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General Education at Broward College

Philosophy of General Education

General Education at Broward College is a core of common learning experiences that enables students to acquire and apply a broad foundation of integrated knowledge, skills, and behaviors. The core curriculum assures breadth that cannot be found in any specific discipline. In particular, literacy and communication skills, in all their forms, are reinforced throughout the students' program of study. Further, the program provides opportunities for students to apply their acquired knowledge and skills in solving increasingly complex problems. This prepares students to be independent, lifelong learners, assuming roles of responsibility in the global community.

Expected Educational Results

The College believes that a well-educated person is one who possesses the intellectual capabilities, skills and behaviors to:

- Read with critical comprehension
- Write clearly and coherently
- Demonstrate literacy as appropriate within a given discipline
- Apply problem solving skills or methods to make informed decisions in a variety of contexts**
- Differentiate between ethical and unethical behavior
- Demonstrate an understanding of the physical, biological, and social environments and how individual behaviors impact this complex system.
- Demonstrate an understanding of and appreciation for human diversities and commonalities
- Speak and listen effectively

Selection of General Education Courses

The College offers four different types of degrees, the Associate in Arts (AA), numerous Associate in Science (AS), the Associate in Applied Science (AAS) and several baccalaureate degrees (BAS, BSED, and BSN). Different degrees have different General Education requirements based upon:

- Florida Statutes (1001.02, 1007.23, 1007.25),
- State Board of Education Rules (6A-14.030 and 6A-10.024),
- Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC) Core Requirement 2.7.3 & Comprehensive Standard 3.5.1, and
- Broward College’s Policy (6Hx2-4.22).

Broward College requires a total of 36 credits of General Education coursework in communication, mathematics, social/behavioral sciences, humanities, natural sciences and wellness for the AA and baccalaureate degree programs. For the AS and AAS degrees, Broward College requires 15 credits within the subject areas of communication, humanities, social/behavioral sciences and mathematics/natural sciences. These requirements are listed in following sections.

General Education Block Transfer Guarantee for AA Degree Students

Per State Board of Education Rule 6A-10.024, once a student has been certified by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.
Associate in Arts (A.A.)

Program Title: Associate in Arts
Major Code: 1010
CIP: 1192401010

Core Skills and Program Learning Outcomes:

Students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Arts (A.A.)

Program Title: Associate in Arts International Partners

Major Code: 1010U

CIP: 1192401010


Core Skills and Program Learning Outcomes:

Students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science

Program Title: Automotive Technology Service

Major Code: A004

CIP: 0615080301


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate an understanding of automotive mechanics.
02.0 Apply electrical and electronic skills in diagnosing/troubleshooting malfunctions of electrical/electronic components.
03.0 Demonstrate proficiency in servicing steering, suspension and wheel systems.
04.0 Demonstrate proficiency in servicing automotive brake systems.
05.0 Demonstrate proficiency in servicing cooling, air conditioning and heating services.
06.0 Demonstrate appropriate communication skills.
07.0 Demonstrate appropriate math skills.
08.0 Demonstrate appropriate understanding of basic science.
09.0 Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

**International Business Specialization**
11.0 Demonstrate knowledge of international marketing and distribution activities.
12.0 Demonstrate knowledge of international banking and finance activities.
13.0 Demonstrate knowledge of international social and cultural business practices.
14.0 Demonstrate knowledge of international law and economic activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science Degree

Program Title: Digital Media/Multimedia Technology
Major Code: A018
CIP: 0611080102

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects and presentations utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics.
4. Design and generate video and/or animations in a multimedia project.
5. Design and execute audio technology for a digital media/multimedia project.
6. Use computer applications for digital media/multimedia projects.
7. Produce digital media/multimedia projects.
8. Demonstrate appropriate communication skills.
9. Demonstrate appropriate math skills.
10. Demonstrate employability skills.
11. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science

Program Title: Dealer Specific Automotive Technology
Major Code: A037
CIP: 0647060407

Core Skills and Program Learning Outcomes:

The AAS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS. The standard length of this program is 74 credit hours according to Rule 6A-14.030, F.A.C.

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in the equipment skills and safety regulations relating to the automotive industry.
02.0 Demonstrate proficiency in appropriate math skills.
03.0 Demonstrate proficiency in appropriate understanding of basic sciences.
04.0 Demonstrate proficiency in employability skills.
05.0 Demonstrate proficiency in appropriate communication skills.
06.0 Demonstrate proficiency in understanding of entrepreneurship.
07.0 Demonstrate proficiency in acceptable employee behavior in the automotive industry.
08.0 Demonstrate proficiency in routine maintenance and consumer services.
09.0 Demonstrate proficiency in engine theory and repairs.
10.0 Demonstrate proficiency in the operation and servicing of automatic transmission/trans-axle.
11.0 Demonstrate proficiency in the operation and servicing of manual drive trains and axles.
12.0 Demonstrate proficiency in the operation of steering and suspension systems.
13.0 Demonstrate proficiency in the operation and servicing of automotive brake systems.
14.0 Demonstrate proficiency in diagnosing/troubleshooting electrical/electronic components as related to power train.
15.0 Demonstrate proficiency in heating, air conditioning and engine cooling systems.
16.0 Demonstrate proficiency in engine performance service.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Applied Science Degree

Program Title: Air Traffic Control

Major Code: A039

CIP: 0649010400


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Accounting Technology

Major Code: 2100

CIP: 1552030200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Prepare and use financial information about business organizations to support decision making.

02.0 Manage business information using appropriate software.

03.0 Demonstrate effective business communication skills.

04.0 Evaluate business and financial information to support internal decision making.

05.0 Participate in work-based learning experiences.

06.0 Prepare governmental tax forms, including income, payroll, and sales taxes.

07.0 Consider the implications of professional values, ethics, and attitudes in business.

08.0 Prepare or develop strategic or organizational skills.

09.0 Prepare individual tax forms.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Accounting Technology Online

Major Code: 2100E

CIP: 1552030200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Prepare and use financial information about business organizations to support decision making.

02.0 Manage business information using appropriate software.

03.0 Demonstrate effective business communication skills.

04.0 Evaluate business and financial information to support internal decision making.

05.0 Participate in work-based learning experiences.

06.0 Prepare governmental tax forms, including income, payroll, and sales taxes.

07.0 Consider the implications of professional values, ethics, and attitudes in business.

08.0 Prepare or develop strategic or organizational skills.

09.0 Prepare individual tax forms.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.

2. Writing clearly and coherently.

3. Demonstrating literacy as appropriate within the discipline.

4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Nuclear Medicine

Major Code: 2102

CIP: 1351090502


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.
2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.
3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.
4. Apply the principles of radiation protection for patients, others and oneself.
5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.
6. Practice proper universal precautions through infection control, aseptic and sterile techniques.
7. Recognize and respond to emergency situations.
8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.
9. Perform proper phlebotomy technique.
10. Demonstrate how to prepare and utilize radiopharmaceutical kits.
11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.
12. Properly perform all planar, SPECT and certain PET imaging procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital-Based Nuclear Medicine
Major Code: 21021
CIP: 1351090502

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.
2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.
3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.
4. Apply the principles of radiation protection for patients, others and oneself.
5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.
6. Practice proper universal precautions through infection control, aseptic and sterile techniques.
7. Recognize and respond to emergency situations.
8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.
9. Perform proper phlebotomy technique.
10. Demonstrate how to prepare and utilize radiopharmaceutical kits.
11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.
12. Properly perform all planar, SPECT and certain PET imaging procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Aviation Operations
Major Code: 2105
CIP: 1649010400

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Airport Operations Management Online

Major Code: 21051

CIP: 1649010400


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate understanding of safe and efficient work practices.
2. Demonstrate understanding of federal and state security procedures.
3. Demonstrate appropriate math skills.
4. Demonstrate understanding of Federal Aviation Administration, state and other governmental laws, rules and policies.
5. Demonstrate understanding of business law and management pertaining to aeronautics.
6. Demonstrate understanding of personnel management.
7. Demonstrate understanding of aviation safety and accident prevention and investigation.
8. Demonstrate appropriate communication skills.
9. Prepare, analyze and evaluate technical reports and data.
10. Maintain personnel records and budgets.
11. Evaluate facility maintenance problems and prescribe corrective action.
12. Demonstrate appropriate understanding of basic science.
13. Demonstrate employability skills.
14. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Professional Pilot Technology

Major Code: 2107

CIP: 1649010200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of safe and effective work practices.
2. Demonstrate an understanding of fundamentals of flight.
3. Understand and explain pertinent Federal Aviation Administration Regulations.
4. Demonstrate understanding of meteorology.
5. Demonstrate knowledge of aircraft communications equipment.
6. Demonstrate knowledge and an understanding of aircraft propulsion, and associated systems.
7. Demonstrate an understanding of navigation systems and procedures.
8. Demonstrate flight planning skills.
9. Demonstrate effective communication skills.
10. Demonstrate analytical skills.
11. Demonstrate understanding of applied sciences.
12. Demonstrate employability skills.
13. Demonstrate aircraft operations.
14. Demonstrate an understanding of the fundamentals of flight instruction

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Civil Engineering Technology

Major Code: 2109

CIP: 1715020101


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Solve general, technical, and engineering type problems.
2. Use the computer as an aid to drafting.
3. Use instruments to construct engineering, mechanical, and geometrical type drawings.
4. Sketch, letter, and generate line-work to describe various objects.
5. Read and produce drawings (orthographic) involving orthographic projection, sections, pictorial, and auxiliary views.
6. Solve problems involving plane trigonometry using a standard scientific calculator.
7. Solve typical engineering strength of materials problems using a standard scientific calculator.
8. Recognize the use of the various materials in the construction industry.
9. Utilize standard surveying equipment to make measurements and calculations to run a traverse, establish levels, keep notes, and produce required drawings.
10. Recognize the use of the various materials of selected industries.
11. Produce drawings using computer aided drafting (CAD) software.
13. Analyze physical and mechanical properties of soil and concrete.
14. Solve basic hydraulic problems using the theory of incompressible fluids.
15. Solve problems using theories learned in engineering mechanics.
16. Establish grades, locate property lines, and utilities; and produce plots and calculate cut and fill by average-end-area.
17. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Criminal Justice Technology
Major Code: 21101
CIP: 1743010300

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:
1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Crime Scene
Major Code: 21102
CIP: 1743010300

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:
1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Polygraph

Major Code: 21104

CIP: 1743010300


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

1. Describe and discuss the criminal justice system.
2. Describe and discuss the principles of criminology.
3. Identify criminal investigation procedure.
4. Describe and discuss juvenile delinquency.
5. Summarize law enforcement administration.
6. Demonstrate law enforcement operations procedures.
7. Describe and discuss the field of corrections.
8. Describe and discuss the field of criminal law.
10. Demonstrate employability skills.
11. Identify issues relating to human diversity in the criminal justice system.

Some related learning outcomes include, but are not limited to, the ability to:

1. Define the primary components of criminal justice and their primary responsibility
2. Explain investigative techniques used in solving crimes
3. Discuss the history and evolution of corrections
4. Discuss legal defenses in criminal law

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Core Courses:**

01.0 Explore the theories and fundamentals of how and why fires start, spread, and how they are controlled.
02.0 Demonstrate an understanding of the components of building construction that relate to fire and life safety.
03.0 Understand the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.
04.0 Understand the principles of the use of water in fire protection and how to apply hydraulic principles to analyze and to solve water supply problems.
05.0 Describe the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, and water supply for fire protection and portable fire extinguishers.
06.0 Discuss fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics, introduction to fire protection systems; and introduction to fire strategy and tactics.

**Non-Core Courses:**

07.0 Examine the organization and management of a fire department and the relationship of government agencies to the fire service.
08.0 Define risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue.
09.0 Discuss the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of court cases.
10.0 Analyze the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.
11.0 Identify the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

12.0 Demonstrate advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

13.0 Comprehend basic chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

Some related learning outcomes include, but are not limited to, the ability to:

1. Categorize the components of fire.
2. Demonstrate an understanding of building construction as it relates to firefighter safety, building codes, fire prevention, code inspection and firefighting strategy and tactics.
3. Identify the laws, rules, codes, and other regulations relevant to fire protection of the authority having jurisdiction.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration

Major Code: 2119

CIP: 1552020102

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration Online
Major Code: 2119E
CIP: 1552020102
FLDOE: http://wwwfldoeorg/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Business Administration Int'L Partner
Major Code: 2119U
CIP: 1552020102

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Program Title: Hospitality and Tourism Management
Major Code: 2121
CIP: 1252090100

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Hospitality and Tourism Management Int’L Partner
Major Code: 2121U
CIP: 1252090100

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Marketing Management

Major Code: 2126

CIP: 1252140100

FLDOE: See Florida Department of Education website and then scroll down to “Marketing, Sales & Service” and click on “Marketing Management (AAS/AS - 0252140100)”.

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate the human relations skills necessary for success in marketing occupations.
02.0 Demonstrate the ability to communicate skillfully.
03.0 Utilize effective selling techniques and procedures to the marketing of products and services.
04.0 Plan sales promotion techniques and procedures to the marketing of products and services.
05.0 Demonstrate knowledge of merchandising activities.
06.0 Perform merchandising math operations unique to products and services marketing.
07.0 Demonstrate knowledge of basic economic principles.
08.0 Understand the importance of marketing operations.
09.0 Demonstrate knowledge and application of product and service technology.
10.0 Demonstrate employability skills.
11.0 Understand the role of the manager and the entrepreneur.
12.0 Develop a business plan.
13.0 Obtain technical assistance.
14.0 Plan the marketing strategy.

Some related learning outcomes include, but are not limited to, the ability to:

Explain the difference between personal and non-personal selling.
   Calculate markup as a percentage of cost
   Describe the channels of distribution

In addition, students will demonstrate mastery of the four college-level core competencies of
   1. Reading with critical competency.
   2. Writing clearly and coherently.
   3. Demonstrating literacy as appropriate within the discipline.
   4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of
      settings to make informed decisions, through the General Education courses included in the
      program.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test
items, skills demonstration for required proficiency based testing and role play scenarios
throughout the program. Students are assessed to demonstrate forward progress
throughout the program.
Associate in Science Degree

Program Title: Nursing

Major Code: 2127

CIP: 1351380100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: LPN-RN Transition

Major Code: 21271

CIP: 1351380100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Radiography

Major Code: 2131

CIP: 1351090700


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors.
2. Evaluate radiographic images for appropriate positioning and image quality.
3. Apply the principles of radiation protection for the patient, self and others.
4. Demonstrate proper operation of radiographic equipment and accessories.
5. Provide patient care and comfort during radiographic examinations.
6. Practice infection control during radiographic examinations.
7. Recognize and respond to emergency situations.
8. Perform quality assurance procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital Based Radiography

Major Code: 21311

CIP: 1351090700


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors.
2. Evaluate radiographic images for appropriate positioning and image quality.
3. Apply the principles of radiation protection for the patient, self and others.
4. Demonstrate proper operation of radiographic equipment and accessories.
5. Provide patient care and comfort during radiographic examinations.
6. Practice infection control during radiographic examinations.
7. Recognize and respond to emergency situations.
8. Perform quality assurance procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science

Program Title: Respiratory Care

Major Code: 2132

CIP: 1351090800


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide care to neonatal, pediatric, adolescent, adult and geriatric patient populations in the hospital intensive care, emergency room and general care facilities.

2. Apply and maintain life support systems including oxygen, CPR and mechanical ventilator support devices to critically ill and long term ventilator and oxygen dependent patients.

3. Provide airway care including the maintenance of a patent airway through intubation, tracheostomy care, clearance of airway obstructions and reversal of bronchial narrowing due to bronchospasm and inflammation of the airway.

4. Extubate patients when appropriate and provide appropriate airway care following extubation.

5. Perform diagnostic evaluations including the performance and interpretation of pulmonary Function Studies.

6. Draw blood samples and analyzes and interprets the results of blood tests.

7. Monitor and evaluate exhaled gases.

8. Performs direct and indirect calorimetry, transcutaneous and oximeter measurements, evaluates cardiac monitors and indwelling catheters.

9. Assure the accuracy of monitoring systems by providing necessary calibrations, adjustments and quality control.

10. Assist with patient care decision making by communicating with physicians, nurses and other health care team members and by making appropriate decisions as needed in emergency situations.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Dental Hygiene
Major Code: 2145
CIP: 1351060200

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform those duties approved for the dental hygienist by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Hygienist Association and professional dental literature.
4. Perform the clinical skills appropriately delegated to a dental hygienist.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Computer Systems Specialist

Major Code: 21491

CIP: 1511010305


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.

03.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

04.0 Describe the origin, structure, and history of the Internet.

05.0 Design, develop and maintain websites using web authoring tools and related applications.

06.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.

07.0 Create and maintain database objects, store, retrieve and manipulate data stored in a relational database.

08.0 Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.

09.0 Install, configure, manage, deploy, monitor and troubleshoot Windows applications in a networked Windows environment.

10.0 Demonstrate knowledge of Project Management.

11.0 Perform customer service skills.

In addition, students will complete the competencies in one of the following specializations:

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<th>Specialization</th>
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<td>Information Technology Support</td>
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</table>

**Information Technology Support Specialization Standards**

12.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.
13.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.
14.0 Demonstrate proficiency in supporting Windows users.
15.0 Perform help desk support activities.

**Information Technology Analysis Specialization Standards**

12.0 Perform computer information systems monitoring activities.
13.0 Perform computer information systems analysis activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Tech Support Specialist Support Technician

Major Code: 21493

CIP: 1511010305


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.
02.0 Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.
03.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.
04.0 Describe the origin, structure, and history of the Internet.
05.0 Design, develop and maintain websites using web authoring tools and related applications.
06.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.
07.0 Create and maintain database objects, store, retrieve and manipulate data stored in a relational database.
08.0 Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.
09.0 Install, configure, manage, deploy, monitor and troubleshoot Windows applications in a networked Windows environment.
10.0 Demonstrate knowledge of Project Management.
11.0 Perform customer service skills.

In addition, students will complete the competencies in one of the following specializations:

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</tr>
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</table>

**Information Technology Support Specialization Standards**

12.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.
13.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.
14.0 Demonstrate proficiency in supporting Windows users.
15.0 Perform help desk support activities.

**Information Technology Analysis Specialization Standards**

12.0 Perform computer information systems monitoring activities.
13.0 Perform computer information systems analysis activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Microsoft Specialist

Major Code: 21495

CIP: 1511010306


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:
01.0 Demonstrate proficiency in developing and operating a database.
02.0 Demonstrate proficiency in manipulating a database and creating tables and data structures.
03.0 Demonstrate proficiency in developing applications and using the procedure builder tool.
04.0 Demonstrate proficiency in creating SQL procedural language blocks of application code that can be shared by multiple forms, reports and data management applications.
05.0 Demonstrate proficiency in creating a complete Forms application using Developer/2000 while working in a graphical user interface (GUI) development environment.
06.0 Demonstrate proficiency in designing multiple forms applications.
07.0 Demonstrate proficiency in developing a variety of standard and custom reports using the reports component of Developer/2000 in a client/server environment.
08.0 Demonstrate proficiency in identifying the Server Physical and Logical architecture.
09.0 Demonstrate proficiency in implementing and planning backup and recovery for the Server.
10.0 Demonstrate proficiency in implementing a Net8 configuration on a workstation and server.
11.0 Demonstrate proficiency in tuning a Server.
12.0 Demonstrate proficiency in implementing Database Security.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Physical Therapist Assistant
Major Code: 2153
CIP: 1351080601

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Within the process of patient/client management established by the Physical Therapist, adjust or withhold intervention based on patient/client status as determined through observation, data collection and interpretive processes. Process the requisite knowledge to identify the situation, weigh alternatives, and select appropriate responses within the plan of care established by the Physical Therapist.
2. Use information from data collection to progress patient/client interventions within the plan of care established by the Physical Therapist, and reports changes to the supervising Physical Therapist.
3. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
4. Communicate verbally and non-verbally with the patient/client, the Physical Therapist, health care delivery personnel, and others in an effective, appropriate and capable manner.
5. Implement delegated interventions to achieve the short and long term goals and outcomes identified in the plan of care.
6. Perform safe interventions competently based on the plan of care established by the Physical Therapist so as to minimize risk to the patient/client, self, and others.
7. Implement the delegated interventions within the plan of care established by the Physical Therapist, monitor the patient/client response, and responds accordingly.
8. Provide patient/client-related instruction to patient/clients, family members, and caregivers to achieve patient/client outcomes based on the plan of care established by the Physical Therapist.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Radiation Therapy

Major Code: 2159

CIP: 1351090701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Hospital-Based Radiation Therapy

Major Code: 21591

CIP: 1351090701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Emergency Medical Services
Major Code: 2160
CIP: 1351090402

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice Model.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Early Childhood Education

Major Code: 2166

CIP: 1413121003


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of child growth and development.
4. Demonstrate an awareness of the importance of positive interactions with the family.
5. Demonstrate knowledge of state and local rules and regulations.
6. Demonstrate knowledge of child abuse and neglect.
7. Demonstrate knowledge of safety, health, and nutrition.
8. Demonstrate knowledge of the early childhood education profession
9. Demonstrate knowledge of community needs and resources.
10. Demonstrate knowledge of appropriate methods of guidance and classroom management.
11. Demonstrate various observations and recording methods.
12. Demonstrate knowledge of disabling conditions.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Assisting

Major Code: 2172

CIP: 1722030200


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the ethical and professional standards of the paralegal.
2. Demonstrate ability to utilize the law library and apply knowledge to legal writing.
3. Demonstrate knowledge of tort law, constitutional law, and criminal law concepts and their application to factual situations.
4. Demonstrate knowledge of all phases of trial practice and procedure.
5. Demonstrate knowledge of real property law and its application to real property transactions.
6. Demonstrate knowledge of estate planning and probate administration concepts and their application to probate procedures.
7. Demonstrate knowledge of the fundamental principals of the law of business organizations.
8. Demonstrate knowledge of the fundamental principles of contract law including the Uniform Commercial Code.
9. Demonstrate knowledge of, and ability to perform, litigation techniques and procedures.
10. Demonstrate knowledge of management techniques and procedures.
11. Demonstrate knowledge of family law and procedure.
12. Demonstrate employability skills.
13. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Diagnostic Medical Sonography
Major Code: 2176
CIP: 1351091000

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform patient assessments.
3. Provide a summary of findings to the physician to aid in patient diagnosis and management.
4. Use independent judgment and systematic problem solving methods to produce high quality diagnostic information and optimize patient care.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Health Information and Informatics Technology

Major Code: 2179

CIP: 1317050600


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Manage confidential patient information, either in a paper or an electronic format, for reimbursement, accreditation, research, and quality assurance purposes.
2. Calculate healthcare organization statistics and managerial finances to evaluate and maintain HIM department reporting requirements.
3. Categorize patient data into appropriate classifications, nomenclatures, and terminologies to facilitate communication of accurate, timely, complete, and valid information.
4. Analyze medical records to abstract, research, and identify disease processes, diagnostic treatment, medical procedures, and pharmaceuticals that are documented.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Environmental Science Technology

Major Code: 2182

CIP: 1703010401


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the principles of managing and remediation of water pollution.
2. Demonstrate knowledge of the principles of managing and remediation of air pollution.
3. Demonstrate awareness of environmental noise sources and their monitoring.
4. Operate and calibrate laboratory and field instruments used in quantitative and qualitative analysis of pollutants.
5. Sample, analyze and calculate data related to air and water pollutants.
6. Demonstrate an awareness of radiation monitoring and radioactive contamination control.
7. Demonstrate and awareness of solid waste, the problems engendered by solid waste accumulation and disposal and solutions to those problems.
8. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Building Construction Technology

Major Code: 2184

CIP: 1615100101


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Communicate effectively.
02.0 Identify, select and supervise application of construction materials.
03.0 Draw, read and interpret drawings and specifications.
04.0 Interpret and apply codes, regulations, and contract documents.
05.0 Survey and investigate construction sites.
06.0 Select and maintain construction site tools and equipment.
07.0 Interpret basic designs and apply sound construction principles.
08.0 Take off quantities and estimate costs.
09.0 Plan, coordinate, schedule and control projects.
10.0 Perform tests and inspections.
11.0 Select, train and supervise personnel.
12.0 Demonstrate efficient office and administrative procedures.
13.0 Demonstrate appropriate math skills.
14.0 Demonstrate appropriate understanding of basic science.
15.0 Demonstrate employability skills.
16.0 Demonstrate an understanding of entrepreneurship.
17.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items and skills demonstration for required proficiency based testing. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Vision Care: Opticianry

Major Code: 21891

CIP: 1351180100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Discuss prescription eyewear/vision aids and other patient/customer related information, verbal and written, with the prescriber.
2. Analyze and interpret prescriptions.
3. Communicate effectively with patient/customer.
4. Identify the human eye structure, function, and pathology.
5. Assist the patient/customer in selection of proper frames and lenses.
6. Determine patient/customer physiognomic (facial and eye) measurements.
7. Neutralize lenses and verify eyewear/vision aids prescriptions.
8. Adapt and fit corrective eyewear/vision aids.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Sports Fitness & Recreation Management

Major Code: 2191

CIP: 1731050700

FLDOE: [link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Teach individuals and groups to participate in a variety of sports.
2. Organize large group activities for a variety of sports.
3. Lead group activities in a social setting.
4. Recognize broad needs of special populations and adapt, modify, or design special activities for them.
5. Describe all aspects of outdoor recreation conservation, organized camping, outdoor education, and camp craft skills.
6. Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Graphic Design

Major Code: 2192

CIP: 1611080300


Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Demonstrate team skills.
03.0 Demonstrate safe and efficient work practices.
04.0 Perform raster and vector based illustration and graphic development.
05.0 Formulate concepts/theory.
06.0 Apply design theories.
07.0 Demonstrate drawing techniques.
08.0 Demonstrate creative use of typography.
09.0 Create exhibit/display designs.
10.0 Create advertising layouts.
11.0 Demonstrate production skills.
12.0 Interpret printing processes.
13.0 Demonstrate knowledge of current industry standards, practices, and techniques.
14.0 Interpret photographic procedures.
15.0 Apply marketing/advertising principles.
16.0 Apply color theories.
17.0 Demonstrate industry level presentation procedures
18.0 Design television graphics/motion graphics.
19.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
20.0 Create electronic content.
21.0 Demonstrate appropriate math skills.
22.0 Demonstrate appropriate understanding of basic science.
23.0 Demonstrate employability skills.
24.0 Demonstrate an understanding of entrepreneurship.
25.0 Demonstrate proper writing skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Industrial Management Technology

Major Code: 2194

CIP: 1652020501


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply supervision skills.
2. Communicate effectively in supervision.
3. Manage human behavior.
4. Motivate one's self.
5. Motivate others.
6. Apply strategies for effective management.
7. Employ creative thinking to achieve business objectives.
8. Apply basic decision-making skills in supervision.
9. Demonstrate appropriate communication skills.
10. Demonstrate appropriate math skills.
11. Demonstrate appropriate understanding of basic science.
12. Demonstrate employability skills.
13. Demonstrate an understanding of entrepreneurship.
14. Demonstrate knowledge of data-processing activities.
15. Identify, classify, and demonstrate management functions.
16. Develop human relations skills.
17. Apply basic quality control principles.
18. Demonstrate an understanding of technical or industrial competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Computer Programming & Analysis

Major Code: 2195

CIP: 1511020100


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform data file activities.
2. Perform analysis activities
3. Perform program design activities
4. Perform coding activities.
5. Perform testing activities
6. Perform user-training activities.
7. Perform implementation activities.
8. Perform user support activities.
9. Perform evaluation activities.
10. Demonstrate professional development skills.
11. Demonstrate employability skills.
12. Demonstrate general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Computer Programming & Analysis

Major Code: 2195U

CIP: 1511020100

FLDOE: [link to FLDOE website]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform data file activities.
2. Perform analysis activities
3. Perform program design activities
4. Perform coding activities.
5. Perform testing activities
6. Perform user-training activities.
7. Perform implementation activities.
8. Perform user support activities.
9. Perform evaluation activities.
10. Demonstrate professional development skills.
11. Demonstrate employability skills.
12. Demonstrate general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Internet Services Technology
Major Code: 2196
CIP: 1511080102

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency with Internet structure, organization, and navigation.
2. Demonstrate understanding of networked environments, hardware and software.
3. Perform server installation and configuration activities.
4. Understand, install and configure computer hardware
5. Understand, install and configure computer software
6. Perform enterprise architecture-related tasks.
7. Perform web design/development activities.
8. Perform programming and scripting activities.
9. Perform testing/troubleshooting activities.
10. Perform security activities.
11. Perform web site management activities
13. Perform quantitative analysis activities.
14. Demonstrate professional development skills.
15. Perform Documentation and Technical reference activities
16. Demonstrate employability skills.
17. Perform general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Marine Engineering Management

Major Code: 2198

CIP: 0647060500


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01. Perform basic shop practices.
02. Describe operational theory of (2) two and (4) four cycle engines - Diesel and Gasoline.
03. Use service manuals and parts references.
04. Perform basic welding skills.
05. Remove and install engines.
06. Recondition and service engines.
07. Perform diagnosis service and repairs to all types of marine ignition systems.
08. Develop skills in electrical-electronic theory of operation and application.
09. Troubleshoot and repair fuel systems.
10. Service cooling systems.
11. Service exhaust systems.
12. Demonstrate shop management functions.
13. Identify special marine principles.
14. Repair inboard drive systems.
15. Rig boats.
16. Repair lower units.
17. Perform corrosion experiments and understand corrosion control.
18. Apply fiberglass construction and maintenance procedures.
19. Demonstrate appropriate communication skills.
20. Demonstrate appropriate math skills.
21. Demonstrate appropriate understanding of basic science.
22. Demonstrate and practice employability skills.
23. Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:

Graduates will be able to install and repair diesel and gasoline engines; troubleshoot diesel and gasoline engine malfunctions; perform engine maintenance; propeller selection; corrosion control; repair HVAC & MSD systems, install and repair electrical and electronic equipment, perform basic welding skills, and perform fiberglass hull repair.
In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Emergency Management
Major Code: 2200
CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Describe the processes for development of an emergency operation plan.
2. Demonstrate knowledge of natural and man-made hazards.
3. Recognize and identify different concepts of emergency planning.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
 Associate of Science (A.S.)

Program Title: Emergency Management Online

Major Code: 2200E

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Describe the processes for development of an emergency operation plan.
2. Demonstrate knowledge of natural and man-made hazards.
3. Recognize and identify different concepts of emergency planning

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Networking Services Technology

Major Code: 2201

CIP: 1511090103


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments.
02.0 Demonstrate understanding of data communications.
03.0 Understand, install and configure computer hardware.
04.0 Understand, install and configure computer software.
05.0 Understand, install and configure network hardware.
06.0 Understand, install and configure network software.
07.0 Perform internetworking activities.
08.0 Perform network administration and management activities.
09.0 Perform troubleshooting and maintenance activities.
10.0 Perform documentation and technical reference activities.
11.0 Perform user-training activities.
12.0 Demonstrate professional development skills.
13.0 Demonstrate employability skills.
14.0 Perform general organizational computing workplace competencies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate of Science (A.S.)

Program Title: Culinary Arts Management
Major Code: 2203
CIP: 1612050400

Core Skills and Program Learning Outcomes:
After successfully completing this program, the student will be able to perform the following:
01.0 Demonstrate proficiency in employability skills.
02.0 Demonstrate proficiency in applying communication and human relations skills.
03.0 Demonstrate the application of mathematics commonly used in the culinary industry.
04.0 Identify economic and marketing principles.
05.0 Identify marketing and business fundamentals.
06.0 Identify organization and functions of the culinary industry.
07.0 Develop and implement sales and marketing strategies.
08.0 Maintain an accounting and information system.
09.0 Demonstrate equipment operation and maintenance skills.
10.0 Analyze laws that affect the culinary industry.
11.0 Operate liability and risk identification program.
12.0 Demonstrate skills in food service and beverage sanitation and safety.
13.0 Plan and maintain purchasing and receiving procedures.
14.0 Demonstrate skills in food service and beverage management services.
15.0 Describe all aspects of entrepreneurship.
16.0 Solve problems and make informed decisions.
17.0 Recognize, identify and demonstrate usage of foods.
18.0 Demonstrate skill in preparing foods for cooking.
19.0 Demonstrate methods of cooking.
20.0 Perform various types of food services.
21.0 Apply principles of nutrition to food preparation.
22.0 Demonstrate skill using computers and software used in marketing.
23.0 Identify the roles of management and supervisory personnel.
24.0 Conduct emergency procedures.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:
1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science degree with Vocational Certificates

Program Title: Aviation Maintenance Management

Major Code: 2204

CIP: 1649010401


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.
2. Perform basic aircraft drawing skills.
3. Demonstrate aircraft weight and balance skills.
4. Maintain aircraft fluid lines and fittings.
5. Perform aircraft materials and process skills.
6. Perform ground operations and servicing duties.
7. Perform cleaning and corrosion control operations.
8. Demonstrate mathematics skills.
9. Maintain forms and records.
10. Apply basic physics to airframe and powerplant systems.
11. Demonstrate the use of maintenance publications.
12. Interpret mechanic privileges.
13. Perform basic reciprocating engine skills.
14. Perform basic turbine engine skills.
15. Perform engine inspection.
16. Maintain engine instrument systems.
17. Maintain engine fire protection systems.
18. Maintain engine electrical systems.
19. Maintain lubrication systems.
20. Maintain ignition systems.
22. Maintain engine fuel systems.
23. Maintain injection systems.
24. Maintain engine cooling systems.
25. Maintain engine exhaust systems.
27. Maintain wood structures.
29. Apply aircraft finishes.
30. Repair sheetmetal structures.
32. Perform airframe assembly and rigging.
33. Perform airframe inspection.
34. Maintain aircraft landing gear systems.
35. Maintain hydraulic and pneumatic power systems.
36. Maintain cabin atmosphere control systems.
37. Maintain aircraft instrument systems.
38. Maintain communication and navigation systems.
39. Inspect and repair aircraft fuel systems.
40. Inspect or repair aircraft electrical systems.
41. Inspect and repair position and warning systems.
42. Maintain ice and rain control systems.
43. Inspect and repair aircraft fire protection systems.
44. Demonstrate knowledge of FAA aircraft mechanic licensing requirements.
45. Demonstrate the human relations skills necessary for success in supervision.
46. Demonstrate knowledge of skills and attitudes the supervisor needs for effective performance.
47. Demonstrate a practical approach to job management.
48. Demonstrate appropriate communication skills.
49. Demonstrate appropriate math skills.
50. Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:
1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Airframe and Powerplant ratings.
2. Understand and demonstrate the following elements of the Aviation industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

In addition, students will demonstrate mastery of the four college-level core competencies of
1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions, through the General Education courses included in the program.

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**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Global Trade & Logistics

Major Code: 2205

CIP: 1652020900


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate an understanding of professional development and networking.
2. Demonstrate an understanding of professional effectiveness.
3. Demonstrate an understanding of logistics, and supply chain management basics.
4. Demonstrate an understanding of transportation systems.
5. Demonstrate an understanding of warehousing and materials handling.
6. Demonstrate an understanding of packaging.
7. Demonstrate an understanding of inventory and supply planning.
8. Demonstrate an understanding of supply chain management.
9. Demonstrate an understanding of reverse logistics.
10. Demonstrate an understanding of purchasing/contracting.
11. Demonstrate an understanding of production.
12. Demonstrate an understanding of product management.
13. Demonstrate an understanding of pricing.
14. Demonstrate an understanding of customer relationship management.
15. Demonstrate an appropriate finance skills.
16. Demonstrate an understanding of management practices.
17. Demonstrate an understanding of risk management.
18. Demonstrate an understanding of project and quality management.
19. Demonstrate an understanding of business law, ethics and legal issues.
20. Demonstrate an understanding of economics.
21. Demonstrate an understanding of marketing information management.
22. Demonstrate an understanding of market research.
23. Demonstrate an understanding of writing documentation.
24. Demonstrate an understanding of information technology applications.
25. Demonstrate an understanding of knowledge-management.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Music Technology

Major Code: 2206

CIP: 1650091300


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of basic musical skills.
2. Demonstrate competence in basic keyboard skills.
3. Demonstrate knowledge of music history.
4. Demonstrate application of control protocols and their relationship to equipment used in the music industry.
5. Demonstrate set-up and configuration of a computer for audio applications.
6. Understand the operation of basic reproduction, reinforcement and recording audio equipment.
7. Demonstrate understanding of requirements for set up and operation of a sound reinforcement system.
8. Perform transactions with music industry suppliers.
9. Demonstrate management skills.
10. Demonstrate knowledge of the legal issues of copyright and contracts.
11. Demonstrate employability skills.
12. Demonstrate an understanding of entrepreneurship.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Engineering Technology

Major Code: 2207

CIP: 1615000001


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate an understanding of industrial processes and material properties.
02.0 Generate and interpret computer-aided drawings.
03.0 Demonstrate a fundamental understanding of electronics and electricity.
04.0 Demonstrate an understanding of industrial safety, health, and environmental requirements.
05.0 Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
06.0 Demonstrate proficiency in using tools, instruments and testing devices.
07.0 Demonstrate basic troubleshooting skills.
08.0 Demonstrate appropriate communication skills.
09.0 Demonstrate appropriate math skills.
10.0 Demonstrate an understanding of modern business practices and strategies.
11.0 Demonstrate employability skills.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Database Technology

Major Code: 2209

CIP: 1511010306


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in developing and operating a database.
2. Demonstrate proficiency in manipulating a database and creating tables and data structures.
3. Demonstrate proficiency in developing applications and using the procedure builder tool.
4. Demonstrate proficiency in creating SQL procedural language blocks of application code that can be shared by multiple forms, reports and data management applications.
5. Demonstrate proficiency in creating a complete Forms application using Developer/2000 while working in a graphical user interface (GUI) development environment.
6. Demonstrate proficiency in designing multiple forms applications.
7. Demonstrate proficiency in developing a variety of standard and custom reports using the reports component of Developer/2000 in a client/server environment.
8. Demonstrate proficiency in identifying the Server Physical and Logical architecture.
9. Demonstrate proficiency in implementing and planning backup and recovery for the Server.
10. Demonstrate proficiency in implementing a Net8 configuration on a workstation and server.
11. Demonstrate proficiency in tuning a Server.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Office Specialization

Major Code: 22111

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Legal Office Specialization

1. Perform machine dictation/transcription activities.
2. Perform legal office management activities.
3. Perform legal office activities.
4. Demonstrate knowledge of U.S. and Florida court systems.
5. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Medical Office Specialization

Major Code: 22112

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Prepare accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Medical Office Specialization

1. Perform medical office activities.
2. Perform medical office management activities.
3. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Management Specialization

Major Code: 22113

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Software Specialization

Major Code: 22114

CIP: 1552020400

FLDOE: [link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Legal Office Specialization
Major Code: 2211E
CIP: 1552020400
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Legal Office Specialization

1. Perform machine dictation/transcription activities.
2. Perform legal office management activities.
3. Perform legal office activities.
4. Demonstrate knowledge of U.S. and Florida court systems.
5. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Medical Office Specialization

Major Code: 2212E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition to the above core outcomes, students will complete the outcomes in one of the following specializations:

Medical Office Specialization

1. Perform medical office activities.
2. Perform medical office management activities.
3. Perform records management activities.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Office Software Specialization

Major Code: 2214E

CIP: 1552020400

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Associate in Science Degree

Program Title: Dental Assisting

Major Code: 2215

CIP: 0351060104


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Biomedical Engineering Technology

Major Code: 4268

CIP: 0615040166

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of biomedical systems maintenance and repair.
2. Demonstrate knowledge in the design and manufacture of biomedical systems.
3. Demonstrate knowledge of A+ Advanced computer programming.
4. Demonstrate knowledge of PC-supported operating systems.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Geographic Information Systems

Major Code: 4277

CIP: 0615040166

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Understand the history, societal implications, underlying theories, and industry applications of GIS technology.
2. Demonstrate an understanding of coordinate systems, projections, scale, multi-spectral imagery, and other concepts integral to geographic information systems
3. Interpret different types of spatial data used in 3D visualization and analysis
4. Create, change, and manipulate data used to create a map

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Multimedia Web Development

Major Code: 4278

CIP: 0650010208

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in using presentation software and equipment to produce a complex presentation.
2. Demonstrate proficiency using video editing software and equipment.
3. Demonstrate proficiency using specialized Web design software.
4. Demonstrate Proficiency in using presentation software and equipment to produce a presentation suitable for streaming via the Web.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Advanced Technical Certificate (ATC)

Program Title: Project Manager in Digital Design Technology

Major Code: 4279

CIP: 0611080367

FLDOE: Unavailable; state curriculum frameworks do not exist for ATCs

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge, skill, and application of digital design systems to accomplish job objectives and enhance workplace performance.
2. Demonstrate proficiency using specialized digital design software applications.
3. Use technology to enhance the effectiveness of communication skills.
4. Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
**Applied Technology Diploma**

Program Title: Emergency Medical Technician

Major Code: B003

CIP: 0351090403


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice Model.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

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**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Applied Technical Diploma

Program Title: Dental Assisting

Major Code: B007

CIP: 0351060108

FLDOE: http://www.fl DOE.org/workforce/dwdf rame/heal_cluster_frame12.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Supervision and Management

Major Code: T100

CIP: 1105202991

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Complete a research paper that integrated ideas from several sources
2. Review and evaluate data from various sources
3. Apply a concept or technique learned in class
4. Formulate awareness of ethical responsibilities in personal, organizational and academic life
5. Engage in an oral presentation
6. Construct and implement a project in a group/team
7. Demonstrate analysis of a complex issue and creation of method(s) of solving
8. Demonstrate an understanding of working with diverse cultures
9. Utilize data or evidence to solve problems and make effective decisions

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

10. Reading with critical competency.
11. Writing clearly and coherently.
12. Demonstrating literacy as appropriate within the discipline.
13. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Technology Management

Major Code: T200

CIP: 1101110991

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Complete a research paper that integrated ideas from several sources
2. Review and evaluate data from various sources
3. Apply a concept or technique learned in class
4. Formulate awareness of ethical responsibilities in personal, organizational and academic life
5. Engage in an oral presentation
6. Construct and implement a project in a group/team
7. Demonstrate analysis of a complex issue and creation of method(s) of solving
8. Demonstrate an understanding of working with diverse cultures
9. Utilize data or evidence to solve problems and make effective decisions

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

10. Reading with critical competency.
11. Writing clearly and coherently.
12. Demonstrating literacy as appropriate within the discipline.
13. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Bachelor of Applied Science Degree

Program Title: Information Technology

Major Code: T300

CIP: 1101101032

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of computing and mathematics
2. Analyze a problem and identify the computing requirements appropriate to its solution
3. Evaluate a computer based system, process, component, or program to meet a desired need
4. Function effectively on a team to accomplish a common goal
5. Understand professional, ethical, legal, security, and social issues and responsibility
6. Communicate effectively on a subject with a range of audiences
7. Analyze the local and global impact of computing on individuals, organizations, and society
8. Recognize a need for and an ability to engage in continuing professional development
9. Use current techniques, skills, and tools necessary for computing practice
10. Use and apply current technical concepts and practices in the core information technologies
11. Identify and analyzed user needs and took them into account in the selection, creation, evaluation, and administration of computer practice
12. Effectively integrate IT-based solutions into the user environment
13. Develop an understanding of best practices and standards and their application
14. Assist in the creation of an effective project plan

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education - Exceptional Student Education with Reading and ESOL Endorsements

Major Code: S100

CIP: 11013100100

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
• Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Middle Grades Science Education

Major Code: S200

CIP: 11013131605

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Secondary Biology Education

Major Code: S300

CIP: 11013132200

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Middle Grades Mathematics Education

Major Code: S400

CIP: 11013131102

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
• Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Baccalaureate Degree

Program Title: Bachelor of Science in Education – Secondary Mathematics Education

Major Code: S500

CIP: 11013131101

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for Initial Teacher Preparation Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.

- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.

- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Educator Preparation Institute

Program Title: Educator Preparation Institute

Major Code: 600

CIP: 55513999900

FLDOE: See the Florida Department of Education website for the initial and continued program approval standards for State-Approved Alternative Certification Programs.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Align instruction with state-adopted standards at the appropriate level of rigor;
- Sequence lessons and concepts to ensure coherence and required prior knowledge;
- Design instruction for students to achieve mastery;
- Select appropriate formative assessments to monitor learning;
- Use diagnostic student data to plan lessons; and
- Develop learning experiences that require students to demonstrate a variety of applicable skills and competencies.
- Organize, allocate, and manage the resources of time, space, and attention;
- Manage individual and class behaviors through a well-planned management system;
- Convey high expectations to all students;
- Respect students’ cultural linguistic and family background;
- Model clear, acceptable oral and written communication skills;
- Maintain a climate of openness, inquiry, fairness and support;
- Integrate current information and communication technologies;
- Adapt the learning environment to accommodate the differing needs and diversity of students; and
- Utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
- Deliver engaging and challenging lessons;
- Deepen and enrich students’ understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
- Identify gaps in students’ subject matter knowledge;
- Modify instruction to respond to preconceptions or misconceptions;
- Relate and integrate the subject matter with other disciplines and life experiences;
- Employ higher-order questioning techniques;
- Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
- Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
- Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
- Utilize student feedback to monitor instructional needs and to adjust instruction.
• Analyze and apply data from multiple assessments and measures to diagnose students’ learning needs, informs instruction based on those needs, and drives the learning process;
• Design and align formative and summative assessments that match learning objectives and lead to mastery;
• Use a variety of assessment tools to monitor student progress, achievement and learning gains;
• Modify assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
• Share the importance and outcomes of student assessment data with the student and the student’s parent/caregiver(s); and
• Apply technology to organize and integrate assessment information.
• Design purposeful professional goals to strengthen the effectiveness of instruction based on students’ needs;
• Examine and uses data-informed research to improve instruction and student achievement;
• Use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
• Collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
• Engage in targeted professional growth opportunities and reflective practices; and
• Implement knowledge and skills learned in professional development in the teaching and learning process.

Some related learning outcomes include, but are not limited to, the ability to: (optional)

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Program Title: Dental Assisting  
Major Code: 5217  
CIP: 0351060107  

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate knowledge of the health care delivery system and health occupations.
02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Demonstrate legal and ethical responsibilities.
04.0 Demonstrate an understanding of and apply wellness and disease concepts.
05.0 Recognize and practice safety and security procedures.
06.0 Recognize and respond to emergency situations.
07.0 Recognize and practice infection control procedures.
08.0 Demonstrate an understanding of information technology applications in healthcare.
09.0 Demonstrate employability skills.
10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11.0 Demonstrate basic math and science knowledge and skills.
12.0 Demonstrate language arts knowledge and skills.
13.0 Demonstrate personal money-management concepts, procedures, and strategies.
14.0 Solve problems using critical thinking skills, creativity and innovation.
15.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
16.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
17.0 Use dental terminology.
18.0 Describe the legal and ethical responsibilities of the dental health care worker.
19.0 Identify structures and explain functions and pathologies of dental and head and neck anatomy.
20.0 Identify principles of microbiology and disease prevention and perform infection control procedures.
21.0 Identify, describe, maintain and utilize dental instruments and equipment.
22.0 Record patient assessment and treatment data.
23.0 Describe principles and perform techniques of preventive dentistry.
24.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
25.0 Identify properties and uses, and manipulate dental materials.
26.0 Identify and perform standard dental film, digital and carpal radiographic procedures.
27.0 Describe functions of the dental business office and perform dental business office procedures.
28.0 Perform chairside assisting for general dentistry and specialty procedures.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Paramedic
Major Code: 6208
CIP: 0351090405

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.
2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice at the paramedic level.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Paramedic Online

Major Code: 6208E

CIP: 0351090405


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Apply knowledge of general concepts of anatomy and physiology for the assessment and management of emergency patients by the paramedic during primarily pre-hospital patient contact.

2. Apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.

3. Safely and effectively perform all psychomotor skills within the U.S. DoT/NHTSA National EMS Scope of Practice Model and the State of Florida Scope of Practice at the paramedic level.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Accounting Applications

Major Code: 62140

CIP: 0552030205

FLDOE: [link]

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Evaluate business and financial information to support internal decision making.
5. Prepare governmental tax forms, including income, payroll, and sales taxes.
6. Consider the implications of professional values, ethics, and attitudes in business.

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Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Accounting Applications Online

Major Code: 6214E

CIP: 0552030205

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Evaluate business and financial information to support internal decision making.
5. Prepare governmental tax forms, including income, payroll, and sales taxes.
6. Consider the implications of professional values, ethics, and attitudes in business.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Nuclear Medicine

Major Code: 6224

CIP: 351090503


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Recognize and locate anatomical structures, normal and abnormal variants, and pathological conditions demonstrated in planar and multi-planar imaging.
2. Assess and interpret a patient’s vital signs and provide patient care during nuclear medicine examinations.
3. Demonstrate proper operation and understanding of the fundamentals behind nuclear medicine imaging equipment and accessories.
4. Apply the principles of radiation protection for patients, others and oneself.
5. Recognize pharmaceuticals, radiopharmaceutical, and contrast media commonly used in nuclear medicine and PET/CT procedures.
6. Practice proper universal precautions through infection control, aseptic and sterile techniques.
7. Recognize and respond to emergency situations.
8. Perform quality assurance and control to procedures, nuclear medicine and PET/CT equipment.
9. Perform proper phlebotomy technique.
10. Demonstrate how to prepare and utilize radiopharmaceutical kits.
11. Recognize federal and state rules and regulations that apply to the nuclear medicine field.
12. Properly perform all planar, SPECT and certain PET imaging procedures.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Radiation Therapy Specialist

Major Code: 6228

CIP: 0351090703


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Provide patient care, education, and comfort during radiation therapy treatments.
2. Provide patient care, education, and comfort during radiation therapy simulations.
3. Apply knowledge of anatomy when comparing digitally reconstructed radiographs with treatment portal films on image receptors.
4. Evaluate treatment portal films to identify organs at risk and their radiation dose tolerance.
5. Apply the principles of radiation safety and protection for patients, self, and others involved in the patient’s care.
6. Demonstrate proper use of the linear accelerator and simulator.
7. Practice infection control and isolation procedures during radiation therapy treatments.
8. Recognize and respond to a radiation therapy emergency.
10. Evaluate patient treatment plans and be able to identify the gross tumor volume, clinical treatment volume, and planned treatment volume.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Management
Major Code: 6237
CIP: 0552020401
FLDOE: [Link](http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp)

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Management

Major Code: 6237E

CIP: 0552020401

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
After successfully completing this program the student will be able to perform the following:

1. Demonstrate understanding of networked environments
2. Demonstrate understanding of data communications.
3. Understand, install and configure computer hardware.
4. Understand, install and configure computer software.
5. Understand, install and configure network hardware.
6. Understand, install and configure network software.
7. Perform internetworking activities.
8. Perform network administration and management activities.
9. Perform troubleshooting and maintenance activities.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Marketing Operations

Major Code: 6240

CIP: 0252140111


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate the human relations skills necessary for success in promotion.
02.0 Demonstrate the ability to communicate skillfully.
03.0 Demonstrate proficiency in applying basic math skills as related to promotion.
04.0 Demonstrate knowledge of the principles of promotion.
05.0 Demonstrate knowledge of advertising.
06.0 Demonstrate knowledge of display.
07.0 Demonstrate knowledge of basic economic principles.
08.0 Demonstrate knowledge of public relations.
09.0 Demonstrate knowledge of personal selling.
10.0 Demonstrate knowledge of management functions.
11.0 Demonstrate an understanding of entrepreneurship.

Some related learning outcomes include, but are not limited to, the ability to:

Identify the major types of customer objections and techniques that can be used to overcome them.
List and define the elements of the promotional mix.
Identify and define the functions of marketing

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Management
Major Code: 62671
CIP: 0552070101
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students may complete the outcomes in one of the following specializations:

- Banking  SOC Code: 11-3031
- Human Resources  SOC Code: 11-3042
- International Business  SOC Code: 11-2011
- Management  SOC Code: 11-9199
- Small Business Management  SOC Code: 11-3011

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Customer Service

Major Code: 62672

CIP: 0552070101

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Sports Management

Major Code: 62673

CIP: 0552070101

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Entrepreneurship

Major Code: 62674

CIP: 0552070101

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp
Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

Professional Skills

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Management Online

Major Code: 6267E

CIP: 0552070101

Scroll down to Business Administration (AS-1552020102)

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**

01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

In addition, students may complete the outcomes in one of the following specializations:

- Banking  SOC Code: 11-3031
- Human Resources  SOC Code: 11-3042
- International Business  SOC Code: 11-2011
- Management  SOC Code: 11-9199
- Small Business Management  SOC Code: 11-3011

**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Electronic Commerce
Major Code: 6278
CIP: 0252020801

After successfully completing this program the student will be able to perform the following:

1. Plan sales promotion techniques and procedures to the marketing of products and services.
2. Perform merchandising math operations unique to products and services marketing.
3. Understand the importance of marketing operations.
4. Demonstrate knowledge and application of product and service technology.
5. Understand the role of the manager and the entrepreneur.
6. Develop a business plan.
7. Plan the marketing strategy.
8. Finance the business.
9. Manage the business.
10. Manage human resources.
11. Promote the business.
12. Manage sales.
13. Manage finances.
14. Manage customer credit and collections.
15. Identify the use of technology in marketing.
16. Develop a marketing oriented website.
17. Identify and implement marketing support activities.
18. Manage an e-commerce marketing campaign.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Support

Major Code: 6279

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Support

Major Code: 6279E

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Specialist

Major Code: 6280

CIP: 0552020403

FLDOE: [Link]

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Office Specialist Online

Major Code: 6280E

CIP: 0552020403

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Medical Office Management

Major Code: 6281

CIP: 0551071605

FLDOE: [website link]

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.
12. Perform machine transcription activities.
13. Perform office management activities.
14. Perform medical office activities.
15. Perform medical office management activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Medical Office Management Online
Major Code: 6281E
CIP: 0551071605
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Demonstrate effective business communication skills.
2. Prepare and use financial information.
3. Manage business information using appropriate software.
4. Perform records management activities.
5. Perform accounting activities.
6. Demonstrate employability and workplace skills.
7. Perform information processing activities.
8. Develop leadership skills.
9. Develop strategic organizational skills.
10. Perform office management activities.
11. Participate in work-based learning experiences.
12. Perform machine transcription activities.
13. Perform office management activities.
14. Perform medical office activities.
15. Perform medical office management activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Network Technician

Major Code: 6282

CIP: 0511010304


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments
02.0 Demonstrate understanding of data communications.
03.0 Understand, Install and configure computer hardware.
04.0 Understand, install and configure computer software.
05.0 Understand, install and configure network hardware.
06.0 Understand, install and configure network software.
07.0 Perform internetworking activities.
08.0 Perform network administration and management activities.
09.0 Perform troubleshooting and maintenance activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Help Desk Specialist

Major Code: 62822

CIP: 0511010311


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

03.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems

04.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.

05.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.

06.0 Demonstrate proficiency in supporting Windows users.

07.0 Perform help desk support activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Microsoft Office Specialist

Major Code: 62823

CIP: 0511010311


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.

02.0 Install, configure and troubleshoot system and device driver software and implement basic security measures.

03.0 Install, configure, use, manage, and troubleshoot microcomputer operating systems.

04.0 Demonstrate proficiency in supporting Windows-based client and network computer systems.

05.0 Demonstrate proficiency in installing, configuring, deploying, and supporting desktop applications.

06.0 Demonstrate proficiency in supporting Windows users.

07.0 Perform help desk support activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Microsoft MCITP
Major Code: 6283
CIP: 0511010304

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate understanding of networked environments
02.0 Demonstrate understanding of data communications.
03.0 Understand, Install and configure computer hardware.
04.0 Understand, install and configure computer software.
05.0 Understand, install and configure network hardware.
06.0 Understand, install and configure network software.
07.0 Perform internetworking activities.
08.0 Perform network administration and management activities.
09.0 Perform troubleshooting and maintenance activities.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Support Technician

Major Code: 6284

CIP: 0511010312


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Understand, install and configure computer hardware.
02.0 Understand, install and configure computer software.
03.0 Demonstrate understanding of networked environments.
04.0 Demonstrate understanding of internet structure, organization and navigation.
05.0 Perform technical system support functions.
06.0 Perform troubleshooting activities.
07.0 Perform systems monitoring activities.
08.0 Perform computer information systems analysis activities.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Web Designer

Major Code: 6285

CIP: 0511080103


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency with Internet structure, organization, and navigation.
02.0 Understand, install and configure computer hardware.
03.0 Understand, install and configure computer software.
04.0 Perform enterprise architecture-related tasks.
05.0 Perform web design/development activities.
06.0 Perform programming and scripting activities.
07.0 Perform testing/troubleshooting activities.
08.0 Perform web site management activities.
09.0 Perform e-commerce-related tasks.
10.0 Demonstrate professional development skills.
11.0 Perform Documentation and Technical reference activities.
12.0 Perform general organizational computing workplace competencies.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Digital Media Web Production
Major Code: 6286
CIP: 0610010208
Scroll down to Program and Certificates

Core Skills and Program Learning Outcomes

Upon successful completion of this program, the student will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects (Websites, Presentations, Videos, Games Animation) utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics utilizing industry standard software.
4. Design and generate animation in a multimedia project.
5. Use computer applications for digital media/multimedia projects.
6. Produce digital media/multimedia projects.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Digital Media/Multimedia Production

Major Code: 6287

CIP: 0610010507

Scroll down to Programs and Certificates in Multimedia

Core Skills and Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Use industry standard digital media/multimedia hardware and software.
2. Create projects (Websites, Presentations, Videos) utilizing a variety of digital media/multimedia technologies.
3. Design and generate still imagery/graphics utilizing industry standard software.
4. Design and generate video, animation and/or 3D animations in a multimedia project.
5. Design and execute different types of Audio files technology for a digital media/multimedia project.
6. Use computer applications for digital media/multimedia projects.
7. Produce digital media/multimedia projects.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Specialist

Major Code: 6288

CIP: 0552020103

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

After successfully completing this program the student will be able to perform the following:

1. Prepare and use financial information about business organizations to support decision making.
2. Manage business information using appropriate software.
3. Demonstrate effective business communication skills.
4. Describe the significance of legal and ethical issues in a business environment.
5. Develop human resources skills.
6. Demonstrate employability skills.
7. Demonstrate a basic understanding of legal and ethical issues in a business environment.

International Business Specialization

1. Demonstrate knowledge of international marketing and distribution activities.
2. Demonstrate knowledge of international social and cultural business practices.

Small Business Management Specialization

1. Demonstrate knowledge of small business management functions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Business Specialist Online (International Business or Small Business Management Option)
Major Code: 6288E
CIP: 0552020103
FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

**Professional Skills**
01.0 Prepare and use financial information about business organizations to support decision making.
02.0 Manage business information using appropriate software.
03.0 Demonstrate effective business communication skills.
04.0 Describe the significance of legal and ethical issues in a business environment.
05.0 Develop human resources skills.
06.0 Demonstrate employability skills.
07.0 Prepare or develop strategic or organizational skills.
08.0 Identify, classify and demonstrate management activities.
09.0 Demonstrate a basic understanding of legal and ethical issues in a business environment.
10.0 Participate in a capstone project.

**International Business Specialization**
11.0 Demonstrate knowledge of international marketing and distribution activities.
12.0 Demonstrate knowledge of international banking and finance activities.
13.0 Demonstrate knowledge of international social and cultural business practices.
14.0 Demonstrate knowledge of international law and economic activities.

**Small Business Management Specialization**
11.0 Demonstrate knowledge of small business management functions.

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**Assessment of Student Learning**
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Graphic Design Production Certificate
Major Code: 6289
CIP: 0611080303

Core Skills and Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Demonstrate team skills.
03.0 Demonstrate safe and efficient work practices.
04.0 Perform raster and vector based illustration and graphic development.
05.0 Formulate concepts/theory.
06.0 Apply design theories.
07.0 Demonstrate creative use of typography.
08.0 Create advertising layouts.
09.0 Demonstrate production skills.
10.0 Interpret printing processes.
11.0 Demonstrate knowledge of current industry standards, practices, and techniques.
12.0 Interpret photographic procedures.
13.0 Apply color theories.
14.0 Demonstrate industry level presentation procedures.
15.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
16.0 Create electronic content.
17.0 Demonstrate employability skills.

Assessment of Student Learning
Student learning assessment is done in a number of ways including skills demonstrations and embedded testing. Students are assessed by their forward progress thru the program. A final assessment is performed by portfolio review of the work done throughout the program in the areas of print, web, illustration, branding, production, and general graphic design skills demonstration.
Technical Certificate

Program Title: Graphic Design Support

Major Code: 6290

CIP: 0611080302


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate effective communication skills.
02.0 Perform raster and vector based illustration and graphic development.
03.0 Formulate concepts/theory.
04.0 Apply design theories.
05.0 Demonstrate creative use of typography.
06.0 Demonstrate production skills.
07.0 Interpret printing processes.
08.0 Demonstrate knowledge of current industry standards, practices, and techniques.
09.0 Interpret photographic procedures.
10.0 Apply color theories.
11.0 Demonstrate industry level presentation procedures.
12.0 Utilize computer hardware, software, networks and peripherals for the production of electronic content.
13.0 Create electronic content.
14.0 Demonstrate employability skills.

Assessment of Student Learning

Student learning assessment is done in a number of ways including skills demonstrations and embedded testing. Students are assessed by their forward progress thru the program. A final assessment is performed by portfolio review of the work done throughout the program in the areas of print, web, illustration, branding, production, and general graphic design skills demonstration.
Technical Certificate

Program Title: Guest Services Specialist

Major Code: 6300

CIP: 0252090403


After successfully completing this program the student will be able to perform the following:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify the organization and function of the hospitality industry.
07.0 Perform general hotel duties.
08.0 Manage the front office.
09.0 Develop and control basic sanitation program.
10.0 Demonstrate housekeeping operations and management functions.
11.0 Demonstrate leadership and supervisory skills.
12.0 Apply and maintain security and safety procedures.
13.0 Demonstrate the use of computers.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Food and Beverage Management

Major Code: 6301

CIP: 0252090503


Upon successful completion of the program, the student will be able to:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.

Food and Beverage

18.0 Set up and control maintenance and energy consumption.
19.0 Demonstrate food and beverage management in a full-service hotel/motel/lodge.
20.0 Demonstrate basic computer skills.
21.0 Perform communications activities.
22.0 Identify terminology unique to the food and beverage industry.
23.0 Manage guest interactions.
24.0 Participate in learning reservations procedures.
25.0 Demonstrate acceptable dining room service procedures.
26.0 Demonstrate the ability to design a menu.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Rooms Division Management

Major Code: 6302

CIP: 0252090402


After successfully completing this program the student will be able to perform the following:

01.0 Demonstrate employability skills.
02.0 Demonstrate customer service skills.
03.0 Apply human relations skills.
04.0 Demonstrate proficiency in communication skills.
05.0 Demonstrate proficiency in applying mathematics skills.
06.0 Identify economic principles.
07.0 Identify effective selling techniques and procedures.
08.0 Identify the organization and function of the hospitality industry.
09.0 Perform general hotel duties.
10.0 Manage the front office.
11.0 Develop and control basic sanitation program.
12.0 Demonstrate housekeeping operations and management functions.
13.0 Demonstrate leadership and supervisory skills.
14.0 Apply and maintain security and safety procedures.
15.0 Demonstrate hotel staffing operations.
16.0 Analyze laws that affect the hospitality industry.
17.0 Operate liability and risk identification program.
18.0 Identify and demonstrate marketing and business fundamentals.
19.0 Demonstrate use of the Property Management System.
20.0 Manage accounting and information system.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Emergency Management

Major Code: 6303

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Recognize and identify different concepts of emergency planning.
2. Manage emergency management public education programs
3. Demonstrate knowledge of natural and man-made hazards.
4. Develop a contingency plan/business recovery plan.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Emergency Management Online

Major Code: 6303E

CIP: 0743030201


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
01.0 Demonstrate knowledge of emergency operations planning systems.
02.0 Demonstrate knowledge of emergency management operations.
03.0 Demonstrate knowledge of the administration role of the emergency manager.
04.0 Demonstrate knowledge of federal, state and local mitigation programs.
05.0 Demonstrate knowledge of long and short term recovery programs.
06.0 Demonstrate knowledge of the facilities and equipment used in comprehensive emergency management.
07.0 Demonstrate knowledge of professional development for advancement within the profession.

Some related learning outcomes include, but are not limited to, the ability to:

1. Recognize and identify different concepts of emergency planning.
2. Manage emergency management public education programs
3. Demonstrate knowledge of natural and man-made hazards.
4. Develop a contingency plan/business recovery plan.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Airport Management

Major Code: 6304

CIP: 0649010405

FLDOE: [link to FLDOE page]

After successfully completing this program the student will be able to perform the following:

1. Demonstrate an understanding of basic aviation terminology and history.
2. Demonstrate an understanding of aviation operations practices, limitations and procedures.
3. Demonstrate an understanding of federal, state and other governmental laws, rules and policies as they relate to aviation.
4. Demonstrate an understanding of airport management practices, including leadership, communications, directing, planning and controlling.
5. Demonstrate an understanding of aviation security issues and responses.
6. Demonstrate employability skills.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Basic Solar Technician

Major Code: 6305; Currently in curriculum agenda for termination (will be replaced by Alternative Energy Systems Specialist Certificate)

CIP: 0615050304

FLDOE: See Florida Department of Education website and then scroll down to select link “Energy” and click on “Alternative Energy Engineering Technology - (CCC – 0615050304)”.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in laboratory practices.
02.0 Demonstrate proficiency in DC circuits.
03.0 Demonstrate proficiency in AC circuits.
04.0 Demonstrate proficiency in solid state devices.
05.0 Demonstrate proficiency in technical recording and reporting.
06.0 Demonstrate proficiency in principles of power generation systems such as solar, wind, geothermal, Biofuels/biomass, hydroelectric and ocean energy.
07.0 Demonstrate proficiency in principles of transformers.
08.0 Demonstrate proficiency in principles of power transmission systems.
09.0 Demonstrate proficiency in interpretation of electric codes.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Marine Technology

Major Code: 6306

CIP: 0647060512


Upon successful completion of this program, students will be able to:
01.0 Perform basic shop practices.
02.0 Describe operational theory of (2) two and (4) four cycle engines - Diesel and Gasoline.
03.0 Use service manuals and parts references.
04.0 Perform basic welding skills.
05.0 Remove and install engines.
06.0 Recondition and service engines.
07.0 Perform diagnosis service and repairs to all types of marine ignition systems.
08.0 Develop skills in electrical-electronic theory of operation and application.
09.0 Troubleshoot and repair fuel systems.
10.0 Service cooling systems.
11.0 Service exhaust systems.
12.0 Repair inboard drive systems.
13.0 Rig boats.
14.0 Repair lower units.
15.0 Perform corrosion experiments and understand corrosion control.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
# Technical Certificate

**Program Title:** Electronics Solar Technician  
**Major Code:** 6307; Currently in curriculum agenda for termination (will be replaced by Alternative Energy Systems Specialist)  
**CIP:** 0615030309  
**FLDOE:** See Florida Department of Education website and then scroll down to select link “Manufacturing 2011-12 ” and click on “Electronics Technician -(CCC – 0615030309)”.

## Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate proficiency in laboratory practices  
02.0 Demonstrate proficiency in direct current (DC) circuits  
03.0 Demonstrate proficiency in alternating current (AC) circuits  
04.0 Demonstrate proficiency in solid-state devices  
05.0 Demonstrate proficiency in analog circuits  
06.0 Demonstrate proficiency in digital circuits  
07.0 Demonstrate proficiency in technical recording and reporting  
08.0 Demonstrate proficiency in direct current (DC) network analysis  
09.0 Demonstrate proficiency in alternating current (AC) network and coupled circuit analysis  
10.0 Demonstrate proficiency in design and analysis of discrete solid-state circuits  
11.0 Demonstrate proficiency in design and analysis using linear integrated circuits  
12.0 Demonstrate employability skills  
13.0 Understand, install, configure and troubleshoot issues relating to computer hardware and software

## Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Logistics & Transportation

Major Code: 6308

CIP: 0652020901


After successfully completing this program the student will be able to perform the following:

1. Demonstrate an understanding of professional development and networking.
2. Demonstrate an understanding of professional effectiveness.
3. Demonstrate an understanding of logistics, and supply chain management basics.
4. Demonstrate an understanding of transportation systems.
5. Demonstrate an understanding of warehousing and materials handling.
6. Demonstrate an understanding of packaging.
7. Demonstrate an understanding of inventory and supply planning.
8. Demonstrate an understanding of supply chain management.
9. Demonstrate an understanding of reverse logistics.
10. Demonstrate an understanding of purchasing/contracting.
11. Demonstrate an understanding of production.
12. Demonstrate an understanding of product management.
13. Demonstrate an understanding of pricing.
14. Demonstrate an understanding of customer relationship management.
15. Demonstrate an understanding of management practices.
16. Demonstrate an understanding of risk management.
17. Demonstrate an understanding of project and quality management.
18. Demonstrate an understanding of business law, ethics and legal issues.
19. Demonstrate an understanding of writing documentation.
20. Demonstrate an understanding of information technology applications.
21. Demonstrate an understanding of knowledge-management.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Audio Technology

Major Code: 6309

CIP: 0650060209


After successfully completing this program the student will be able to perform the following:

1. Demonstrate set-up and configuration of a computer for audio applications.
2. Understand the operation of basic reproduction, reinforcement and recording audio equipment.
3. Demonstrate understanding of requirements for set up and operation of a sound reinforcement system.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Technical Certificate

Program Title: Engineering Technology Support Specialist

Major Code: 6314

CIP: 0615000007

FLDOE: See Florida Department of Education website and then scroll down to select link “Manufacturing ” and click on “Engineering Technology Support Specialist (CCC - 0651000007)”.

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Demonstrate an understanding of industrial processes and material properties.
02.0 Generate and interpret computer-aided drawings.
03.0 Demonstrate a fundamental understanding of electronics and electricity.
04.0 Demonstrate an understanding of industrial safety, health, and environmental requirements.
05.0 Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
06.0 Demonstrate proficiency in using tools, instruments and testing devices.
07.0 Demonstrate basic troubleshooting skills.
08.0 Demonstrate appropriate communication skills.
09.0 Demonstrate appropriate math skills.
10.0 Demonstrate an understanding of modern business practices and strategies.
11.0 Demonstrate employability skills

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Medical Assisting
Major Code: 5215
CIP: 0351080100

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform aseptic procedures.
2. Take cardinal signs.
4. Perform venipuncture and non-intravenous injection.
5. Observe and report patient's signs and symptoms.
6. Administer basic emergency and first aid.
7. Assist with patient examination and specific treatments.
8. Operate office administrative and clinical equipment.
9. Collect routine lab specimens as directed by physician.
10. Administer medications as directed by physician.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Dental Assisting

Major Code: 5217

CIP: 0351060107

FLDOE: [link]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Sustain the professional, moral and ethical obligations associated with being a member of the dental health team.
2. Perform all expanded duties approved for the dental assistant by the State Board of Dentistry.
3. Keep abreast of new developments and changes in the field of dentistry through the American Dental Assistants Association and professional dental literature.
4. Perform the clinical and office skills appropriately delegated to a dental assistant.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Broward Policy Academy
Major Code: 5269
CIP: 0743010700

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Students will demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida State Officer Certification Exam.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss applicable criminal statutes, ordinances, violations, civil and criminal liability.
4. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings; legalities in the use of force.
5. Describe and demonstrate use radio equipment properly, identify the communication audience, and how to conduct basic interview
6. Demonstrate effective communications verbally and in written form.
7. Understand officer safety issues, identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness

Some related learning outcomes include, but are not limited to, the ability to:

1. Demonstrate how respond to a call, approach a suspect, make an arrest, transport a prisoner, and process
2. Understand and demonstrate responses to persons with mental disabilities.
3. Should be able to understand local emergency response plans, law enforcement duty-to-act requirements, and their role as first responders

In addition, students will demonstrate mastery of 1) the use of a firearm 2) emergency vehicle operations; 3) appropriate defensive tactics 4) first aid techniques 5) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Corrections Officer
Major Code: 5270
CIP: 0743010200

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Correctional Officer State Certification Exam. These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss how to interact professionally with inmates, visitors, and staff in a correctional setting
3. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings and understand the identification requirements of their facility.
4. Describe and identify common equipment, identify hazardous equipment, interpret responsibilities for equipment accountability, describe equipment storage procedures.
5. Understand and demonstrate the process for accepting a subject into a detention facility and proper search procedures.
6. Demonstrate effective communications verbally and in written form.

Some related learning outcomes include, but are not limited to, the ability to:

1. Discuss the importance of ethics, values and professionalism, both in their personal lives and in their role as correctional officers.
2. Understand and demonstrate responses to persons with mental disabilities..
3. Explain and how to effectively supervise daily operations at a correctional facility and apply proper methods in the disciplinary process when an inmate commits a rule or law violation.

In addition, students will demonstrate mastery of (1) the use of a firearm (2) emergency vehicle operations; (3) appropriate defensive tactics (4) first aid techniques (5) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Police Service Aide Academy

Major Code: 5271

CIP: 0743019903


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

01.0 Explain the role of the PES.
02.0 Demonstrate appropriate use of the radio for maximum efficiency.
03.0 Vehicle operations.
04.0 Trial procedures and testimony.
05.0 State the authority of the TCI as outlined in Chapter 316.640, F.S.
06.0 List the procedures of traffic crash scene management.
07.0 Demonstrate use of the radio for maximum efficiency.
08.0 Demonstrate proficiency in first responder to medical emergencies techniques.
09.0 List the basic principles of traffic crash investigation.
10.0 Conduct interviews to determine the who, what, when, and where of the traffic crash.
11.0 Understand importance of good note-taking and diagramming.
12.0 Know the signs of impairment.
13.0 Examine the crash scene and identify the elements that should be included in the Florida Traffic Crash Report.
14.0 State the definitions relative to the TCI.
15.0 Accurately complete the appropriate traffic crash investigation form(s) and Uniform Traffic Citation.
16.0 Discuss trial procedures and testimony.
17.0 Explain the Community Service Officer's/Police Service Aide’s role, ethics and professionalism.
18.0 Demonstrate patrol procedures.
19.0 Demonstrate investigative report writing skills.
20.0 Conduct preliminary property crime investigations.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Program Title: Aircraft Airframe Mechanics

Major Code: 5272

CIP: 0647060700

FLDOE: See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Aircraft/Airframe Mechanics (8715100 / I470612)”

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.
2. Perform basic aircraft drawing skills.
3. Demonstrate aircraft weight and balance skills.
4. Maintain aircraft fluid lines and fittings.
5. Perform aircraft materials and processes skills.
6. Perform ground operations and servicing duties.
7. Perform cleaning and corrosion-control operations.
8. Demonstrate mathematical skills.
9. Maintain forms and records.
10. Apply basic physics to aircraft systems.
11. Demonstrate appropriate understanding of basic science.
12. Demonstrate the use of maintenance publications.
13. Interpret mechanic privileges and limitations.
14. Identify Federal Aviation Administration (FAA) licensing requirements.
15. Demonstrate appropriate communication skills.
16. Demonstrate employability skills as an Aviation General Maintenance Technician Helper.
17. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation General Maintenance occupations.
18. Maintain wood structures.
20. Apply aircraft finishes.
22. Perform welding.
23. Perform assembly and rigging.
24. Perform airframe inspection.
25. Maintain aircraft landing-gear systems.
26. Maintain hydraulic and pneumatic power systems.
27. Maintain cabin atmosphere control systems.
28. Maintain aircraft instrument systems.
29. Maintain communication and navigation systems.
30. Inspect and repair aircraft fuel systems.
31. Inspect and repair aircraft electrical systems.
32. Inspect and repair position and warning systems.
33. Maintain ice and rain control systems.
34. Inspect and repair aircraft fire-protection systems.
35. Demonstrate knowledge of Federal Aviation Administration Airframe licensing requirements.
36. Demonstrate employability skills as an Aviation Maintenance Technician with a FAA airframe rating.
37. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation Airframe Maintenance occupations.

Some related learning outcomes include, but are not limited to, the ability to:

1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Airframe ratings.
2. Have a working knowledge of safety procedures, tools, equipment, materials, and processes related to this occupation.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Aircraft Powerplant Mechanics

Major Code: 5273

CIP: 0647060800

FLDOE: See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Aircraft Powerplant Mechanics (8715200 / I470622)”

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Perform basic electricity skills.
2. Perform basic aircraft drawing skills.
3. Demonstrate aircraft weight and balance skills.
4. Maintain aircraft fluid lines and fittings.
5. Perform aircraft materials and processes skills.
6. Perform ground operations and servicing duties.
7. Perform cleaning and corrosion control operations.
8. Demonstrate mathematical skills.
9. Maintain forms and records.
10. Apply basic physics to aircraft systems.
11. Demonstrate appropriate understanding of basic science.
12. Demonstrate the use of maintenance publications.
13. Interpret mechanic privileges and limitations.
14. Identify Federal Aviation Administration licensing requirements.
15. Demonstrate appropriate communication skills.
16. Demonstrate employability skills as an Aviation General Maintenance Technician Helper.
17. Demonstrate an understanding of entrepreneurship related to opportunities in Aviation General Maintenance occupations.
18.0 Perform basic reciprocating engine skills.
19.0 Perform basic turbine engine skills.
20.0 Perform engine inspection.
21.0 Maintain engine instrument systems.
22.0 Maintain engine fire-protection systems.
23.0 Maintain engine electrical systems.
24.0 Maintain lubrication systems.
25.0 Maintain ignition systems.
26.0 Maintain fuel-metering systems.
27.0 Maintain engine fuel systems.
28.0 Maintain induction systems.
29.0 Maintain engine cooling systems.
30.0 Maintain engine exhaust and reverser systems.
31.0 Maintain aircraft propellers.
32.0 Demonstrate knowledge of FAA Powerplant licensing requirements.
33.0 Demonstrate employability skills for an Aviation Maintenance Technician with a FAA Powerplant rating.
34.0 Demonstrate an understanding of entrepreneurship opportunities in Aviation Powerplant Maintenance occupations.

Some related learning outcomes include, but are not limited to, the ability to:

1. Successfully pass the Federal Aviation Administration (FAA) license examinations for Powerplant ratings.
2. Have a working knowledge of safety procedures, tools, equipment, materials, and processes related to this occupation.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: CMS Law Enforcement Officer – Crossover from Correctional Officer

Major Code: 5278

CIP: 0743010203


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Officer State Certification Exam for Law Enforcement.

1. Describe and discuss the criminal justice system.
2. Describe and discuss ethics, values, and civil and criminal liability related to an officer’s performance of duties.
3. Describe and demonstrate crisis intervention techniques, interaction with person with disabilities and response to hazardous incidents.
4. Describe and discuss officer safety and survival and best practice for handling stress.
5. Demonstrate appropriate technique to aid in effective interpersonal relationships.
6. Demonstrate effective communications verbally and in written form.
7. Understand Community Policing and how it is implemented.
8. Identify professional response when working in a diverse community.

Some related learning outcomes include, but are not limited to, the ability to:

1. Understand the importance of ethics, values and professionalism, both in their personal lives and in their role as law enforcement officers.
2. Understand and demonstrate responses to bombs or terrorist threats, crime prevention techniques, and patrol functions.
3. Prepare and understand the physical demands of the duties of a law enforcement officer and how to maintain physical fitness and proper nutrition.
4. Understand the preservation and protection of a crime scene and investigative techniques.

In addition, students will demonstrate mastery of (1) in the use of a firearm (2) emergency vehicle operations; and the (3) dart firing stun gun as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning
Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Medical Administrative Specialist

Major Code: 5280

CIP: 0551071603

FLDOE: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

Keyboarding and Business Skills/Applied Computer Business Skills I competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Perform e-mail activities.
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
03.0 Use database and spreadsheet applications.
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Use database and spreadsheet applications.
06.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate Comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Practice quality performance in the learning environment and the workplace.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance. Apply ergonomic principles applicable to the configuration of computer workstations.
26.0 Demonstrate language arts knowledge and skills.
27.0 Demonstrate mathematics knowledge and skills.
28.0 Demonstrate science knowledge and skills.
29.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
30.0 Solve problems using critical thinking skills, creativity and innovation.
31.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.
32.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
33.0 Practice quality performance in the learning environment and the workplace.
34.0 Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.
35.0 Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.
36.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
37.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
38.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
39.0 Use technology to increase administrative office support productivity and enhance workplace performance.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Use information technology tools.
42. Participate in work-based learning experiences.
43. Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
44. Participate in work-based learning experiences.
45. Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
46. Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
47. Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
48. Use technology to increase medical office support productivity and enhance workplace performance.
49. Participate in work-based learning experiences.
50. Demonstrate employability skills.
51. Explain the importance of employability skill and entrepreneurial skills.
52. Demonstrate business management skills.
53. Demonstrate positive human relations and leadership skills in the workplace.
54. Demonstrate business ethics.
55. Describe the importance of professional ethics and legal responsibilities.
56. Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
57. Demonstrate personal money-management concepts, procedures, and strategies.
58. Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
59. Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
60. Use technology to increase medical office support productivity and enhance workplace performance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Massage Therapy

Major Code: 5281

CIP: 0351350100

FLDOE: [link to website]

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of the human body systems.
2. Understand and show knowledge of anatomy (structure and/or location), physiology (function), pathology (disease) and kinesiology (movement).
3. Understand and apply therapeutic massage and bodywork assessment methods.
4. Construct and implement a massage session plan for each client using theory (physiological, emotional/psychological, energetic), methods, tools and techniques (strokes) of therapeutic massage therapy.
5. Show understanding of professional standards, ethics, boundary setting, business and legal practices in massage.
6. Demonstrate the ability to use computer information technology to gather resource information, organize business bookkeeping records and help maintain client notes and documentation.
7. Use effective interpersonal skills to model listening, nurturing, genuine concern and empathy critical to touch therapy.
8. Demonstrate proficiency in client interviewing, record keeping and oral communication.
9. Discuss the scope, definition, history and approaches of massage therapy as compared to other health professionals.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Broward County Correctional Probation Officer
Major Code: 5282
CIP: 0743010202

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida Correctional Probation Officer State Certification Exam. These core skills include the ability to:

1. Describe and discuss the criminal justice system.
2. Describe and discuss civil and criminal liability.
3. Describe and discuss essential skills needed for courtroom presentation.
4. Describe and discuss laws related to court sentences and the purpose of sentencing guidelines.
5. Describe and discuss different types of use of force and statutes pertaining to force; as well as liability and effects as a result of using force.
6. Demonstrate appropriate technique to aid in effective interpersonal relationships.
7. Demonstrate effective communications verbally and in written form.
8. Describe and discuss the field of criminal law.
9. Identify, discuss and demonstrate officer safety and survival skills.
10. Identify professional response when working in a diverse community.

Some related learning outcomes include, but are not limited to, the ability to:

1. Know the basic concept of correctional probation and comprehend the various components of the Florida criminal justice system
2. Understand the importance of unbiased responses when dealing with citizens or other officers; identify appropriate attitude, behavior and professionalism when interacting with members of the community; and identify and preserve individual’s safety and security.
3. Identify the importance of an officer’s professional response in community relations; discuss cultural and other differences in a diverse community and how the officer’s response and behavior can affect the officer’s safety.
4. Firearms familiarization, fundamentals of marksmanship, and weapons malfunctions.
5. Increase their physical fitness and improve their score on the final fitness evaluation.

In addition, students will demonstrate mastery of (1) in the use of a firearm (2) writing clearly and coherently; (3) demonstrate appropriate defensive tactics techniques as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Correctional Probation Officer Crossover to Florida CMS Law Enforcement

Major Code: 5296
CIP: 0743010703

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education. Students will also be eligible to take the Florida State Officer Certification Exam.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss applicable criminal statutes, ordinances, violations, civil and criminal liability to officers.
4. Describe and discuss essential skills to maintain their safety and security by being aware of their surroundings; legalities in the use of force.
5. Describe and demonstrate use radio equipment properly, identify the communication audience, and how to conduct basic interview
6. Demonstrate effective communications verbally and in written form.
7. Understand officer safety issues, identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness

Some related learning outcomes include, but are not limited to, the ability to:

1. Demonstrate how respond to a call, approach a suspect, make an arrest, transport a prisoner, and process
2. Understand and demonstrate responses to persons with mental disabilities.
3. Should be able to understand local emergency response plans, law enforcement duty-to-act requirements, and their role as first responders

In addition, students will demonstrate mastery of (1) the use of a firearm (2) and essentials of being physically fit, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
**Vocational Certificate**

**Program Title:** Legal Administrative Specialist  
**Major Code:** 5297  
**CIP:** 0507060403  
**FLDOE:** Unavailable

**Core Skills and Program Learning Outcomes:**

Upon successful completion of this program, students will be able to:

Keyboarding and Business Skills/Applied Computer Business Skills I competencies (modified from Medical Admin CIP 0551071603 Link:  

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.  
02.0 Demonstrate comprehension and communication skills.  
03.0 Use technology to enhance the effectiveness of communication skills.  
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.  
05.0 Perform e-mail activities.  
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.  
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.  
03.0 Use database and spreadsheet applications.  
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.  
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.  
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace.

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Use database and spreadsheet applications.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate Comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Practice quality performance in the learning environment and the workplace.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong
learning, and personal and professional goals.

10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance. Apply ergonomic principles applicable to the configuration of computer workstations.
26.0 Demonstrate language arts knowledge and skills.
27.0 Demonstrate mathematics knowledge and skills.
28.0 Demonstrate science knowledge and skills.
29.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
30.0 Solve problems using critical thinking skills, creativity and innovation.
31.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.
32.0 Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
33.0 Practice quality performance in the learning environment and the workplace.
34.0 Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.
35.0 Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.
36.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
37.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
38.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
39.0 Use technology to increase administrative office support productivity and enhance workplace performance.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Use information technology tools.
42.0 Participate in work-based learning experiences.
43.0 Participate in work-based learning experiences.
44.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
45.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
46.0 Participate in work-based learning experiences.
47.0 Demonstrate employability skills.
48.0 Explain the importance of employability skill and entrepreneurial skills.
49.0 Demonstrate business management skills.
50.0 Demonstrate positive human relations and leadership skills in the workplace.
51.0 Demonstrate business ethics.
52.0 Describe the importance of professional ethics and legal responsibilities.
53.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
54.0 Demonstrate personal money-management concepts, procedures, and strategies.
55.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
56.0 Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate (PSAV)

Program Title: Customer Assistance Technology

Major Code: 5298

CIP: 0507999902

FLDOE: Unavailable

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to (sourced from Customer Assistance Tech CIP 0552041102 Link: http://www.fldoe.org/workforce/dwdframe/be_cluster_frame13.asp):

Keyboarding and Business Skills/Applied Computer Business Skills I competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Perform e-mail activities.
06.0 Demonstrate proficiency using slide presentation software.

AND

Computer and Business Skills/Applied Computer Business Skills II competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
03.0 Use database and spreadsheet applications.
04.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
05.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
06.0 Demonstrate personal and interpersonal skills appropriate for the workplace

OR
Computing for College and Careers competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate comprehension and communication skills
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Use computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
05.0 Use database and spreadsheet applications.
06.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
09.0 Demonstrate personal and interpersonal skills appropriate for the workplace.
10.0 Perform e-mail activities.
11.0 Demonstrate proficiency using slide presentation software.

OR

Introduction to IT Competencies:

01.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0 Demonstrate Comprehension and communication skills.
03.0 Use technology to enhance the effectiveness of communication skills.
04.0 Develop an awareness of management functions and organizational structures as they relate to today’s workplace and employer/employee roles.
05.0 Practice quality performance in the learning environment and the workplace.
06.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
07.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
08.0 Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
09.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
10.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
11.0 Participate in work-based learning experiences.
12.0 Perform e-mail activities.
13.0 Demonstrate knowledge of different operating systems.
14.0 Demonstrate proficiency navigating the Internet, intranet, and the WWW.
15.0 Demonstrate proficiency using HTML commands.
16.0 Demonstrate proficiency in page design applicable to the WWW.
17.0 Demonstrate proficiency using specialized web design software.
18.0 Develop an awareness of the information technology industry.
19.0 Develop an awareness of microprocessors and digital computers.
20.0 Develop an awareness of programming languages.
21.0 Develop an awareness of emerging technologies.
22.0 Demonstrate an understanding of the seven layers of the Open Systems Interface (OSI) model.
23.0 Demonstrate proficiency using common software applications.
24.0 Demonstrate proficiency using specialized software applications.

Technical Competencies

25.0 Demonstrate language arts knowledge and skills.
26.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
27.0 Demonstrate procedures for customer care.
28.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
29.0 Demonstrate mathematics knowledge and skills.
30.0 Demonstrate science knowledge and skills.
31.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
32.0 Participate in work-based learning experiences.
33.0 Demonstrate human relations and interpersonal skills necessary for customer care services.
34.0 Perform problem-solving activities relevant to customer care services.
35.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
36.0 Develop telephone skills and techniques relevant to customer care services.
37.0 Demonstrate an understanding of global concepts relevant to customer care services.
38.0 Perform technology applications relevant to customer care services.
39.0 Explain the importance of employability skill and entrepreneurship skills.
40.0 Describe the importance of professional ethics and legal responsibilities.
41.0 Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise, and correct manner on personal and professional levels.
42.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
43.0 Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.

44.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.

45.0 Participate in work-based learning experiences.

46.0 Demonstrate human relations and interpersonal skills necessary for customer care services.

47.0 Perform problem solving activities relevant to customer care services.

48.0 Develop telephone skills and techniques relevant to customer care services.

49.0 Perform technology applications relevant to customer care services.

50.0 Use information technology tools.

51.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

52.0 Solve problems using critical thinking skills, creativity and innovation.

53.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

54.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.

55.0 Demonstrate personal money-management concepts, procedures, and strategies.

In addition, students will demonstrate mastery of the four college-level core competencies through the General Education courses included in the program. These are:

1. Reading with critical competency.
2. Writing clearly and coherently.
3. Demonstrating literacy as appropriate within the discipline.
4. Demonstrate the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

**Assessment of Student Learning**

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Avionics

Major Code: 5299

CIP: 0647060901

FLDOE: See Florida Department of Education website and then scroll down to “Transportation, Distribution & Logistics” click to “Transportation, Distribution & Logistics Career Cluster Curriculum Frameworks” “Secondary/PSAV Programs/Courses” and click on “Avionics 2 (PSAV - T640200)”

Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

1. Demonstrate proficiency in AM and FM transmitters.
2. Demonstrate proficiency in AM and FM receivers.
3. Demonstrate proficiency in AM and FM transceivers.
4. Demonstrate proficiency in electromagnetic wave emissions.
5. Demonstrate proficiency in avionics radio repair station regulations and procedures.
6. Demonstrate proficiency in aircraft electrical systems and ground safety.
7. Demonstrate proficiency in line and bench maintenance of airborne communication systems.
8. Demonstrate proficiency in line and bench maintenance of airborne radio navigation systems and equipment.
9. Demonstrate proficiency in line and bench maintenance of airborne radar systems.
10. Demonstrate proficiency in the principles of operation of area navigation (R-NAV) systems.
11. Demonstrate proficiency in installing avionics systems.
12. Demonstrate proficiency in the calibration of test equipment.
13. Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
14. Explain the importance of employability and entrepreneurship skills.

Some related learning outcomes include, but are not limited to, the ability to:

1. Understand and demonstrate the following elements of the Avionics industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.
2. Successfully pass licensing/certification tests required by industry.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.
Vocational Certificate

Program Title: Law Enforcement Auxiliary Academy

Major Code: 5301

CIP: 0743010701


Core Skills and Program Learning Outcomes:

Upon successful completion of this program, students will be able to:
Demonstrate mastery of the core skills as determined by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission and Florida Department of Education.

These core skills include the ability to:

1. Describe and discuss the criminal justice system and its components
2. Describe and discuss statutory authority of the FDLE Criminal Justice Standards and Training Commission
4. Describe and discuss investigation, law enforcement operations, regulations of arrest and search and seizure.
5. Discuss and demonstrate traffic control and direction; DUI enforcement.
5. Demonstrate effective communications verbally and in written form.

Some related learning outcomes include, but are not limited to, the ability to:

1. Discuss the importance of ethics, values and professionalism, both in their personal lives and in their role as auxiliary officers.
2. Understand and demonstrate responses to persons with mental disabilities, elderly and juveniles.
3. Discuss patrol procedures, citations and court procedures.

In addition, students will demonstrate mastery of (1) the use of a firearm (2) emergency vehicle operations; (3) appropriate defensive tactics (4) first aid techniques, as well as the ability to apply problem-solving techniques or methods in a variety of settings to make informed decisions.

Assessment of Student Learning

Student learning is assessed in a number of ways including the use of embedded test items, skills demonstration for required proficiency based testing and role play scenarios throughout the program. Students are assessed to demonstrate forward progress throughout the program.