VOCATIONAL CREDIT COURSES
VOCATIONAL CREDIT COURSES

ACO 0511* 
Electronic Bookkeeping, 
3 Vocational Credits, 90 lec. 
(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, 90 lec./lab 
(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, 30 lec./lab 
(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, 30 lec./lab 
(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, 30 lec./lab 
(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, 30 lec./lab 
(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, 30 lec./lab 
(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, 90 lec./lab 
(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, 30 lec./lab 
(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, 30 lec., 
(Offered as needed)
A general introduction to Windows operating system.

CGS 0562* 
Exploring Windows II, 1 Vocational Credit, 30 lec., 
(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, 30 lec./lab 
(Offered as needed)
An introduction to the required hardware, software, procedures and uses of the World Wide Web and the Internet.

CJD 0710* 
Criminal Justice Legal I, 2 Vocational Credits, 60 contact hours, 46 lec./14 TBA 
(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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
CJD 0711B*
Criminal Justice Legal II,
1 Vocational Credit, 30 contact
hours, 22 lec./8 TBA
(Offered as needed)

Constitutional Law and its application
to the public and officers are exam-
ined. Law – including evidence pro-
cedures, arrest laws, search and seizure,
and various statutory laws that are
common to 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,
2 Vocational Credits, 60 contact
hours, 42 lec./18 TBA
(Offered as needed)
The report-writing process – from the
interview statement taking, and note-
-taking, through the final report prod-
uct – is covered with practical exercises
included. The differences between
interviewing and interrogation are
explored. Interpersonal skills in com-
munication 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,
3 Vocational Credits, 90 contact
hours, 62 lec./28 TBA
(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 sit-
uations including: suicide; domestic
violence; and other crises are studied,
with practical exercises. Stress recogni-
tion 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, 26 lec./4 TBA
(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,
2 Vocational Credits, 60 contact
hours, 50 lec./10 TBA
(Offered as needed)
The interpersonal skills needed by offi-
cers 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 manip-
ulation by inmates, and institutional
criminalities. Objectives are addressed
as specified by the Criminal Justice
Standards and Training Commission.

CJD 0752*
Correctional Operations,
3 Vocational Credits, 90 contact
hours, 64 lec./26 TBA
(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.

CJD 0006*
Law Enforcement CMS
Introduction and the Law,
2 Vocational Credits, 60 lec.
(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 admit-
ted to the Law Enforcement CMS
Basic Recruit Academy.

CJD 0010*
Law Enforcement CMS
Human Issues,
Vocational Credits, 60 lec.
(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 back-
grounds. This course includes class-
room instruction and scenario-based
exercises. This course is open only to
students admitted to the Law Enforce-
ment CMS Basic Recruit Academy.

* Vocational credit courses are not
applicable to the A.A. or A.S.
degree or to the College Credit
Certificate without an approved
articulation agreement.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Lab Hours</th>
<th>Offered as Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031*</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>1</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0040*</td>
<td>CMS Firearms</td>
<td>3</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0050*</td>
<td>CMS Defensive Tactics</td>
<td>3</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0060*</td>
<td>Law Enforcement CMS Patrol Operations</td>
<td>2</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0070*</td>
<td>Law Enforcement CMS Investigations</td>
<td>2</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0075*</td>
<td>Law Enforcement CMS Investigations</td>
<td>2</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0080*</td>
<td>Traffic Crash Investigations</td>
<td>1</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0085*</td>
<td>Traffic Crash Investigations</td>
<td>1</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>CJK 0090*</td>
<td>Tactical Applications</td>
<td>2</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
<tr>
<td>COM 0101*</td>
<td>Office Communications</td>
<td>2</td>
<td>0</td>
<td>(Offered as needed)</td>
</tr>
</tbody>
</table>

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
DEA 0020* (continued)
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, 90 lab. (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, 30 lec. (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 0830*
Expanded Function Theory, 1 Vocational Credit, 30 lec. (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.

DEA 0830L*
Skills Seminar, 2 Vocational Credits, 60 lab. (Offered as needed)
This laboratory course accompanies the practical course 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.

DEA 0850L*
Clinical Practice I, 6 Vocational Credits, 180 lab. (Offered as needed)
This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in class. 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 0851L*
Clinical Practice III, 6 Vocational Credits, 180 lab. (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, 60 lec. (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 Radiographic 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.

DES 0130C*
Dental Materials, 3 Vocational Credits, 30 lec., 60 lab. (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. The competency based lab that accompanies this course 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.

*Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
VOCATIONAL CREDIT COURSES

DES 0210*
Dental Radiology Lecture,
1 Vocational Credit, 30 lec.
(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.

DES 0210L*
Dental Radiology Lab,
3 Vocational Credits, 90 lab.
(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 to produce diagnostic quality X-rays. Prerequisites: DES 0400B, DEA 0020, DEA 0020L.

DES 0305*
Interpersonal Communications Skills,
1 Vocational Credit, 30 lec.
(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, 30 lec.
(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 protocols 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.

DES 0840**
Dental Science,
1 Vocational Credit, 30 lec.
(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 is included.

DES 0930*
Dental Anatomy Seminar – Head and Neck,
1 Vocational Credit, 30 lec.
(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, 30 lec.
(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, 30 lec.
(Offered as needed)
A course that covers strategies for implementing and managing safety programs.

HEV 0115*
Introduction to Early Childhood Education,
1 Vocational Credit, 30 lec.
(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, 90 lec., 30 lab.
(Fall, Summer, Spring)
This course covers the 30 hour competencies for 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.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

**The following electives or general education courses may qualify for credit for DES 0840 – Dental Science, if they have been completed with a grade of “C” or higher; MCB 2010 and BSC 1085C and HUN 2201 (all three courses combined); or HSA 1101.
HEV 0183*
Early Childhood Internship I,
10 Vocational Credits, 300 lab.
(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, 150 lab.
(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, 45 lec.
(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 interpersonal competence, social/ emotional development/guidance, and responsive program. The student will complete a portfolio and resource file. An OWC instructor will complete an observation and interview of the student in the student's school-age work site. Course work will satisfy the training requirements for Level 1 of the Florida School-Age Credential.

HSC 0001*
Orientation to Health Care,
1 Vocational Credit, 16 lec.,
4 lab., 10 other
(Offered Fall)
This course provides initial health care learning needs for the surgical technologist. It includes principles of infection control; an overview of the healthcare delivery system; ethical and legal issues in healthcare; safety and security issues; concepts of human needs, wellness and illness; communication techniques; information systems, and an emphasis on introduction to medical terminology using computer-assisted instruction. The concept of using critical thinking is introduced. Psychomotor skills practice includes basic handwashing and transfer/transportation techniques for patients. Use of computers is required for assignment completion.

MNA 0103*
Human Relations in the Business Environment,
1 Vocational Credit, 30 lec.
(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, 30 lec.
(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, 90 lec.,
(0ffered 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, 30 lec./lab
(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, 60 lec.
(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, 90 lec.
(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, 30 lec./lab.
(Offered as needed)
Basic keyboarding skills and techniques.

OTA 0112*
Word Processing with Windows I,
1 Vocational Credit, 30 lec./lab.
(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, 30 lec./lab.
(Offered as needed)
Advanced integration of keyboarding and word processing – improving speed and production time.

OTA 0114*
Word Processing with Windows III,
3 Vocational Credits, 90 lec./lab.
(Offered as needed)
Advanced integration of keyboarding and word processing – improving speed and production time.

OTA 0115A*
Introduction to Word Processing,
3 Vocational Credits, 90 lec./lab.
(Offered as needed)
Integration of keyboarding and word processing techniques.

OTA 0401*
Maintaining Records,
1 Vocational Credit, 30 lec.,
(Offered as needed)
Methods and systems of filing used in business offices and filing equipment. Filing practice sets are used.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
OTA 0423*
Office Procedures and Records Maintenance,
3 Vocational Credits, 90 lec./lab.
(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, 60 lec./lab
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*
MOS Certification Review, 
1 Vocational Credit
(Offered as needed)
Detailed skill building for Microsoft Office User Specialist (MOS) certification examinations in Word, Access, Excel and PowerPoint software. May be taken four times for credit. Prerequisite: Completion of appropriate MOS certification course(s).

OTA 0935*
Professional Seminar,
3 Vocational Credits, 90 lec.,
(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.

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, 32 lec., 28 other
(Offered 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; ethical/legal 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 care skill such as vital sign measurement and Foley catheterization are practiced. New medical terms are introduced throughout. Diagnostic Procedures are introduced Prerequisite: Admission to the Surgical Technology program.

STS 0255L*
Surgical Technology I Clinical Practice, 8 Vocational Credits, 
(Offered Spring)
Students practice detailed procedures and special techniques in clinical settings throughout the community under the supervision of clinical preceptors; the focus is the scrub role. Procedure assignments emphasize these surgical specialties: General, Obstetrics & Gynecology, Genito-urinary, Orthopedic, Plastic and Reconstructive, and Ear, Nose and Throat Surgery. Some simulated laboratory activities may be included. Prerequisite:STS 0804, HSC 0000, STS 0003; STS 0807; Corequisite: STS 0803, STS 0806, STS 0810A.

STS 0256L*
Surgical Technology II Clinical Practice, 
8 Vocational Credits, 
(Offered Summer)
Students 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 0255L, and will expand knowledge in Core Basic and Specialty procedures, and pursue opportunities with Intermediate and Advanced procedures, defined by the AST 5th Core Curriculum within the surgical specialties, and according to student learning needs. Prerequisite: STS 0255L Corequisite: STS 0936; STS 0820L.

STS 0803*
Pharmacology and Anesthesia 
for the Surgical Technologist,
1 Vocational Credit, 30 lec.
(Offered 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 usage by the surgical technologist. Prerequisite: HSC0000, STS 0003, STS 0807, STS 0808.

STS 0804C*
Surgical Microbiology,
2 Vocational Credits, 30 lec., 30 lab.,
(Offered as needed)
This course represents the characteristics and activities of microorganisms. It surveys various microbial groups, especially bacteria, viruses, and fungi, and will pursue opportunities with

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
STS 0804C (continued)
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, 60 lec.,
(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, 60 lec.,
(Offered as needed)
This course continues to introduce the
structure and function of select
human body systems applicable to
surgical technology. Medical terminol-
ogy is integrated throughout the
course as students continue to
explore the relationship of topo-
graphic anatomy and surgical
technology procedures.

STS 0807*
Principles and Practice of Surgical
Technology Lab,
6 Vocational Credits,
100 lab, 80 clinical,
(Offered Fall)
This course provides the student with
practical application of skills per-
formed 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 manage-
ment, 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
positioning of the surgical patient are
practiced as 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,
(Offered Spring)
This interactive course provides the
student with an introduction to sur-
gical specialties, selected surgical pro-
cedures with associated pathophysiol-
y and, special techniques. involving
multiple Surgical specialties are:
General, Obstetrics & Gynecology,
Urology, Orthopedic, Plastic and
Reconstructive, Otolaryngology, Oral
and 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 pro-
cedures, 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 0000, STS 0003, STS 0807, STS
0808; Corequisite: STS 0803, STS
0806, STS 0255L.

STS 0820L*
Surgical Procedures II,
3 Vocational Credits,
(Offered Summer)
This interactive course provides the
student with theory on detailed sur-
gical procedures and special tech-
niques involving multiple surgical spe-
cialties: Ophthalmology, Neurosurgery,
Thoracic, Peripheral Vascular &
Cardiovascular surgeries. Students will
prepare for each class using a Case
Report format. Topics follow Core
Curriculum for Surgical Technology,
5th edition recommendations. Core,
Intermediate, and Advanced surgical
procedures are studied. Students will
use computer-assisted instruction for
Medical Terminology content.
Pathophysiology is integrated
throughout the course. Prerequisite:
STS 0810A; Corequisite: STS 0256L.

STS 0936*
Seminars in Surgical Technology,
2 Vocational Credits,
(Offered 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,
discussing and research a variety of
health-care topics, as well as through
self-evaluation via standardization test-
ing. Prerequisites: HSC0000, STS
0003, STS 0807, STS 0810A;
Corequisites: STS 0820L, STS 256L.

* Vocational credit courses are not
applicable to the A.A. or A.S.
degree or to the College Credit
Certificate without an approved
articulation agreement.