in Word, Access, Excel and PowerPoint software. May be taken four times for credit. Prerequisite: Completion of appropriate MOUS certification course(s).

OTA 0935*
Professional Seminar,
3 Vocational Credits,
(Offered as needed)

This seminar course is designed to build and maintain the critical skills necessary to be a dynamic and successful business professional. Topics have recently included OTA 0935 Customer Service and Workplace Math, OTA 0935B Life Skills and Workplace Interaction, as well as OTA 0935C Business Forms and Electronic Calculators. Students may retake the course as desired when the topic changes.

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OTA 0940*
Office Internship I,
2 Vocational Credits,
(Offered as needed)

Designed to allow skill building through individualized work-based learning and on-the-job experiences; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0112 and OTA 0421.

OTA 0948*
Office Internship II,
2 Vocational Credits,
(Offered as needed)

A second level of individualized work-based learning experiences designed to provide on-the-job opportunities to refine office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisite: OTA 0940.

OTA 0949*
Office Internship III,
2 Vocational Credits,
(Offered as needed)

Work-based learning experiences for students with higher level office skills; specific learning objectives are dependent upon the job location and the student's skill level at the time. May be taken four times for credit. Prerequisites: OTA 0948.

STS 0003*
Introduction to Surgical Technology,
2 Vocational Credits,
(Fall)

This course provides an overview of the surgical technology profession and fundamental concepts and principles necessary to participate on a surgical team. Topics include: history of surgical technology, roles of the surgical technologist and team members; professionalism and scope of practice, legal/ethical issues; the physical surgical environment; biopsychosocial needs of the surgical patient, preoperative patient preparation, vital signs and other concepts related to intraoperative homeostasis, responsibilities of the circulating assistant, special patient populations, biomedical sciences: computer science, electricity, physics; and concepts of communication, teamwork, and leadership. Assistant circulator patient skills such as vital sign measurement and foley catheterization are practiced. Diagnostic Procedures are introduced. New

medical terms are introduced throughout. Prerequisite: Admission to the Surgical Technology program.

STS 0255L*
Surgical Technology I
Clinical Practice,
8 Vocational Credits,
(Spring)

Students will practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors. The focus is the scrub role. Assignments will vary based on facility operating room schedules, however initial emphasis will be on Core Basic procedures and appropriate Levels as defined by the AST 5th Core Curriculum within the surgical specialties, and according to student learning needs. Prerequisite: STS 0804, HSC 0001, STS 0003, STS 0807; Corequisite: STS 0803, STS 0806, STS 0810A.

STS 0256L*
Surgical Technology II
Clinical Practice,
8 Vocational Credits,
(Summer)

Students will practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors. The focus is the scrub role. Assignments will vary based on facility operating room schedules. Students will build on skills practiced in STS 255L and will expand knowledge in Core Basic and Specialty procedures, and will pursue opportunities with Intermediate and Advanced procedures, as defined by the AST 5th Core Curriculum within the surgical services, and according to student learning needs. Prerequisite: STS 0255L Corequisite: STS 0936; STS 0820.

STS 0803*
Pharmacology and Anesthesia
for the Surgical Technologist,
1 Vocational Credit,
(Spring)

This course introduces students to concepts of surgical pharmacology and anesthesia, and incorporates topics regarding patient complications and emergencies in the perioperative setting. It includes a review of basic math and weights and measures, as well as principles of safe drug administration. The most commonly used pharmacological agents are studied, with emphasis on

identification, handling, and use by the surgical technologist. Prerequisite: HSC 0001, STS 0003, STS 0807, STS 0808L.

STS 0804C*
Surgical Microbiology,
2 Vocational Credits,
(Offered as needed)

This course represents the characteristics and activities of microorganisms. It surveys various microbial groups, especially bacteria, viruses, and fungi, with an emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed. Theories and methods of destruction, removal, and inhibition of microorganisms in the environment are studied, as well as how the body's natural defenses act to protect us against pathogenic organisms and how chemotherapeutic agents assist in this task. Various key aspects of selected infectious diseases that occur in humans are covered. Content is applied to the role of the surgical technologist, including principles of wound healing and prevention of infection/disease.

STS 0805*
Basics of Applied Anatomy
and Physiology I,
2 Vocational Credits,
(Offered as needed)

This course presents an introduction to the structure and function of the human body applicable to surgical technology. Medical terminology is integrated throughout the course as students explore the relationship of topographic anatomy and surgical technology procedures.

STS 0806*
Basics of Applied Anatomy
and Physiology II,
2 Vocational Credits,
(Offered as needed)

This course continues to introduce the structure and function of select human body systems applicable to surgical technology. Medical terminology is integrated throughout the course as students continue to explore the relationship of topographic anatomy and surgical technology procedures.

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STS 0807*
Principles and Practice of Surgical Technology Theory, 2 Vocational Credits, (Fall)

This course provides the student with theoretical foundations of practice in the perioperative environment in the scrub role. Principles of aseptic technique, sterilization and disinfection, care and handling of instrumentation, supplies and equipment, intraoperative techniques and surgical case management are presented. Selected classes include guest speakers from surgical supply/equipment companies. Some lab skills practice is included.

STS 0808L*
Principles and Practice of Surgical Technology Lab, 6 Vocational Credits, (Fall)

This course provides the student with practical application of skills performed in both the scrub and assistant circulating roles in the perioperative environment. Critical thinking is emphasized. Principles and concepts of aseptic technique, sterilization and disinfection, surgical case management, and all other techniques associated with the scrub role are practiced in a simulated environment. Circulating assistant patient care skills such as vital sign measurement and urinary catheterization are practiced. Students practice skills individually and in teams. During the second half of the semester, students will orient to the clinical setting and learn non-scrub roles, with post-conference discussion. Students must be able to identify and handle selected instruments and supplies during simulated skills practice and examination, as well as to successfully demonstrate key case management skills during a final clinical readiness exam, to progress in the program. Prerequisite: Admission to the Surgical Technology Program; Corequisite: STS 0807.

STS 0810A*
Surgical Procedures I, 5 Vocational Credits, (Spring)

This interactive course provides the student with an introduction to surgical specialties, selected surgical procedures with associated pathophysiology, and special techniques. Surgical specialties are: General, Obstetrics & Gynecology, Urology, Orthopedic, Plastic & Reconstructive, Otolaryngology, Oral & Maxillofacial, Ophthalmology, Peripheral Vascular, Neurosurgery, and Cardiothoracic Surgery. Students will use a Case Study Report format to research selected procedures within small groups, and provide oral report/discussion on a weekly basis. Emphasis is on Core surgical procedures, however several Intermediate and Advanced surgical procedures are taught, as defined by the Core Curriculum for Surgical Technology, 5th edition. Students will use computer-assisted instruction to expand knowledge of medical terminology of body systems. Some travel required for periodic field trips. Prerequisite: STS 0805, STS 0804, HSC 0001, STS 0003, STS 0807, STS 0808L; Corequisite: STS 0803, STS 0806, STS 0255L.

STS 0820*
Surgical Procedures II, 3 Vocational Credits, (Summer)

This interactive course is a continuation from Surgical Procedures I. Students will continue to explore most surgical specialties through study of selected surgical procedures, associated pathophysiology, and special techniques. Emphasis is on Intermediate and Advanced surgical procedures, as defined by the Core Curriculum for Surgical Technology, 5th edition. Some travel required for periodic field trips. Prerequisite: STS 0810A; Corequisite: STS 0256L.

STS 0936*
Seminars in Surgical Technology, 2 Vocational Credits, (Summer)

The course prepares students for entry into the surgical technologist career field and enables them to effectively review for the national -certification examination. Topics include professional preparation, patients with special needs, robotics, certification review, and test-taking skills. Students learn through lecture, discussion and research a variety of health-care topics, as well as through self-evaluation via standardized testing. Prerequisites: HSC 0001, STS 0003, STS 0807, STS 0810A; Corequisites: STS 0820, STS 256L.

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