

## ACADEMY OF BUSINESS & FINANCE

### 8815150X

#### Finance & Business Technology

Basic knowledge of data processing and computer literacy. Hands-on data entry and microcomputer applications with commercially prepared software are covered. Emphasis on financial applications using business software packages.

### 8815120X

#### Personal Financial Planning

Organization in planning for the use of economic resources and financial products available through a study of savings, credit, insurance, banking and financial goals. Information concerning related career opportunities.

### 8203310X

#### Accounting Applications I

Provides students with knowledge of the accounting cycle. Emphasis is placed on the use of special journals, ledgers, controlling accounts, as well as analysis and interpretation of financial reports.

### 8815130X

#### Financial Internship

Students are required to complete 150 hours of internship during the summer between their junior and senior years. These paid executive internships provide the student the opportunity to demonstrate human relations, communications and employability skills necessary for entry-level employment in the financial services industry.

## AUTOMOTIVE COLLISION REPAIR & REFINISHING

### 8709410X

#### Automotive Collision Repair & Refinishing 1

Introduction to use of hand and power tools, panel repairs, use of spray equipment, application of body fillers, paint systems and materials, glass replacement and use of welders. The course content will include the following: basic trade skills. The course content also includes communication, leadership, human relations and employability skills and safe, efficient work practices. Hands-on technical activities are an integral part of the program.

### 8709420X

#### Automotive Collision Repair & Refinishing 2

Application of refinishing skills, sheet metal repair skills, frame aligning, use of fillers, paint systems and undercoats, related welding skills, related mechanical skills, trim-hardware maintenance, glass servicing, and other miscellaneous repairs.

### 8709430X

#### Automotive Collision Repair & Refinishing 3

Projects and research using refinishing skills, sheet metal repair skills, frame aligning, use of fillers, paint systems and undercoats, related welding skills, related mechanical skills, trim-hardware maintenance, glass servicing, and other miscellaneous repairs.

### 8709440X

#### Automotive Collision Repair and Refinishing 4

Instruction in the application of procedures for occupational safety skills and preparation of vehicles for repair. Advanced skills in damage assessment and repair, damage reports at industry standards and standard specifications and crash manual documentation.

### 8709450X

#### Automotive Collision Repair and Refinishing 5

Instruction in various procedures for in structural damage analysis and repair of vehicle structure. Learn to assess damage to auto parts, develop plans for repair and measure and pull frames using manufacture specifications.

## AUTOMOTIVE SERVICE TECHNOLOGY

### 8709410X

#### Automotive Service Technology 1

Introduction to the basics of automotive mechanics, including automotive systems, tools, basic service, and safety practices.

### 8709420X

#### Automotive Service Technology 2

Routine maintenance/ consumer services, in heating, air conditioning and engine cooling systems, and in engine theory and repairs.

### 8709430X

#### Automotive Service Technology 3

Diagnosing / troubleshooting electrical / electronic components related to power train and engine performance service.

### 8709440X

#### Automotive Service Technology 4

Operation and servicing of automotive brake systems, heating, air conditioning and engine cooling systems, and in the operation and servicing of manual drive trains and axles.

#### 8709450X Automotive Service Technology 5

Operation of steering, suspension and wheel systems, engine theory and repairs, and in engine performance service.

## CISCO NETWORKING TECHNOLOGY

### 8209020X

#### Computing for College & Careers

Provides a basic overview of current business and information systems and introduces students to the basic skills and foundation required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and with integrated software applications in Word, Access, Excel and PowerPoint.

### 8207020X

**Networking 1** Apply and understand the basics of networking hardware. Includes the OSI model and industry standard; network topologies; IP addressing, including subnet masks; and basic network design; beginning router configurations; routed and routing protocols; and introduction to LAN switching. The first and second of a four-part series to prepare for the Cisco Certified Networking Associate examination.

### 8207030X

#### Networking 2

Apply and understand the advanced principles and applications of networking hardware. Includes advanced router configurations; LAN switching; network management; and advanced network design; principles and implementation of networking hardware. The third and fourth parts of a four-part series to prepare for the Cisco Certified Networking Associate examination.

## PC (COMPUTER) SUPPORT SERVICES

### 8209020X

#### Computing for College & Careers

An overview of current business and information systems. Introduces the basic skills and foundation for today's business environments. Emphasis on developing proficiency with touch keyboarding and integrated software applications in Word, Access, Excel and PowerPoint.

### 8207210X

#### PC Support 1

Provides entry-level skills in computer repair. Emphasis on developing an understanding of various computer software applications and identifying computer hardware components.

### 8207220X

#### PC Support 2

Instruction continues in the development of entry-level skills in computer repair. Content includes application and operating systems software, electronic communication via the Internet and an introduction to computer networking.

## COMMUNICATIONS TECHNOLOGY

### 8601010X

#### Communications (Graphic Arts) Technology 1

A study of the processes and technical skills found in visual technologies, design and printing, multimedia production, computer animation and graphics, web page design, digital and electronic media/communication and other new and emerging technologies.

### 8601020X

#### Communications (Graphic Arts) Technology 2

Application of the processes and technical skills found in visual technologies, design and printing, multimedia production, computer animation and graphics, web page design, electronic media/communication and other new and emerging technologies

### 8601020X

#### Communications (Graphic Arts) Technology 3

Research and design projects in one or more visual technologies, design and printing, multimedia production,

computer animation and graphics, web page design, digital and electronic media/communication and other new and emerging technologies

## CONSTRUCTION ACADEMY

### Construction Technology

#### 8600710X

##### Construction Technology I

Safe use of construction tools, machines, and equipment. Activities include basic carpentry, masonry, wiring, plumbing, reading architectural plans, and estimating construction costs. Occupation information, employability skills, and leadership skills, are also included.

#### 8600720X

##### Construction Technology II

Continues study and hands-on activities related to the technology of designing, planning, and constructing.

#### 8600730X

##### Construction Technology III

Advanced individual study related to the student's specific area or areas of interest in construction technology.

or

### Drafting/Illustrative Design Technology

#### 8600810X

##### Drafting/Illustrative Design Technology I

Basic knowledge and skills in various types of technical drawing and experience with drafting equipment and materials and an introduction to CADD.

#### 8600820X

##### Drafting/Illustrative Design Technology II

Advanced skills in engineering drawing, architectural drawing, technical illustration and computer-aided drawing.

#### 8600830X

##### Drafting/Illustrative Design Technology III

Advanced individual study that is concentrated in one or more areas of the student's specific area of interest in drafting.

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## CRIMINAL JUSTICE TECHNOLOGY (Academy of Law and Public Service)

### 8928010X

#### Criminal Justice Operations 1

Introduction to the fields of law enforcement, the court and correctional system, career opportunities in these fields, interpersonal, communication, and employability skills.

### 8928020X

#### Criminal Justice Operations 2

This course is designed to develop competencies in patrol, traffic control, defensive tactics and physical proficiency skills, and first aid and CPR skills.

### 8918030X

#### Criminal Justice Operations 3

Develops competencies in crime and accident investigation procedures, forensic science tasks, crime prevention, and property control procedures.

## CULINARY ARTS

(High School Course Offerings)

### 8515210X

#### Culinary Operations 1

Careers in the food service industry. Course content includes culinary terms, nutrition, menu planning, food safety, use and care of tools and equipment, standardized measurements and recipes, and knife skills. Proper equipment and established food service standards are used to prepare eggs, dairy products, fruits, vegetables, salads, dressings and marinades, yeast breads, rolls, pastries and cakes.

### 8515220X

#### Culinary Operations 2

ServSafe certification and using established food service standards, preparation of stocks and sauces, soups, sandwiches, and meats. Content also includes dining room operation and service, menu planning, and garnishing.

### 8515230X

#### Culinary Operations 3

Fundamentals of pastry science used to prepare cakes, icings, puff pastries, classical pastries, petits fours, and advanced breads. Develop skills appropriate to a variety of cooking techniques typical of various regions throughout the world by preparing complete meals typical of several cultures. Research and preparation of regional meals from the European, American, Asian, and African continents. Timing, organization, mise en place, and plate presentation are stressed.

### 8515110X

#### Culinary Operations 4

Plan and prepare food items and meals for service to the school and community. Activities include all functions associated with running a catering business including bookkeeping and accounting skills, planning, purchasing food, preparing and serving meals, and clean up.

(Dual Enrollment Course Offerings)

### FSS 0202X

#### Food Production 1, Stocks and Sauces

ServSafe certification and established food service standards, preparation of stocks and sauces, soups, sandwiches, and meats.

### FSS 0221X

#### Food Production 2, Presentation and Service

Knowledge, principles and skills for service and quantity food preparation used by cafeterias, restaurants and institutions to include dining room operation and service, menu planning, and garnishing.

### FSS 0064X

#### Pastries and Desserts

Fundamentals of pastry science are used to prepare cakes, icings, puff pastries, classical pastries, petits fours, and advanced breads.

### FSS 0740X

#### Regional Cuisine – American and International

Develop skills appropriate to a variety of cooking techniques typical of various regions throughout the world by preparing complete meals typical of several cultures. Students Research and prepare regional meals from the European, American, Asian, and African continents. Timing, organization, mise en place, and plate presentation are stressed. Student will develop skills appropriate to a variety of cooking techniques typical of various regions throughout the world by preparing complete meals typical of several cultures.

## DENTAL AIDE

### 8417100x

#### Health Sciences 1

Identify and use correct medical terminology, identify cells and tissues and relate their specialized function.

### 8417110X

#### Health Sciences 2

Demonstrate knowledge of the health care system and health occupations, practice safety and security procedures, demonstrate knowledge of blood borne diseases and infection control.

### 8417141X

#### Dental Aide 3

Use dental terminology, identify equipment, specialty procedures, and functions and pathologies of dental anatomy. Learn legal and ethical responsibilities of the dental health care worker.

## EARLY CHILDHOOD EDUCATION

(High School Course Offerings)

### 8503211X

#### Early Childhood Education 1

Covers competencies for the 30 hour DCF mandated training and the 10 hour preschool appropriate practices course.

(Dual Enrollment Course Offerings)

### EEC 1001X

#### Introduction to Early Childhood Education

Introduction to theories, philosophies, programs and methods in early childhood education. One of three courses that combined meets the CDAE requirements for the state of Florida.

### EEC 1200X

#### Early Childhood Education

Preparation of child learning centers through choosing and constructing learning materials used in instructing children in music, art, math, science, literacy, fine and gross motor skills. One of three courses that combined meets the CDAE requirements for the state of Florida. music, art, math, science, literacy, and fine and gross motor. One of three courses that combined meets the CDAE requirements for the State of Florida.

### EEC 2710X

#### Conflict Resolution in Early Childhood Education

Students will learn create safe, caring and respectful learning environments for young children and their families using professional techniques. One of three courses that combined meet the CDAE requirements for the State of Florida.

### EEC 1601X

#### Assessment in Early Childhood Education

Using observation methods and assessment instruments, students will plan developmentally appropriate program for individual children.

### 8503214X

#### Early Childhood Education IV

Applications of competences in mentoring, workshop development, team building, advocacy, brain research and professional development prepares students to be child development specialists.

## Engineering Technology

### 8600570

#### Engineering Technology 1

Understand and demonstrate the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving. Demonstrate the abilities to apply the design process

### 8600670

#### Engineering Technology 2

Demonstrate an understanding of the relationships among technologies and the connection between technology and other fields of study, influence of technology on history and demonstrate and apply troubleshooting, research and development, invention and innovation, and experimentation in problem solving using technological tools and theory.

## FASHION DESIGN SERVICES

### 8506405X

#### Design Services Core

Introduction to operation and maintenance of a conventional sewing machine and garment construction, employment opportunities, basic skills, leadership and organizational skills, selection, usage and care of tools, equipment and supplies, textile characteristics and care, and safety procedures.

### 8506410X

#### Principles of Fashion Design Services

Operate sewing machines, safety procedures, material selection and preparation, tools, usage, and selection of specialized equipment including a serger and intermediate - advanced garment construction.

### 8506420X

#### Pattern Design Technology

Apply and understand advanced garment industry components, textile qualities, commercial sewing skills, garment alteration, employability skills, and entrepreneurship in the apparel industry.

### 8506430X

#### Fashion Design Specialist

This course is the fourth course in the Fashion design Services program. It is designed to further develop competencies in the area of fashion design services. This course focuses on five specialty areas of fashion design services; window display,

fashion design assistant, tailor's assistant, personal shopper, and stylist.

## INTERIOR DESIGN SERVICES

### 8506405X

#### Design Services Core

Introduction to the basic skills for working in design services, leadership and organizational skills, basic principle of design, textile characteristics and care, employability skills, relationship of human factors to design services, safe use of tools and equipment, and selection of appropriate materials.

### 8506540X

#### Principals of Interior Design Services

Students further develop competencies in the area of interior design services including employment opportunities, basic skills, the elements and principle of design, and sales techniques and entrepreneurship.

### 8506550X

#### Interior Design Techniques

Designed to further develop competencies in the area of interior design, this course includes components of the design process, the effect of history and culture on design, sketching and free hand drawing, the impact of human, environmental and ergonomic factors on design, rendering techniques and the development of a design project.

### 8506560X

#### Interior Design Specialist

Focus is on specialty areas, kitchen and bath design, floor, wall and window treatments, furniture, lighting and accessories; audio and visual and security systems. Student will develop a design project and finalize and submit a portfolio.

## MARINE SERVICE TECHNOLOGY

### 8751010X

#### Marine Service 1

Introduction to marine industry standards, including basic maintenance and repair of four-stroke engines, two-stroke engines, and electrical systems.

### 8751020X

#### Marine Service 2

Concentrates on routine maintenance of fuel systems, two-stroke cycle carburetors and marine trailers. Skills

are developed in sales, communications, math, science, employability, and entrepreneurship.

### 8751030X

#### Marine Service 3

Focus on the skills needed to be a parts specialist and computer skills needed in the marine service industry. Maintenance and repair of cooling and lubrication systems are a significant component of lab activity.

### 8751040X

#### Marine Service 4

Maintenance and repair of two-stroke cycle outboard engines, outboard fuel systems, and cooling systems.

### 8751050X

#### Marine Service 5

Outboard lubrication systems, lower cases, cranking systems, and magneto systems.

### 8751060X

#### Marine Service 6

Maintenance and repair of outboard battery ignition systems, capacitor discharge ignition systems, and outboard charging systems.

## PATIENT CARE TECH - ALLIED HEALTH

### HSC 1000X

#### Introduction to Health Care

Introduction to core concepts common to all health care occupations, the health care delivery system, legal and ethical responsibilities, wellness and disease concepts, infection control, CPR, first aid and safety skills.

### HCP 0001X

#### Fundamentals of Health Careers

Pre-clinical course of theory and student laboratory practices in the PCT program. Includes basic anatomy and physiology, concepts of wellness and disease, infection control, CPR, and legal and ethical issues. Basic math and science and the use of computers in health care.

### HCP 0310X

#### Home Health Aid

Florida requirements for the Home Health Aide including classroom and clinical experience. Includes skills and knowledge in communication, legal and ethical responsibilities, comfort and safety functions, nutrition and infection control.

**HSC 1531X****Medical Terminology**

Introduction to the language of medicine is the central focus of this AA dual enrollment course. Emphasis on word building with prefixes, suffixes, and word roots commonly used in medical communication throughout the health care delivery system. Recommended course for anyone pursuing a medical career.

**EMS 1525X****Intro to Electrocardiograph**

Fundamentals of cardiac anatomy and physiology, integrated with EKG tracing and wave for interpretation, lead placement, and a systematic approach to ECG interpretation. Certificate awarded upon successful completion of the course.

**HCP 0120X****Nursing Assistant**

Classroom, laboratory and clinical course prepares for employment as a Nursing Assistant. Basic patient care principles and the role of the Nursing Assistant in delivering resident care. Content includes nutrition, physical comfort and safety functions, personal patient care, and infection control. Special emphasis is placed on the care of the geriatric resident in the long-term care setting.

**HCP 0620X****Patient Care Assistant**

Clinical experiences, at a local hospital, including the care of patients with acute common health problems, pre- and post-op patients and special procedures.

## TELEVISION PRODUCTION

**8772110X****Television Production 1**

Introduction to overall production of television studio activities including scripts, lighting, filming and directing, electronic news gathering, field production, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices. Studio activities are an integral part of this program. Instruction in camera principles, audio and video control, lighting methods, control room operation, station operation, and set preparation.

**8772120X****Television Production 2**

Application of overall production of television studio activities including scripts, lighting, filming and directing, electronic news gathering, and field production, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices.

**8772130X****Television Production 3**

Research and advanced application of overall production of television studio activities including scripts, lighting, filming and directing, electronic news gathering and field production, communication skills, leadership skills, human relations and employability skills and safe and efficient work practices.

## WEB DESIGN SERVICES

**8209020X****Computing for College & Careers**

Overview of current business and information systems. Basic skills and foundation for business environments. Emphasis on developing proficiency with touch keyboarding and integrated software applications in Word, Access, Excel and PowerPoint.

**8207110X****Web Design 1**

Overview of the Internet, intranet and WWW. Content includes operating systems, basic HTML commands, navigation of the Internet, Intranet, and Web and Web Page Design.

**8207120X****Web Design 2**

Provides advanced concepts for Internet, Intranet, and Web design. Content includes Internet/Intranet tools, Web Site promotion, advanced HTML commands, advanced page design, and multimedia applications.

**8207130X****Web Design 3**

Provides advanced concepts in HTML, design applications, and Internet tools.