CareerVision

2013 | 2015

A GUIDE TO CAREER AND TECHNICAL EDUCATION PROGRAMS

Associate of Science Degrees • Technical Certificates • Vocational Certificates

PSC | PENSACOLA STATE COLLEGE

Welcome!

CareerVision is your guide for planning a bright future.

This publication provides information about the Career and Technical Education (CTE) programs offered at Pensacola State College. Because we strive to meet local workforce needs, we now offer over eighty CTE programs, including our Associate of Science degrees and Technical and Vocational certificates that can help you achieve your goals. In addition, many graduates of our Associate of Science programs improve their employability and increase their career opportunities by continuing their education at the College and earning a Bachelor of Applied Science or Bachelor of Science in Nursing degree.

This guide also contains information regarding workforce trends, academic advising, financial aid, estimated costs, and entrance requirements of the various programs. Departmental contact information is included so that you can get additional information about our programs. And because Pensacola State College is committed to student success, this guide provides information about the many free support services we offer students. All of these resources can help you make an informed career choice.

Pensacola State College is glad you're here!
We wish you much success in pursuit of your dreams.

Daniel Busse
Dean, Workforce Education and Vocational Support

www.pensacolastate.edu/careervision

Contents

**For more information on our Baccalaureate Degree Programs visit
www.pensacolastate.edu/programs/bachelors.asp**

MOVE FORWARD WITH

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S T A T E   C O L L E G E

Go here. Get there.

Register online at
pensacolastate.edu

Have Questions? We will help you.

- Sign up for campus tours.
- Complete your application properly.
- Get started on the financial aid process.
- Begin to prepare for testing, if necessary.
- Enroll in online or on-campus orientation.
- Receive the tools and resources you need to experience success!

Call: (850) 484-2544

Toll Free: (888) 897-3605

askus@pensacolastate.edu

Center for Advising & Career Services

The Center for Advising & Career Services is a career-planning, academic advising, and university-transfer service that helps individuals explore and identify careers for which they may be best suited.

The Center for Advising & Career Services enables individuals to make an informed decision about their career paths and education. You will find the services helpful, whether you are a college student trying to decide your career path, or an adult who has been working in a career, and needs to consider a career change.

Student services include:

- Career search – Search local and national databases.
- Career information – Find the right career for you.
- College search – Learn about colleges and transfer information.
- Advising and Career Resource library
- Academic Advising

http://www.pensacolastate.edu/services/careerConn.asp

Contact the Center for Advising & Career Services for more information, or to schedule an appointment

Pensacola
Building 5
Room 508
(850) 484-1630

Milton
Building 4200
Room 4204
(850) 484-4444

Warrington
Building 3600
Room 3624
(850) 484-2342

South Santa Rosa
Building 5
Room 5102
(850) 471-4630

Century
440 E. Heckler Rd.
(850) 471-4622

Student Job Services

Student Job Services provides placement assistance to currently enrolled Pensacola State College students and alumni.

Call, click, or come in and receive personal advising for:

Pensacola
Building 6
Room 641
(850) 484-1654

Milton
Building 4200
Room 4204
(850) 484-4444

Warrington
Building 3600
Room 3624
(850) 484-2293

- Job search information
- Resume writing assistance
- Employment outlook information
- Part time jobs for students
- Full time career jobs for graduates

- Cooperative Education jobs
- Hosts Job/Career Fairs Fall, Spring, Summer
- Host hiring events with local employers
- Place work study students in on-campus jobs.

studentjobservices@pensacolastate.edu

www.pensacolastate.edu/sjs

Pensacola State College Works Online

Your next job may be just a click away . . . get quick and easy job information. College Works Online is a free online job service for enrolled students and Alumni:

- Apply for jobs.
- Contact employers.
- Post resumes.
- Have employers contact you.
- 24-hour service.

Access Pensacola State College Works Online . . .
- From your home computer,
- On-campus in the Student Job Services centers,
- and anywhere there is access to the Internet.

www.pensacolastate.edu/sjs

Career Pathways

Students begin on their "Career Pathway" while in high school by focusing on rigorous academics and technical skills and then link their high school studies with the similar associate degree program at Pensacola State College.

If you are a recent graduate from an Escambia or Santa Rosa County high school, and have completed a Career Tech program of study or an academy, you may be eligible to receive college credit in your major at Pensacola State College.

Goals of Career Pathways

- Support higher academic achievement
- Improve student transition to postsecondary education after high school– through articulation agreements
- Prepare students for rewarding careers in high demand fields
- Save students time and tuition

askCTE@pensacolastate.edu

Contact CTE Student Resources for more information, or to schedule an appointment

Pensacola
Building 6
Room 641
(850) 484-2161

careerPathways
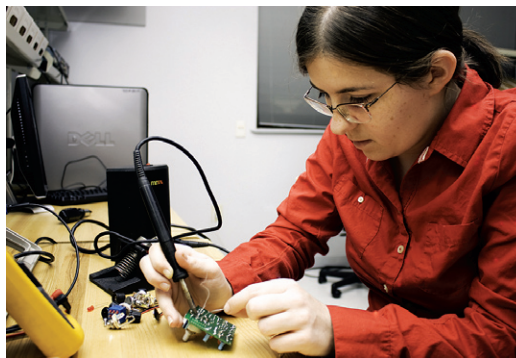
CTE Student Resources

Career and Technical Education (CTE) Student Resources offers free services designed to assist students in gaining marketable job skills in qualified career and technical education programs.

Contact
CTE Student
Resources
for more
information,
or to schedule
an appointment

Pensacola
Building 6
Room 641
(850) 484-2163

Services

- Textbooks
- Skill Strengthening
- Scholarships
- Employability Skills

Employability Skills Services

- Resumes
- Networking
- Job Seeking Skills
- Cover Letters
- Addressing Barriers to Employment
- Mock Interviews

Workforce Education

Our Workforce Education website provides information about career and technical programs available at Pensacola State College. It is designed to assist students in making an informed career choice by providing information related to workforce education and employability skills.

Individualized Assistance and Classroom Workshops Available

askcte@pensacolastate.edu

www.pensacolastate.edu/cte

workforce.pensacolastate.edu

Additional Support Services

Take advantage of FREE support services available to Pensacola State College students.

Career & Technical Education (CTE) Student Resources
Page 8

Educational Opportunity Center (EOC) – A TRIO Program
contacteoc@pensacolastate.edu
(850) 484-1961

- Admissions
- Financial Aid
- Educational/Career Choices
- Pensacola, Milton , and Warrington Campuses
- Several locations in Escambia County

Educational Talent Search (ETS) – A TRIO Program
(850) 484-1620

For middle school and high school students —
Understand your educational opportunities and options.
- Advising for academic, career, and vocational choices
- College preparation
- Tutoring
- ACT/SAT test preparation workshops
- College applications
- Assistance and workshops for Financial Aid and college preparation
- Pensacola Campus, Building 6

Writing and Math Labs

Writing Labs	Math Labs
Pensacola (850) 484-1451	Pensacola (850) 484-2003
Warrington (850) 484-2351	Warrington (850) 484-2378
Milton (850) 484-4403	Milton (850) 484-4403
SSRC (850) 471-4651	SSRC (850) 471-4651

- Individual assistance for all math courses in the Math Labs
- Individual assistance with writing and reading in the Writing Labs

Student Resource Center for ADA Services
ADA-Services@pensacolastate.edu
(850) 484-1637

- Information about disabilities and advocacy
- Academic advising for students with disabilities
- Provides services and accommodations for students with disabilities
- Pensacola Campus, Building 6

Student Support Services – A TRIO Program
rburns@pensacolastate.edu
(850) 484-2028

For eligible students —
- Help to stay in college, graduate, or transfer
- Academic, transfer, career and financial aid counseling
- Tutoring for academic success
- Find grants to help pay for college
- Pensacola Campus, Building 6

Veterans Upward Bound – A TRIO Program
vetsupwardbound@pensacolastate.edu
(850) 484-1438

For eligible veterans —
- Free academic preparation for success in college
- Free skill assessment, advising, textbooks, supplies and a monthly stipend
- Free individualized tutoring, workshops, computer tutorials, and classroom instruction
- Pensacola Campus, Building 6

To find out more, go to:
www.pensacolastate.edu
Click on: "Students" then review the variety of services you'll find under "Student Services" and "Study Resources."

Accounting Technology

People who have arithmetic ability, prefer working indoors, and like to organize things may be suited for a career in this field. If you are practical, careful, and persistent, this career may be for you.

Typical Tasks Include . . .

- Compute and record transactions and numerical data to keep financial records complete, current, and accurate.

- Compile reports that show all monies received and paid out by a firm.

- Use calculators and computers to compute interest, payroll, and totals.

Beyond Graduation. . .

Changing laws and regulations, increased numbers of businesses, and greater scrutiny of company finances will drive faster than average growth of accountants and auditors.

Job Placement Levels are on page 156.

Primary Employers and Occupations

Graduates from the Accounting Technology program support the complex financial information that business and industry require. All industries, businesses, and agencies that record their financial transactions are potential prospects for employment.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Accounting Technicians

Assist experienced accountants in preparing, analyzing and verifying financial reports such as balance sheets and income statements concerning a company's assets, liabilities, operational costs, taxes and profits. Accounting assistants work in the accounting departments of businesses, manufacturers, and federal, state, and local government agencies, or may assist large accounting firms which hire staff accountants who work on the books of several clients.

Bookkeepers

Develop and maintain financial records. Bookkeepers verify and enter into ledgers the details of their accounts payable and receivable, billing vouchers, receipts, and loans, then balance these figures. In addition to keeping records, bookkeepers may prepare payrolls, tax reports, and customers' monthly statements.

Other Occupations Include:

Accounting Assistant
Accounting Specialist
Accounts Payable/Receivable Clerk
Payroll Clerk
Tax Preparer

For more information, explore:
American Payroll Association: www.americanpayroll.org/

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Payroll/Timekeeping Clerks	174	211	9	$17.05

Many jobs in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Accounting Technology

Associate of Science Degree

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experiences Related to Program

Course ACO 2943 Accounting Internship requires 120 hours with a participating employer (unpaid). Students may earn Cooperative Education credits that can be used to meet this requirement. Contact Student Job Services.

Foundation Courses

			Credits
ACG	2001	Accounting I	3
ACG	2011**	Accounting II	3
CGS	1570†	Computer Concepts and Applications	3
GEB	1011	Introduction to Business	3
ENC	1101	English Composition I (Category I)	3
MAC	1105	College Algebra (Category IV) or higher	3
___ ___*		Humanities/Fine Arts (Category II)	3
___ ___		Natural Science (Category V)	3

Intermediate Courses

CGS	2510**	Spreadsheet	3
COM	2100**††	Business Communications	3
ACO	1806**	Payroll Accounting	3
OST	1146	Basic Keyboarding	1
ECO	2013	Macroeconomics (Category III)	3
BUL	2241	Business Law	3
FIN	2100	Personal Finance and Money Management	3
GEB	2430	Business Ethics	3
SPC	1608 ††	Public Speaking	3

Advanced Courses

ACG	2071**	Introduction to Managerial Accounting	3
ACG	2002**	Computerized Accounting	3
APA	2147	Accounting Software Applications	3
TAX	2000**	Income Tax Procedures	3
ACO	2943	Accounting Internship	
		or	
ACG	2949**	Accounting Co-op	
		or	
GEB	2112	Entrepreneurship	3

Total Program Credits 64

* *See General Education Course Requirements of current college catalog for options.*

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

† *Course meets Computer Competence Requirement.*

†† *Course meets Oral Communications Requirements.*

Program Contact
Ms. Jeanne Branch (850) 484-1742
jbranch@pensacolastate.edu

Department Head
Dr. Debra Kuhl (850) 484-2504
dkuhl@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: **workforce.pensacolastate.edu**

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Accounting Technology Management

Persons already employed within a government or non-profit agency are primary candidates for this program. People who have arithmetic ability, prefer working indoors, and like to organize things may be suited for a career in this field. If you are practical, careful, and persistent, this career may be for you.

Typical Tasks Include. . .

- Compute and record transactions and numerical data to keep financial records complete, current, and accurate.

- Compile reports that show all monies received and paid out by a firm.

- Use calculators and computers to compute interest, payroll, and totals.

Beyond Graduation. . .

Students wishing to continue their education may take additional courses to earn a two-year Associate of Science (A.S.) degree in Accounting Technology.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Accounting Technology Management program support the complex financial information that business, government, non-profit organizations, and other agencies require.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Accounting Clerks

Perform any combination of calculating, posting and verification of financial data for the monitoring and maintaining of accounting records. From these records reports are generated such as balance sheets and income statements concerning assets, liabilities, operational costs, taxes and profits.

Bookkeepers

Develop and maintain financial records. Bookkeepers verify and enter into ledgers the details of their accounts payable and receivable, billing vouchers, receipts, and loans, then balance these figures. In addition to keeping records, bookkeepers may prepare payrolls, tax reports, and customers' monthly statements.

Other Occupations Include

Accounts Payable and/or Receivables Clerk
Bank Teller
Loan and Credit Clerk
Remittance Clerk
Tax Clerk

For more information, explore:

Institute of Management Accountants **www.imanet.org**
The American Institute of Certified Public Accountants **www.aicpa.org/index.htm**
American Payroll Association **www.americanpayroll.org/**

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Bookkeeping, Accounting, and Auditing Clerks	2,324	2,621	63	$14.88

Many jobs in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Accounting Technology Management

Technical Certificate

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident

Foundation Courses | Credits
ACG	2001	Accounting I	3
ACG	2011**	Accounting II	3
CGS	1570	Computer Concepts and Applications	3

Intermediate Courses
ACO	1806**	Payroll Accounting	3
APA	2147**	Accounting Software Applications	3

Advanced Courses
TAX	2000**	Income Tax Procedures	3
____	____†	Accounting Electives	9

Total Program Credits   27

† Electives: any course with one of the following prefixes: ACG, ACO, FIN and TAX.

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

Program Contact
Ms. Jeanne Branch (850) 484-1742
jbranch@pensacolastate.edu

Department Head
Dr. Debra Kuhl (850) 484-2504
dkuhl@pensacolastate.edu

$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

? Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Architectural Design and Construction Technology

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People with strong reading comprehension skills and who enjoy solving problems do well in this program and career.

Typical Tasks Include . . .

- Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes.

- Operate computer-aided drafting (CAD) equipment or conventional drafting station to produce designs, working drawings, charts, forms and records.

- Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.

Beyond Graduation. . .

The Architectural Design and Construction Technology program requires students to specialize in one emphasis of study from building construction, drafting design or civil engineering.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates of the Architectural Design and Construction Technology have the opportunity to work for companies such as engineering firms, contractors' or architects' offices, building construction administration, facilities planning and management, or self-employment in the construction industry.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Architectural Drafters
Prepare detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect.

Civil Engineering Technicians
Apply theories and principles of civil engineering in planning, designing, and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff or physical scientists.

Other Occupations Include:

CAD Drafting Technician/Specialist	Construction Estimator	Geotechnical Testing Specialist
CAD Operator	Cost Estimators	GIS Assistant, Specialist or Technician
Civil Drafter	Drafter	Materials Testing Manager
Concrete Testing Specialist	Drafting Designer	Survey and Mapping Aide

For more information, explore:
Associated General Contractors of America www.agc.org
American Institute of Constructors www.aicnet.org
Construction Management Association of America www.cmaanet.org

Workforce Development Trends Florida

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Drafters, Engineering, and Mapping Technicians	35,612	37,783	961	$22.60

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Architectural Design and Construction Technology

Associate of Science Degree
ARCH-AS

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experiences Related to Program

Students may earn Cooperative Education credits that can be used in this program. Work experience positions with various construction firms are listed with Student Job Services.

General Education

		Credits
ENC 1101	English Composition I (Category I)	3
___ ___*	Humanities Fine Art (Category II)	3
___ ___*	Social Behavioral Science (Cat III)	3
MAC 1105	College Algebra (Category IV)	3
___ ___	General (Category V)	3
SPC1006C††	Basic Speaking and Listening Skills	1

Core Courses

BCN 1001	Building Construction	3
CGS 1570	Computer Concepts & Applications	3
EGS 1111	Engineering Graphics	3
ETC 1250	Properties of Materials	3
ETD 2397C	Building Information Management I	3
ETD 2340	Computer Drafting	3
CGS 2122	Engineering Technical Spreadsheets	3
BCN 2405	Construction Mechanics	3
___ ___*	Approved Elective	2
___ ___	Emphasis Courses	24

Total Credits — 66

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Emphasis Courses (Total of 24 credits)
(Students must complete one emphasis from below)

Drafting

BCT	2706	Construction Documents	3
ETD	1542	Structural Drafting	3
ETD	2332	CAD Customization	2
ETD	1399	Architectural Drafting	3
ETD	2355	Advanced Computer Draft	3
ETD	2550	Civil 3d	3
ETD	1931	Special Topics Draft/Design	1
ETD	2551	Civil Engineering Drafting	3
___	___	BCN, BCT, or ETD Prefix course	3

Civil

MAC	1114	Plane Trigonometry	3
BCN	2440	Concrete Construction	3
GIS	2040C	Geographic Information Systems	3
BCT	2770	Construction Estimating	3
PHY	1053	General Physics I	3
SUR	1100	Construction Surveying	3
ETD	2550	Civil 3d	3
ETD	2551	Civil Engineering Drafting	3

Construction

BCT	2706	Construction Documents	3
BCN	2440	Concrete Construction	3
BCT	2770	Construction Estimating	3
ETD	1542	Structural Drafting	3
BCT	2760	Building Codes	3
ETD	1399	Architectural Drafting	3
SUR	1100	Construction Surveying	3
BCN	2721	Construction Management	3
___	___	Electives	2

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careerPathways
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Program Contact
Mr. Michael Hayse (850) 471-4672
mhayse@pensacolastate.edu

Department Head
Mr. Danny Steele (850) 484-2522
dsteele@pensacolastate.edu

$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

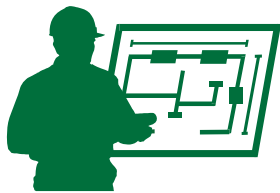**? Need help with Admissions and Registration?**
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors and the department to verify the appropriateness of courses for registration.

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AutoCAD Foundations

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People who enter this career usually prefer to work indoors and like to work with ideas and solve problems. They have mathematical abilities, enjoy working alone, and are described as persistent, creative, and careful.

Typical Tasks Include . . .

- Prepare plans and detailed drawings from rough or detailed sketches and notes for engineering or manufacturing purposes.

- Use computer-assisted drafting (CAD) equipment and software.

Beyond Graduation. . .

The AutoCAD Foundations technical certificate provides students with the practical skills necessary to accept the challenges of a construction drafting career. The program is designed to prepare students for an entry level professional position in a technical area that requires computer-aided drafting skills. Students wishing to continue their education may take additional courses to earn a two-year Associate of Science (A.S.) degree in Drafting and Design Technology at Pensacola State College.

Drafters may advance to senior drafter, designer, or supervisor with education and experience. Many employers pay for ongoing education, and with appropriate college degrees, drafters may become engineers or architects.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Successful AutoCAD Foundations certificate holders may find employment as a drafts-person in an architect's, engineer's, or contractor's office, governmental agencies, corporate planning departments, or other private industries.

Drafting and Design Technicians

Convert ideas for engineering or architectural designs into detailed drawings and precise working specifications from which products can be made. These technicians use computer-aided drafting (CAD) systems to prepare layouts, diagrams, and charts as plans for machines, electrical circuits, buildings, or other structures or mechanical devices. More than one-third of all drafters work in engineering and architectural services, one-third in manufacturing, and the remainder in construction and utilities.

Other Occupations Include:

CAD Drafting Technician/Specialist
CAD Operator
Drafting Designer
GIS Assistant, Specialist or Technician

For more information, explore:

American Design Drafting Association www.adda.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Electrical and Electronics Drafters	26	31	1	$20.27

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

AutoCAD Foundations

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

			Credits
EGS	1111	Engineering Graphics	3
ETD	2340**	Computer Drafting	3
ETD	1399**	Architectural Drafting	3
ETD	1542**	Structural Drafting	3
ETD	2551	Civil Engineering Drafting	3
		or	
ETD	2355**	Advanced Computer Drafting	3

Total Program Credits   **15**

**   Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

N O T E :   This certificate assumes the student has a basic knowledge of computer operating systems, hardware and software.

Program Contact
Mr. Michael Cannon (850) 484-2524
mcannon@pensacolastate.edu

Department Head
Mr. Danny Steele (850) 484-2522
dsteele@pensacolastate.edu
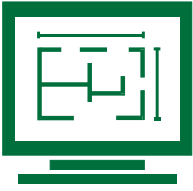
Financial Aid/Scholarships
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Need help with Admissions and Registration?
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S T A T E   C O L L E G E

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Building Construction Specialist

People who enjoy working primarily outdoors, planning and building structures, have the potential ability to read and interpret schematic drawings, blueprints, specifications, and diagrams, and can organize activities and meet deadlines, may be suited for this program.

Typical Tasks Include . . .

- Study building plans.

- Estimate materials, labor, and equipment.

- Obtain necessary building permits and licenses.

Beyond Graduation. . .

This certificate is designed to prepare individuals for entry-level positions working for architects, engineers, contractors and building officials. Students wishing to continue their education may take additional courses to earn a two-year Associate of Science (A.S.) degree in Building Construction Technology at Pensacola State.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Building Construction Specialist program support the construction industry. This industry builds homes, highways, bridges, commercial buildings, plants and more.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

General Contractors
Perform specified construction work under contract in accordance with the architect's plans and specifications, and with the client's terms. Contractors estimate costs, subcontract specialized work, purchase materials, and supervise workers.

Construction and Building Inspectors
Inspect and oversee construction of buildings, highways, bridges, dams and sewer and water systems to ensure that the procedures and materials comply with building codes and contract specifications. Areas of specialization include: building, home, electrical, mechanical, plumbing, and public works.

Cost Estimators
Prepare cost estimates for construction projects in the fields of civil engineering, architectural drafting, and building construction. Estimators compile a list of materials and labor needed based on the blueprints of the type of construction project, and estimate the cost, which aids management in bidding on or determining a final price of the project.

Surveyors
Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.

Other Occupations Include:

Carpenter/Carpenters Helper	Code Enforcer	Construction Drafter
Materials Sales Person	Survey Tech	

For more information, explore:
Associated General Contractors of America www.agc.org
American Institute of Constructors www.aicnet.org
Construction Management Association of America www.cmaanet.org
National Center for Construction Education and Research www.nccer.org/

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Construction Laborers	1,559	1,882	52	$12.05

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Building Construction Specialist

Technical Certificate

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experiences Related to Program

Students may earn Cooperative Education credits that can be used in this program. Work experience positions with various construction firms are listed with Student Job Services.

			Credits
BCN	1001	Building Construction	3
ETC	1250	Properties of Materials	3
BCT	2770**	Construction Estimating	3
BCN	2721**	Construction Management	3
___	___†	Electives	6

Total Program Credits   **18**

† **Electives** — Choose two for six credits.

BCT	2706**	Construction Documents	3
BCN	2440**	Concrete Construction	3
BCT	2760**	Building Codes	3
SUR	1100C**	Construction Surveying	4
BCN	2948	Building Construction Co-op	2
BCN	2949	Building Construction Co-op	3

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

careerPathways
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Department Head
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$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**
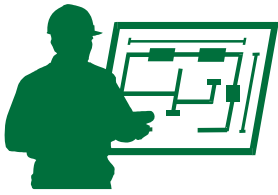
? Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

Drafting

People who enter this career usually prefer to work indoors and like to work with ideas and solve problems. They have mathematical abilities, enjoy working alone, and are described as persistent, creative, and careful.

Typical Tasks Include . . .

- Prepare plans and detailed drawings from rough or detailed sketches and notes for engineering or manufacturing purposes.

- Use computer-assisted drafting (CAD) equipment and software.

Beyond Graduation . . .

Both the American Design Drafting Association and the American Institute of Building Design have established certification programs for drafters.

Drafters may advance to senior drafter, designer, or supervisor with education and experience.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

More than one-third of all drafters work in engineering and architectural services, one-third in manufacturing, and the remainder in construction and utilities.

Cost Estimators
Prepare cost estimates for construction projects in the fields of civil engineering, architectural drafting and building construction. Estimators compile a list of materials and labor needed based on the blueprints of the type of construction project, and estimate the cost, which aids management in bidding on or determining a final price of the project.

Drafting and Design Technicians
Convert ideas for engineering or architectural designs into detailed drawings and precise working specifications from which products can be made. These technicians use computer-aided drafting (CAD) systems to prepare layouts, diagrams, and charts as plans for machines, electrical circuits, buildings, or other structures or mechanical devices.

Other Occupations Include:
CAD Drafting Technician/Specialist
CAD Operator
Drafting Designer
GIS Assistant, Specialist or Technician
Illustrator Assistant/Specialist

For more information, explore:
American Design Drafting Association www.adda.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Architectural and Civil Drafters	233	232	4	$22.53
Drafters, All Other	44	47	1	$19.59

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn Cooperative Education credits that can be used in this program. Work experience positions with various engineering and architectural firms are listed with Student Job Services.

			Credits
EGS	1111	Engineering Graphics	3
BCN	1001	Building Construction	3
CGS	1570	Computer Concepts and Applications	3
ETD	2340	Computer Drafting	3
ETC	1250**	Properties of Materials	3
CGS	2122	Engineering Technology Spreadsheets	3
MAT	1033	Intermediate Algebra	3
___	___	Emphasis Elective	3

Total Program Credits   24

Emphasis Elective (choose one):

BCN	2405**	Construction Mechanics	3
BCT	2770**	Construction Estimating	3
BCT	2706**	Construction Documents	3
ETD	1399**	Architectural Drafting	3
ETD	1542**	Structural Drafting	3
ETD	2551**	Civil Engineering Drafting	3
ETD	2355**	Advanced Computer Drafting	4
GIS	2040C**	Geographic Information systems	3

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

careerPathways
Go to: Page 7

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Financial Aid/Scholarships
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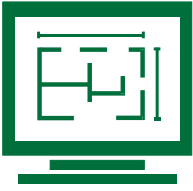
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Carpentry

People who enjoy working primarily outdoors, building structures, using tools and machines, have the potential ability to read and interpret blueprints, specifications, and diagrams, and can organize activities and meet deadlines, may be suited for this program.

Typical Tasks Include . . .

- Read, interpret blueprints.

- Construct buildings, highways, and bridges.

- Install doors, windows, cabinets, moldings.

Beyond Graduation . . .

This certificate is designed to prepare individuals for entry-level positions working for residential builders, building renovators, and commercial or specialty contractors. Students wishing to continue their education may take additional courses to earn a two-year Associate of Science (A.S.) degree in Building Construction Technology at Pensacola State College.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Carpentry program support the construction industry building homes, highways, bridges, commercial buildings, and more. Well equipped to safely operate hand and power tools, they prepare work sites, and are skilled in foundation formwork, wall, floor, and roof framing, as well as exterior trim.

**TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Carpenters

Work from blueprints or instructions from supervisors to first do the layout — the measuring, marking , and arranging of materials in accordance with local building codes. Then construct, erect, install, and repair structures and fixtures made from wood, concrete, and other materials.

Carpenters who work for residential builders and building renovators are often required to be skilled in all phases of home building — site survey and layout, concrete form work, framing walls, installing doors, windows and fixtures, building stairs, cabinetry, trim, and many other tasks.

Carpenters who work for commercial contractors or specialty contractors are often required to complete only a few recurring duties, such as framing walls, building forms, or pouring concrete.

Other Occupations include

Building Maintenance Personnel
Furniture Maker
Prefabricator
Property Manager
Stage or Theater Set and Prop Builder

For more information, explore:

Associated General Contractors of America **www.agc.org**
National Association of Home Builders **www.nahb.org**
New England Regional Council of Carpenters **www.necarpenters.org/**
United Brotherhood of Carpenters and Joiners of America **www.carpenters.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Carpenters	934	1,098	40	$18.27

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Carpentry

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Work Experiences Related to Program

Students earn credit toward graduation through the course BCV 0925 Building Co-op. Contact Student Job Services.

			Clock Hours
BCV	0003C	Introductory Craft Skills	150
BCV	0117C	Introduction to Carpentry	240
BCV	0120C	Carpentry Framing & Finishing	210
BCV	0121C	Rigging and Concrete	180
BCV	0123C	Foundations and Forms	210
BCV	0124C	Advanced Carpentry	210

Total Program Clock Hours   1200

Department Head
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Electricity

People in this career like to work both indoors and out. They may work at construction sites, in homes, in businesses or factories. They must be prepared for work that may be strenuous at times and may include lifting heavy objects, and standing, stooping, and kneeling for long periods of time.

Typical Tasks Include . . .

- Install wiring into newly constructed structures.

- Rewire remodeled construction projects.

- Test, modify, or repair electrical and electronic equipment.

Electricians must follow strict safety procedures to avoid injuries.

Beyond Graduation . . .

Some graduates from the Electricity program may decide to join an apprenticeship. Apprenticeships are typically sponsored by joint training committees made up of unions, associations, and individual companies.

Experienced electricians can advance to jobs as supervisors. In construction, they also may become project managers or construction superintendents. Those with sufficient capital and management skills may start their own contracting business, although this may require an electrical contractor's license. Many also become electrical inspectors.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Electricity program work in construction or electronic maintenance. Construction electricians install wiring in new homes, businesses, and factories, but also may rewire or upgrade existing electrical systems. Maintenance electricians maintain and upgrade or repair existing systems and equipment.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Construction Electricians

Work with blueprints to position circuits, outlets, load centers, panel boards, and other equipment. They fasten small boxes to walls to house switches and outlets. Then they run insulated wires or cables to complete circuits between the boxes. They connect the wires to circuit breakers, transformers, or other components. During installation, electricians use hand tools and power tools. After wiring is installed, they use special testing equipment to check the circuits for proper connections, ensure the electrical compatibility and safety of components.

Maintenance Electricians

Work in factories, hospitals, and other settings, repair electronic equipment when breakdowns occur. Sometimes they install new electrical equipment, but mostly they replace items such as circuit breakers, fuses, switches, other electrical components, or wiring. Maintenance electricians regularly inspect, locate, and correct problems before breakdowns occur to ensure machines continue proper operations.

Other Occupations Include:

Electrician's Helpers
Electronics Aides
Electronics Specialists
Elevator Installers and Repairers
Line Installers

For more information, explore:

Elevator Escalator Safety Foundation www.eesf.org/
International Union of Elevator Constructors www.iuec.org/
National Association of Elevator Contractors www.naec.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Electricians	940	1,155	52	$19.72

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services Go to: Page 5

Electricity

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident

Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

BCV0949 Electrical Co-op provides in-field experience. Contact Student Job Services, Cooperative Education. Students under the age of 18 years are cautioned that the construction industry does not hire persons under 18 years of age.

Required Courses

			Clock Hours
BCV	0003C	Introductory Craft Skills	150
BCV	0670C	Introduction to Electricity Level 1	120
BCV	0671C	Intermediate Electricity Level 1	120
BCV	0672C	Introduction to Electricity Level 2	180
BCV	0673C	Intermediate Electricity Level 2	120
BCV	0674C	Introduction to Electricity Level 3	120
BCV	0675C	Intermediate Electricity Level 3	120
BCV	0676C	Introduction to Electricity Level 4	150
BCV	0677C	Intermediate Electricity Level 4	120

Total Program Clock Hours   1200

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**
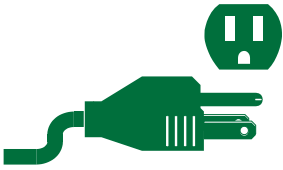
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Heating, Ventilation and Air Conditioning

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Persons entering this career enjoy working with tools and are good at working with their hands. They have good spacial and form perception and organizational skills.

Typical Tasks Include . . .

- Conserve, recover, and recycle refrigerants.

- Install and test mechanical and electronic components.

HVAC technicians often work in confined and cramped positions, and uncomfortable situations including high places and outdoors.

Beyond Graduation . . .

After completion of post-secondary programs, new technicians often need at least six-months experience before being considered competent.

Graduates may start in entry-level jobs assisting more experienced technicians. Some graduates will advance to supervisor or service manager. Others may move into sales or marketing. Still others may become building superintendents, cost estimators, or possibly even teachers. Those with sufficient funds and managerial skill may open their own contracting business.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Heating, Ventilation, and Air Conditioning program will be employed as HVAC mechanics, installers, and technicians. Building equipment contractors are the largest employers. HVAC technicians also may be self-employed.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Heating, Ventilation, and Air Conditioning (HVAC) Technicians

Often specialize in either installation or maintenance and repair. They may also categorize specializations by: heating, air-conditioning, or even refrigeration work. Some specialize in a particular brand or more specific types of systems such as heat pumps, solar and hydronics systems.

Installers

Following blueprints and specifications, installers put in oil, gas, electric, solid-fuel, multiple-fuel, or other heating and air conditioning systems. They install fuel and water supply lines, air ducts and vents, pumps, and other components. They connect electrical wiring and check for proper operation.

Refrigeration Mechanics

Install, service, and repair refrigerating systems and equipment. They follow blueprints, design specifications, and manufacturers' instructions. These mechanics connect equipment to ductwork, refrigerant lines, and electrical power source. After making the connections, they charge the system, check for proper operation, and program control systems.

For more information, explore:

Air Conditioning Contractors of America **www.acca.org**
Air Conditioning and Refrigeration Institute **www.ari.org/**
HVAC Excellence **www.hvacexcellence.org**
Mechanical Contractors Association of America **www.mcaa.org/**
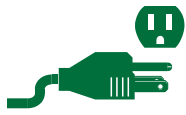Plumbing-Heating-Cooling Contractors Association **www.phccweb.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Heating, A.C. and Refrigeration Mechanics and Installers	820	1,097	49	$16.04

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Heating, Ventilation and Air Conditioning

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

		Clock Hours
BCV 0003C	Introductory Craft Skills	150
ACR 0640C	Introduction to HVAC Level 1	150
ACR 0641C	Intermediate HVAC Level 1	150
ACR 0642C	Introduction to HVAC Level 2	150
ACR 0643C	Intermediate HVAC Level 2	150
ACR 0644C	Introduction to HVAC Level 3	150
ACR 0645C	Intermediate HVAC Level 3	150
ACR 0646C	Introduction to HVAC Level 4	150
ACR 0647C	Intermediate HVAC Level 4	150
Total Program Clock Hours		**1350**

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Mr. Danny Steele (850) 484-2522
dsteele@pensacolastate.edu

Financial Aid/Scholarships
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Need help with Admissions and Registration?
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Plumbing Technology

People in this profession need physical strength as well as stamina. They may lift heavy pipes, stand for long periods, and work in uncomfortable or cramped positions. They may also work outdoors.

Typical Tasks Include . . .

- Follow blueprints and instructions.

- Lay out jobs and work efficiently with tools.

- Use saws, pipe cutters, and pipe-bending machines.

- Use pressure gauges to test and ensure systems work properly.

Beyond Graduation . . .

With additional training, Plumbing Technology graduates may become supervisors for mechanical and plumbing contractors. Some may go into business for themselves. Others may move into closely related areas such as construction management or building inspection.

Licensing requirements vary from area to area, but most localities require workers to pass an examination that tests their knowledge of the trade and of local plumbing codes.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Plumbing Technology program become pipelayers, plumbers, pipefitters, sprinklerfitters, and steamfitters. Combined, these occupations are often lumped into the category of plumber — one of the largest construction occupations. Graduates will install, maintain, and repair many different types of pipe systems.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Pipelayers
Prepare and grade trenches either manually or with machines. Within the trenches, they lay clay, concrete, plastic, or cast-iron pipe for drains, sewers, water mains, and oil or gas lines.

Plumbers
Install and repair water intake, waste disposal, drainage, and gas systems in homes and commercial buildings. They also install plumbing fixtures and appliances such as sinks, bathtubs, showers, toilets, water heaters, dishwashers, and ice makers.

Pipefitters
Install and repair both high- and low-pressure pipes systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings. They also install automatic controls that are increasingly being used to regulate these systems.

Other occupations include
Sprinklerfitters
Steamfitters

For more information, explore:
Plumbing-Heating-Cooling Contractors Association www.phccweb.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Plumbers, Pipefitters and Steamfitters	453	570	28	$19.32

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

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The Center for Advising & Career Services

Plumbing Technology

Career and Technical Certificate

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident

Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

		Clock Hours
BCV 0003C	Introductory Core	150
BCV 0501C	Pipefitting/Plumbing	90
BCV 0523C	Introduction to Plumbing Level 2	120
BCV 0524C	Intermediate Plumbing Level 2	120
BCV 0570C	Introduction to Plumbing Level 3	120
BCV 0593C	Intermediate Plumbing Level 3	120
BCV 0594C	Introduction to Plumbing Level 4	120
BCV 0595C	Intermediate Plumbing Level 4	120

Total Program Clock Hours   **960**

Financial Aid/Scholarships
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Need help with Admissions and Registration?
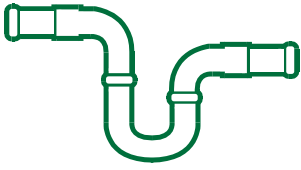Learn more about New Student Services on **Page 4**.

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Business Administration

People who prefer working primarily indoors, like to work with people and ideas rather than things, and have leadership skills, will enjoy working in this career.

Typical Tasks Include . . .

- Manage various business operations.

- Hire, train and supervise workers.

- Analyze customers' requests and complaints.

- Order supplies and merchandise.

- Control financial accounts and budgets.

- Manage microcomputer systems to carry out various related administrative and business activities.

Beyond Graduation . . .

The two-year A.S. degree program at Pensacola State prepares graduates to be Business Managers.

Managers advance through the ranks in an organization, acquiring several years' work experience in various administrative positions before assuming general managerial duties. For managers of highly complex services, a bachelor's degree, preferably in Business Administration, is usually required. A bachelor's degree enhances a first-level manager's opportunities to advance to a mid-level management position.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Organizational Administration.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Business Administration Program support a variety of industries. These industries may include wholesale and retail stores and services, financial agencies, banks and large businesses, government agencies, and educational systems.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Business Managers
Oversee all the activities of an agency or business. They supervise, schedule workers, hire employees, keep records, complete reports, market products or services, carry out company policy, and maintain facilities and security.

Administrative Assistants/Office Managers
Coordinate and organize business/office activities such as the flow of correspondence, preparation of payrolls, record keeping, and report preparation, by utilizing various microcomputer systems and software programs. May supervise, hire personnel and ensure that company policies are carried out.

Bank, Loan, Finance Managers/Specialists
Assist customers in completing financial transactions to include loans, deposits, and investment activities. With experience, will manage the various financial activities of banks, credit unions, mortgage companies, or finance companies.

Customer Service Representatives
Work in all businesses and industries. Respond to customer inquiries, handle customer complaints, coordinate and organize customer orders and requests.

Other Occupations Include:

Adjustment Clerk	Employment Interviewer	Public Relations Specialist
Assistant/Coordinator	Human Resources Manager Trainee	Records Specialist
Customer Representative	Marketing Representative	

For more information, explore:
International Association of Administrative Professionals www.iaap-hq.org
International Virtual Assistants Association www.ivaa.org/
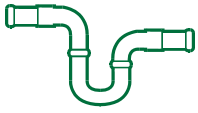
Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Customer Service Representatives	3,526	4,154	177	$12.67

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Business Administration

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Foundation Courses

			Credits
ACG	2001	Accounting I	3
ENC	1101	English Composition I (Category I)	3
GEB	1011	Introduction to Business	3
MAC	1105	College Algebra	
		or	
STA	2023	Elementary Statistics (Category IV)	3
____	____*	Humanities/Fine Arts (Category II)	3
CGS	1570†	Computer Concepts and Applications (Category V)	3
SPC	1608††	Public Speaking	3

Intermediate Courses

ACG	2011**	Accounting II	3
MAN	2021	Principles of Management	3
FIN	2100	Personal Finance and Money Management	
		or	
GEB	2139	E-Business Management	3
MAR	2011	Marketing	3
____	____	Business Elective (BUL 2241, GEB, 2430, MNA 1161 or MNA 1300)	3
ECO	2013	Macroeconomics (Category III)	3

Advanced Courses

CGS	2510	Spreadsheet	3
ACG	2071	Introduction to Managerial Accounting	3
___	___†	Emphasis Area Courses	12

Total Program Credits   60

+Emphasis Courses

Management and Marketing (BUS-AS)

Choose any four courses (total of 12 credits):

GEB	2112	Entrepreneurship	3
MKA	2511	Advertising	3
MNA	1161	Customer Service	3
MNA	1300	Human Resource Management	
		or	
MNA	2100	Human Relations	3
SLS	1353	Generations at Work	3

Entrepreneurship/Small Business Management (ENTR-AS)

Choose any four courses (total of 12 credits):

GEB	2112	Entrepreneurship/Small Business Management	3
ACO	1806	Payroll Accounting	3
SLS	1353	Generations at Work	3
MNA	2100	Human Relations	3

Microcomputer Systems (MICRO-AS)

Choose any four courses (total of 12 credits):

OST	1713**	Word Processing I	3
OST	1821	Business Applications for Desktop Publishing	3
CGS	1584	PowerPoint Presentations	3
___	___	Business or Computer Science Elective (three credits from ACG, CGS, GEB, MAN, MNA, or OST prefix courses)	3

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* See General Education Course Requirements of current college catalog for options.

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

† Course meets Computer Competence Requirement.

†† Course meets Oral Communications Requirements.

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✉ **Department Head**
Dr. Debra Kuhl (850) 484-2504
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$ **Financial Aid/Scholarships**
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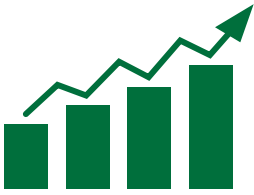
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Computer Programming and Analysis

People in this career usually prefer to work indoors and organize things. They like to work with words, numbers, and ideas rather than with things. People in this career are sometimes described as being careful, orderly, and persistent.

Typical Tasks Include . . .

- Monitor and control electronic computers to process business, scientific, engineering, and other data according to operating instructions.

- Convert project specifications and statements of problems and procedures to detailed logical reports.

Beyond Graduation . . .

Prospects likely will be best for graduates with knowledge of a variety of programming languages and tools.

Entry-level or State programmers may work alone on simple assignments after some initial instruction, or they may be assigned to work on a team with more experienced programmers. Either way, beginning programmers generally must work under close supervision.

Certification is a way to demonstrate a level of competence, and may provide job seekers with a competitive advantage. In addition to language-specific certificates that a programmer can obtain, product vendors or software firms also offer certification and may require professionals who work with their products to be certified. Voluntary certification also is available through various other organizations.

Job Placement Levels . . .
Page 156

Some Primary Employers and Occupations

Graduates from the Computer Programming and Analysis program are employed in most industries including firms that write and sell software, provide engineering and business services, and manufacture computer and office equipment, financial and educational institutions, and insurance and governmental systems.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Computer Operators
Operate central control units or the console of the computer required to run a particular program. Computer operators monitor the computer console and respond to operating and computer messages.

Computer Programmers
Analyze business situations to design and develop a specific program for each assignment, breaking down each step into a logical series of instructions the computer can execute to process information. Program instructions are then coded into computer language traditionally used for business applications, or C++, the current standard for other applications. Programmers test, monitor, debug, document, update, and maintain their programs. Job titles include: *programmer trainee, chief business programmer, information systems programmer, electronic data processing manager, programmer/analyst*.

Computer Sales Representatives
Assist potential clients in the selection of appropriate hardware and software. Computer sales representatives are problem solvers. They must have thorough knowledge of the products so they can develop computer systems and applications to solve a customer's business management problems.

Other Occupations include:

CICIS Programmer	Internet Programmer	Programmer Analyst
Entry Programmer	Main Frame Programmer	Programmer Specialist
Game Designer	Microcomputer Applications Programmer	

For more information, explore:
Association for Computing Machinery www.acm.org
Computing Technology Industry Association (CompTIA) www.comptia.org/
IEEE Computer Society www.computer.org
Institute for Certification of Computing Professionals (ICCP) www.iccp.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Computer Systems Analyst	380	426	13	$33.54

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Computer Programming and Analysis

Associate of Science Degree

CPROG-AS

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credits through the Cooperative Education program. Contact Student Job Services.

General Education Courses

			Credits
ENC	1101	English Composition I (Category I)	3
___	___	Humanities/Fine Arts (Category II)	3
ECO	2013	Macroeconomics	3
MAC	1105	College Algebra (or higher)	3
SLS	1353	Generations at Work	3

Foundation Courses

COP	1510	Programming Concepts	3
		or	
COP	1000	Introduction to Gaming	3
CGS	1570	Computer Concepts and Applications	3
CGS	1700	Introduction to Operating Systems	3
CIS	1350	Security Awareness	3
CGS	2820	Introduction to HTML	3
COP	2800	Programming in Java	3

Programming Courses

Select 12 credits from the following list:

COP	2224	C++ Programming	3
COP	2360	C# Programming	3
COP	2332	Visual Basic Programming	3
CGS	2822	Web Scripting	3
COP	2842	PHP Programming	3
COP	2931	Special Topics in Computer Programming	1
COP	2932	Special Topics in Computer Programming	2
COP	2933	Special Topics in Computer Programming	3

Total Program Credits   63

+ **Programming Elective**—Choose any COP course.
++ **Technical Electives**—Choose any CGS or COP course.
* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Emphasis Courses

(Students must take all courses listed under the emphasis they select.)

Programming Support   18

ACG	2021	Financial Accounting Principles	3
ACG	2071	Introduction to Managerial Accounting	3
STA	2023	Elementary Statistics	3
CTS	2104	Windows	3
CTS	2433	Database Development and Management	3
___	___	Technical Electives from any CAP, CET, CIS, OP or CTS prefix	3

Simulation and Game Design

CAP	2051	Game Level Design	3
CAP	2050	XBOX Game Programming	3
COP	2650	Mobile Applications Programming	3
MAC	1140	Pre-calculus Algebra	3
CTS	2433	Database Development and Management	3
___	___	Technical Electives from any CAP, CET, CIS, COP or CTS prefix	3

Software Engineering 8

MAC	1147	Pre-calculus Algebra/Trig	3
MAC	2311	Analytic Geometry & Calculus I	3
MAC	2312	Analytic Geometry & Calculus II	3
CTS	2433	Database Development and Management	3
___	___	Technical Electives from any CAP, CET, CIS, COP or CTS prefix	3

Web Development

GRA	2151C	Computer Graphics I	3
ACC	2021	Financial Accounting Principles	3
CTS	2433	Database Development and Management	3
CGS	2822	Web Scripting	3
___	___	Technical Electives from any ART, GRA, CAP, CET, CIS, COP or CTS prefix	6

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Department Head
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$ **Financial Aid/Scholarships**
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Computer Programming

People in this career usually prefer to work indoors and organize things. They like to work with words, numbers, and ideas rather than with things. People in this career are sometimes described as being careful, orderly, and persistent.

Typical Tasks Include . . .

• Monitor and control electronic computers to process business, scientific, engineering, and other data according to operating instructions.

• Convert project specifications and statements of problems and procedures to detailed logical reports.

• Develop and write computer programs to store, locate, and process specific documents, data, and information.

Beyond Graduation . . .

Changes in the field of computer programming are ongoing. Graduates will need to stay current with these changes to remain employable in the field.

All courses in the certificate program apply to the Computer Programming and Analysis A.S. degree, completion of which will provide a spring board to higher levels of study (*see Computer Programming and Analysis, page 32.*)

Job Placement Levels . . . Page 156

Some Primary Employers and Occupations

The Computer Programming program prepares students for employment as computer programmer trainee, microcomputer specialist, and software application technician. Graduates are employed in most industries including firms that write and sell software, provide engineering and business services, and manufacture computer and office equipment; financial and educational institutions; and insurance and governmental systems.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Computer Operators
Operate central control units or the console of the computer required to run a particular program. Computer operators monitor the computer console and respond to operating and computer messages.

Computer Programmers
Analyze business situations to design and develop a specific program for each assignment, breaking down each step into a logical series of instructions the computer can execute to process information. Program instructions are then coded into computer language such as COBOL, traditionally used for business applications, or C++, the current standard for other applications. Programmers test, monitor, debug, document, update, and maintain their programs. Job titles include: *programmer trainee, chief business programmer, information systems programmer, electronic data processing manager, programmer/analyst*.

Computer Sales Representatives
Assist potential clients in the selection of appropriate hardware and software. Computer sales representatives are problem solvers. They must have thorough knowledge of the products so they can develop computer systems and applications to solve a customer's business management problems.

Other Occupations include:

CICIS Programmer	Entry Programmer	Internet Programmer
Main Frame Programmer	Microcomputer Applications Programmer	Programmer Analyst
Programmer Specialist		

For more information, explore:
Association for Computing Machinery www.acm.org
Computing Technology Industry Association (CompTIA) www.comptia.org/
IEEE Computer Society www.computer.org
Institute for Certification of Computing Professionals (ICCP) www.iccp.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Computer Programmers	215	220	6	$28.03

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Foundation Courses

			Credits
CGS	1570	Computer Concepts and Applications	3
MAC	1105	College Algebra	3

Intermediate Courses

CGS	1700**	Introduction to Operating Systems	3
COP	1510**	Programming Concepts	3
CTS	2104**	Windows	3
CTS	2433**	Database Development and Management	3

Advanced Courses

COP	2224**	C++Programming	3
COP	2332**	Visual Basic	3
COP	2511**	Programming Concepts II	3
____ ____†		Technical Elective	3
____ ____		Elective	3

Total Program Credits   33

† **Technical Elective**—*Choose any CGS, COP or CTS course.*
** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

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$ Financial Aid/Scholarships
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Web Development Specialist

People in this career enjoy creating original work. They have artistic skills, and a good imagination.

Typical Tasks Include . . .

- Designs, builds, or maintains websites, using authoring or scripting languages, content creation tools, management tools, and digital media.

- Develops or validates test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.

- Evaluates code to ensure that it meets industry standards and is valid, properly structured, and compatible with browsers, devices or operating systems.

Beyond Graduation . . .

Internet technologies are in a constant state of change. Graduates will need to stay current with these changes to remain employable in the field.

Job Placement Levels . . .
Page 156

Some Primary Employers and Occupations

Graduates from the Web Development Specialist program will find employment in Web design companies, business, schools, colleges, not-for-profit organizations, and government agencies.

Web Developers
Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Information Security Analysts and Web Developers	221	252	7	$28.32

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Web Development Specialist

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credits through the Cooperative Education program. Contact Student Job Services.

			Credits
CGS	1570	Computer Concepts and Applications	3
GEB	1011	Introduction to Business	3
MAT	1033	Intermediate Algebra or higher Math	3
GRA	2151C	Computer Graphics I	3

Intermediate Courses

COP	1510**	Programming Concepts	3
CGS	2069**	Fundamentals of Electronic Commerce	3
CGS	2874**	Web Design with Adobe Software	3

Advanced Courses

CGS	2822**	Scripting for the Web	3
CGS	2821**	Web Site Theory and Project	3
_____†		Technical Electives	3
_____		Electives	5

Total Program Credits   35

† **Technical Elective**—*Choose any* course with CGS, COP, CET, GRA or GEB 2139.

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

*career*Pathways

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Advanced Esthetics

People in this career enjoy working more with people than things. They are dependable, cooperative, and display a concern for others. They should have a good imagination, initiative, social skills, tact, patience, and skills of persuasion. It is very important their work allow them to use the best of their abilities and result in a sense of accomplishment.

Typical Tasks Include . . .

- Apply spa-quality facial therapies

- Use microderm-abrasion machines

- Use communication and business skills to establish and grow a client base

Beyond Graduation . . .

Advanced Estheticians must constantly update knowledge of techniques and products to meet consumer demands.

Graduates may also choose to obtain a Cosmetology certificate and/or further specialize in the Nails Specialty at Pensacola State to qualify for work in hair and nails as well as skin care.

Communications and business skills are important to establish a client base. Advancement usually is in the form of higher earnings in direct proportion to a strong client base.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Advanced Esthetics program are part of the personal service industry, working in spa and salon settings. Employers also include plastic and reconstructive surgeons as well as dermatologists and the growing medi-spa industry. A large number of estheticians are self-employed.

Advanced Estheticians

Highly skilled licensed skin care professionals who have added advanced training to update their skills to become current with new trends in the field of esthetics. These specialists provide spa-quality facial therapies, including chemical peels and exfoliations, and apply advanced European Treatments to meet rising consumer demand for personalized care and therapeutic treatment.

For more information, explore:
National Cosmetology Association **www.ncacares.org**

Workforce Development Trends Florida

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Personal Appearance Workers	594	671	21	NA

*Statewide

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Advanced Esthetics

Career and Technical Certificate

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses			Clock Hours
CSP	0105C	Advanced Skin Care I	150
CSP	0106C	Advanced Skin Care II	150
CSP	0264C	Facial Treatments	150
CSP	0931	Specialty Topics	60
CSP	0505	Ethical Business Practices	30
CSP	0940L	Internship	60

Total Program Clock Hours   **600**

Program Contact
Ms. Sonja McCall-Strehlow (850) 484-1642
smccall-strehlow@pensacolastate.edu

Department Head
Mr. Roy Bracken (850) 484-1013
rbracken@pensacolastate.edu

Financial Aid/Scholarships
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Barbering

People who enjoy working in this career usually have good personal communication skills and are interested in human relationships. They may be described as friendly, practical, creative, and sociable. They must have good eye and hand coordination with the ability to work with small hand instruments.

Typical Tasks Include . . .

- Cut, shape, and shampoo hair.

- Shave and trim beards and mustaches.

- Clean and maintain cutting instruments.

Beyond Graduation . . .

Graduates of the Barbering program may continue their training and education by completing specialized programs at Pensacola State College such as Facials Specialty and Nails Specialty or may complete the Cosmetology program, consequently enhancing opportunities for advancement and higher paying jobs.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Barbering program will work in barber shops, styling shops, or may be self-employed. Persons may work in special areas such as prisons, hospitals, or nursing homes.

Barbers

Cut, trim, shampoo, and style hair. It is common for trained barbers to color or perm a customer's hair and perhaps give scalp treatments. In addition, barbers may fit hairpieces and provide customers with information beneficial to the care and good health of the scalp and hair.

For more information, explore:
National Cosmetology Association   www.ncacares.org

Workforce Development Trends Florida			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Personal Appearance Workers	594 671	21	$8.10
Statewide (Average entry level for Florida)			
Source: Statewide wage info — **flchoices.org**			

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Barbering

Code
BARB-VC

Program Length
40 Credits

**Certifications
and Credentials
for Employment**
Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

**Entrance
Requirements**
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Semester I		Clock Hours
COS 0421C	Barbering I	240

Semester II		
COS 0422C	Barbering II	240

Semester III		
COS 0423C	Barbering III	240

Semester IV		
COS 0424C	Barbering IV	240

Semester V		
COS 0425 L	Barbering V	210
COS 0920	Barbering State Board Preparation	30

Total Program Clock Hours   **1200**

Program Contact
Ms. Ann Coon (850) 471-4676
acoon@pensacolastate.edu

Department Head
Mr. Roy Bracken (850) 484-1013
rbracken@pensacolastate.edu

Financial Aid/Scholarships
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Cosmetology

People considering this career should enjoy working more with people than things. They enjoy being creative, should have a good imagination, and are sometimes described as sociable, tactful, and patient.

Typical Tasks Include . . .

- Provide beauty services such as suggesting hair styles, cutting and treating hair and scalp, and sometimes dressing wigs.

Good eye and hand coordination is necessary. Standing for extended periods of time may be required with overtime necessary occasionally.

Beyond Graduation . . .

Graduates of the Cosmetology program at Pensacola State College are qualified to work in hair, nail, and skin care.

Because hairstyles are constantly changing, cosmetologists must keep abreast of the latest fashions and beauty techniques. Business skills are important for those who plan to operate their own salons.

Advancement usually is in the form of higher earnings. Some cosmetologists manage large salons or open their own after several years of experience. Some teach in barber or cosmetology schools. Others become sales representatives for cosmetics firms, open businesses as beauty or fashion consultants, or work as examiners for State licensing boards.

Students may also choose to obtain the Nails Specialty and Facials Specialty certificates which qualify them to work in manicure, pedicure, nail extension, and skin care services.

Primary Employers and Occupations

Graduates from the Cosmetology program support the personal services industries, working in large and small salons or with experience owning and managing their own business.

Cosmetologists/Hairdressers

Combine technology and people skills to provide hair care services in the beauty culture industry.
Cosmetologists shampoo, cut, style, permanent wave, relax and color hair, and advise patrons on how to care for their hair, skin, and nails. Most cosmetologists work on commission or booth rental in a salon, both full or part time, or operate their own business.

For more information, explore:
National Cosmetology Association www.ncacares.org

Workforce Development Trends Escambia and Santa Rosa County			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Hairdressers, Hairstylists, and Cosmetologists	520 583	18	$12.47

Source: Wage info — **floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Cosmetology

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Semester I		Clock Hours
COS 0010	Cosmetology I	300
COS 0010L	Cosmetology I Lab	150

Semester II		
COS 0088	Cosmetology II	150
COS 0088L	Cosmetology II Lab	300

Semester III		
COS 0089	Cosmetology III	60
COS 0089L	Cosmetology III Lab	240

Total Program Clock Hours	**1200**

NOTE: *Courses must be taken in the sequence outlined above. Students must complete the program as a whole, and may not enroll for single, individual courses.*

Program Contact
Ms. Ann Coon (850) 471-4676
acoon@pensacolastate.edu

Department Head
Mr. Roy Bracken (850) 484-1013
rbracken@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Facials Specialty

Those who enjoy working with people, have social skills, and are interested in human relationships, may be interested in this career. People in this career are described as being creative and friendly.

Typical Tasks Include . . .

- Analyze skin type.

- Apply the proper cleanser and toner.

- Administer facial manipulations.

- Perform make-up artistry.

A person must be willing to work overtime and sometimes be on their feet for extended periods of time.

Beyond Graduation . . .

Graduates of the Facials Specialty program at Pensacola State College are qualified to work within esthetics, skin care, and make-up applications. Students may also choose to further skills through completion of the Advanced Esthetics, Cosmetology, and/or Nails Specialty program(s) to qualify for work in hair, nail, and skin care.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Facials Specialty program support the personal services industries, primarily working in large and small full service beauty salons or within specialty service salons. With experience graduates can open and manage their own businesses.

Facial Specialists

Licensed professionals who combine artistic, technical, and communication skills to provide skin care services in the cosmetic industry. They enhance the esthetic quality of the face through the use of make-up applications which enhance the appearance of the skin and facial features as well as camouflage irregularities of the face.

Estheticians are skin care specialists who cleanse and tone the face through therapeutic manipulations that stimulate circulation and enhance muscle tone.

Many facial specialists work on commission in conjunction with cosmetologists or own their own business.

For more information, explore:
National Cosmetology Association www.ncacares.org

Workforce Development Trends Florida				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Personal Appearance Workers	594	671	21	$14.53

Statewide (Average entry level for Florida – $9.36/hr)

Source: Statewide wage info — **flchoices.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Facials Specialty

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

			Clock Hours
CSP	0005	Introduction to Facials	30
CSP	0263	Specialty Services	60
CSP	0201	Introduction to Skin Care	30
CSP	0300L	Facials/Make-up Clinic	90
CSP	0331	Make-up/Salon Management	30
CSP	0370	Professional Practices in Esthetics	30
CSP	0031	Anatomy & Physiology for Facial Specialty	30

Total Program Clock Hours   **1200**

Program Contact
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Department Head
Mr. Roy Bracken (850) 484-1013
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Nails Specialty

People considering Nails Specialty should enjoy working primarily with people but must also have good eye and hand coordination to work with small instruments. People in this career prefer to work indoors and must be creative. They are sometimes called extroverted, sociable, and confident.

Typical Tasks Include . . .

- Analyze nail shapes and irregularities.

- Apply the proper products to promote healthy skin on hands and feet.

- Administer hand and foot manipulations.

- Perform polishing and buffing artistry.

Beyond Graduation . . .

With experience, graduates of the Nails Specialty program at Pensacola State are qualified to work in advanced manicure, pedicure, and nail extension services. Students may also choose to obtain the Cosmetology certificate and/or further specialize in the Facials Specialty program at Pensacola State College which qualify them to work in hair, nail, and skin care.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Nails Specialty program support the personal services industries, primarily working in large and small full service beauty salons or within specialty nail service salons. With experience graduates can open and manage their own businesses.

Manicurists/Nail Specialists

Licensed professionals who combine artistic, technical, and communication skills to provide proper care of the hands and feet.

Manicurists enhance the appearance of the nails with proper care or with the application of sculpted artificial nails. They also administer hand and foot manipulations to the client to enhance muscle tone and to promote better circulation to these areas, and apply products to promote healthy skin.

Many manicurists and nail technicians work on commission in conjunction with cosmetologists or own their own business.

For more information, explore:
National Cosmetology Association www.ncacares.org

Workforce Development Trends Florida				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Personal Appearance Workers	594	671	21	$8.47

Average entry level for Northwest Florida region (Average entry level for Florida – $8.21/hr)

Source: Statewide wage info — **flchoices.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Nails Specialty

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost of Program

Per Vocational Credit:
$85.50, Florida resident
$86.80, Alabama Resident
Additional expenses may apply

Required Course		Clock Hours
CSP 0015C	Nail Technology	240
Total Program Clock Hours		**240**

Program Contact
Ms. Ann Coon (850) 471-4676
acoon@pensacolastate.edu

Department Head
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rbracken@pensacolastate.edu

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Criminal Justice Technology

People who enjoy working in this field usually have leadership skills, and are interested in working with people rather than things. They are sometimes described as practical, sociable, extroverted, and self-confident.

Typical Tasks Include . . .

- Investigate complaints, respond to traffic emergencies, drive patrol vehicles, detect crimes, arrest violators, and issue citations.

- Oversee individuals in jails and prisons.

- Use computers to search for information on suspected criminals.

A person can expect to work irregular hours and may experience various stress related activities.

Beyond Graduation . . .

The Criminal Justice Technology program at Pensacola State prepares students to enter a career in law enforcement or corrections.

Police officers usually become eligible for promotion after a probationary period ranging from six months to three years. In a large department, promotion may enable an officer to become a detective or to specialize in one type of police work, such as working with juveniles.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Public Safety/Public Service.

Job Placement Levels . . . Page 156

Some Primary Employers and Occupations

Graduates from the Criminal Justice Technology program, with appropriate certifications, support state, county, city, and private law enforcement and incarceration systems.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Corrections Officers

Supervise inmates by maintaining order within the institution, and enforcing rules and regulations. Officers increasingly supplement the counseling that inmates receive from psychologists, social workers, and other mental health professionals. Most corrections officers work at state correctional institutions such as prisons, prison camps, and reformatories. Others work at city and county jails or other institutions run by local governments, and at federal correctional institutions.

Highway Patrol Officers

Patrol highways and enforce laws and regulations that govern their use, and provide traffic assistance during road repairs, emergencies and special events. In most states, state police also enforce criminal laws and may help city or county police catch lawbreakers and control civil disturbances.

Law Enforcement Officers

Perform duties that range from traffic control to crime prevention and investigation. Police in small communities and rural areas perform a variety of duties. In larger police departments where the type of duty is more specific, most officers are detailed either to patrol or to traffic duty, while other officers may be assigned to special duties such as accident prevention, chemical and microscopic analysis, firearms identification, and handwriting and fingerprint identification.

Security Guards/Officers

Patrol and inspect public and private property to protect against fire, theft and vandalism and illegal entry. Many guards are employed during normal working hours in public and commercial buildings and other areas where there is a good deal of pedestrian traffic and public contact. Others patrol buildings and grounds during nights and weekends.

Other Occupations include:

Crime Analyst	Loss Prevention Specialist	Process Server
Intake Specialist	Private Investigator	Probation Officer Assistant
Juvenile Intake or Case Worker		

For more information, explore:

American Correctional Association **www.aca.org/certification1/**
American Jail Association **www.corrections.com/aja/**

Workforce Development Trends Florida			
OCCUPATION	EMPLOYMENT 2012 / 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Law Enforcement Workers	76,881 80,900	2.273	$23.99

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Criminal Justice Technology

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credits through the Cooperative Education program. Contact Student Job Services.

Foundation Courses

			Credits
CCJ	1020	Introduction to Criminal Justice (Category III)	3
___ ___	*	Natural Sciences/Mathematics (Category IV)	3
CJL	1100	Criminal Law	3
CJE	1640	Introduction to Criminalistics	3
ENC	1101	English Composition I (Category I)	3
CCJ	1452	Criminal Justice Administration	3
CGS	1570†	Computer Concepts and Applications	3

Intermediate Courses

HLP	1081	Concepts of Life Fitness	3
CJL	1130	Rules of Evidence	3
SYG	2000	Introduction to Sociology (Category V)	3
CJL	2062	Constitutional Law for Criminal Justice	3
CJC	2162	Probation and Parole	3
CJC	1000	Theory and Practice of Corrections	3
CJE	1500	Police Operations	3
BUL	2241	Business Law	3
SPC	1006C††	Basic Speaking and Listening Skills	1
CCJ	2687	Victimology	3
PHI	2600*	Ethics (Category II)	3

Advanced Courses

CJJ	2002	Juvenile Justice	3
CJE	1600	Criminal Investigation	3
CCJ	2010	Criminology	3
CCJ	2949	Criminal Justice Co-op or	
___ ___		Criminal Justice Elective	3

Total Program Credits 64

* *See General Education Course Requirements of current college catalog for options.*
† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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$ Financial Aid/Scholarships
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? Need help with Admissions and Registration?
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Crime Scene Technician

People entering this career need to have good eyesight and the ability to lift as much as 50 pounds. They are good at problem solving and critical thinking, in searching for facts. They also are good with practical, hands-on problems and solutions. Employment prospects for persons with a criminal record are unlikely.

Typical Tasks Include . . .

- Collect evidence from crime scenes, and store it in conditions that preserve its integrity.

- Keep records and prepare reports detailing findings, investigative methods, and laboratory techniques.

- Take photographs of evidence.

- Operate and maintain laboratory equipment and apparatus.

Individuals often work overtime, rotating shifts, and weekends.

Beyond Graduation . . .

This certificate is designed to prepare individuals for an entry-level position, working in the law enforcement field. New entrants to this career field will work under the supervision of other professionals in the career field. Graduates who wish to continue their education may take additional courses to earn a two-year Associate of Applied Science (A.A.S) Degree in Criminal Justice Technology.

Job Placement Levels . . . Page 156

Some Primary Employers and Occupations

Graduates from the Crime Scene Technician program will seek employment with state, county, city or private law enforcement systems. Anyone with a criminal record would not likely be hired by any agency based on their liability as a witness; therefore, completing this program is not recommended for individuals with a criminal record.

Crime Scene Technicians

Collect, identify, classify, and analyze physical evidence related to criminal investigations. They examine crime scenes to obtain clues and evidence, such as weapons, documents, clothing and fibers. They perform tests on weapons or substances such as fiber, hair, and tissue to determine their significance to an investigation. Technicians collect impressions of dust from surfaces to obtain and identify fingerprints, use chemicals and other substances to examine latent fingerprint evidence, and compare developed prints to those of known persons in databases. They work both indoors and outdoors.

Crime Scene Investigators

Charged with collection, inventory and documentation of evidence found at a crime scene and may testify in court as to its probative value and link to the defendant or defendants.

Other Occupations Include:

Evidence Technician
Forensic Specialist
Latent Fingerprint Examiner

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Protective Service Workers and All Other	118	123	10	$14.92

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Crime Scene Technician

Technical Certificate

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Foundation Courses

			Credits
CJE	1600	Criminal Investigations	3
CJE	1640	Introduction to Criminalistics	3

Intermediate Courses

CJE	2644**	Crime Scene Safety	2
CJE	1642**	Advanced Crime Scene	3
CJE	1673**	Crime Scene Photography I	3
CJE	2686	Forensic Cyber Investigation	3
CJE	2676**	Biological Evidence	2
CJL	1130	Rules of Evidence	3

Advanced Courses

CJE	1772**	Crime Scene Photography II	3
CJE	2671**	Latent Fingerprint Development	3

Total Program Credits   28

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

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Financial Aid/Scholarships
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Culinary Management

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People who enjoy working indoors, with food, serving others, and being part of a team, may be interested in culinary management as a career. If you are energetic, self-confident, creative, and persistent, you have the personal traits needed to be successful in this career.

Typical Tasks Include . . .

- Cook, supervise cooks and kitchen personnel.

- Plan menus, estimate food needs, order foods accordingly, and develop budgets.

- Create recipes for preparation of special meals.

Working hours may be irregular and work environments include extreme heat.

Beyond Graduation . . .

To advance in their career, students can obtain certification by the American Culinary Federation at a level commensurate with any previous experience. Restaurant and food service managers can obtain the Food Service Management Professional certification which is a measure of their professional achievement.

Executive chefs need extensive experience working as line cooks and sous chefs and general managers need experience working as assistant managers. Willingness to relocate often is essential for advancement to positions with greater responsibility. Managers advance to larger establishments, or regional management positions within restaurant chains.

Job Placement Levels . . . Page 156

Some Primary Employers and Occupations

Graduates from the Culinary Management program will provide food services within a large variety of industries including restaurants and other retail eating and drinking establishments, and institutions such as schools, colleges, hospitals, and nursing homes. Other employers include grocery stores, hotels, and private catering services.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Culinary Managers

Involves the production of food, and the management of food production and services. A wide range of opportunities exists for culinary artists with experience and formal training as cooks, chefs, maitre d's, managers, and health inspectors, in restaurants, schools, supermarket delis and bakeries, health care facilities, and government agencies. Employment opportunities are also found in the sale of food supplies and services, and in catering, food design, and edible product development.

Other Occupations Include:

Baker
Culinary Manager
Kitchen Manager or Assistant
Kitchen Supervisor
Prep, Lead, or Pantry Cook or Chef

For more information, explore:

American Culinary Federation www.acfchefs.org
American Hotel and Lodging Educational Institute www.ahlei.org
International Association of Culinary Professionals www.iacp.com/
National Restaurant Association www.restaurant.org/
National Restaurant Association Educational Foundation www.nraef.org/
Society for Foodservice Management www.sfm-online.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
First-Line Supervisor of Food Preparation & Serving Workers	1,291	1,437	45	$15.45

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Culinary Management

Associate of Science Degree

CHEF-AS

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost of Program

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

The program requires 45 hours of work experience. Students may earn credit through the Cooperative Education program. Contact Student Job Services.

Foundation Courses

			Credits
HFT	2212	Food Service Sanitation and Safety	2
FSS	1220C**	Culinary Techniques	3
FSS	1063C**	Professional Baking	3
HFT	1000++	Introduction to the Hospitality Industry	3
FSS	2284C**	Catering, Banquet, and Event Management	3
SPC	1006††	Basic Speaking and Listening Skills	1
SLS	1122†	Computer Skills for Academic Success	1
___	___*	General (Category V)	3
		or	
SLS	1353*	Generations at Work	3
FSS	1308C**	Dining Room Management Banquet and Russian Service	3

Intermediate Courses

___	___*	Social/Behavioral Sciences (Category III)	3
HFT	2451	Cost Control and Purchasing	3
FSS	1222L**	Culinary Production	3
HFT	2841C**	Intermediate Dining Room Management	3
HUN	1201	Elements of Nutrition (Category IV)	3
HFT	1860	Bar and Beverage Management	3
ENC	1101*	English Composition I (Category I)	3
___	___*	Humanities/Fine Arts (Category II)	3
HFT	2211	Hospitality Resource Management	3
FSS	2242L**	International/Regional Cuisine	3

Advanced Courses

FSS	2248C**	Garde Manger	3
FSS	2224L**	Classical Cuisine	3
HFT	2840C**	Dining Room Management French Service	3
FSS	2247C**	Advanced Baking	3

Total Program Credits — 64

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

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Culinary Arts

People who enter the culinary profession enjoy practical, hands-on activities and are creative and comfortable with decision making and problem solving. They are skilled in interpersonal relations, and coordinating the work and activities of others. Good communications skills are important. Near vision and arm-hand steadiness are essential.

Typical Tasks Include . . .

- Check the quality of food products to ensure that standards are met

- Monitor sanitation practices

- Check the quality and quantity of supplies; order food and other supplies

- Inspect supplies, equipment and work areas

- Determine what food should be presented

Working hours may be irregular, and work environments include extremes in temperatures.

Beyond Graduation . . .

With additional coursework, graduates from the Culinary Arts certificate program may complete the Associate of Applied Science (A.A.S.) degree in Culinary Management at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Culinary Arts program will provide food services within a large variety of industries including restaurants and other retail eating and drinking establishments, and institutions such as schools, colleges, hospitals, and nursing homes. Other employers include grocery stores, hotels, and private catering services.

**TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Culinary Arts

Involves the production of food, and the management of food production and services. A wide range of opportunities exists for culinary artists with experience and formal training as cooks, chefs, maitre d's, managers, and health inspectors, in restaurants, schools, supermarket delis and bakeries, health care facilities, and government agencies. Employment opportunities are also found in the sale of food supplies and services, and in catering, food design, and edible product development.

Other Occupations Include:

Baker
Kitchen Assistant
Line Cook
Prep, Lead, or Pantry Cook
Sous Chef

For more information, explore:

American Culinary Federation www.acfchefs.org
American Hotel and Lodging Educational Institute www.ahlei.org
International Association of Culinary Professionals www.iacp.com/
National Restaurant Association www.restaurant.org/
National Restaurant Association Educational Foundation www.nraef.org/
Society for Foodservice Management www.sfm-online.org/

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Food Preparation & Serving Workers, Including Fast Food	4,640	5,417	232	$8.44

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Culinary Arts

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Foundation Courses

			Credits
HFT	2212	Sanitation and Safety	2
FSS	1220C**	Culinary Techniques	3
FSS	1063C**	Professional Baking	3
HFT	2840C**	Dining Room Management (French Service)	3
FSS	1308C**	Dining Room Management Banquet and Russian Service	3

Intermediate Courses

FSS	2224L**	Classical Cuisine	3
FSS	2242L**	International/Regional Cuisine	3
FSS	2247C**	Advanced Baking	3
FSS	1222L**	Culinary Production	3

Advanced Courses

FSS	2224L**	Classical Cuisine	3
FSS	2242L**	International/Regional Cuisine	3
FSS	2247C**	Advanced Baking	3
FSS	1222L**	Culinary Production	3

Total Program Credits   35

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

Program Contact
Mr. Jimmie Langham (850) 484-1422
jdlangham@pensacolastate.edu

Department Head
Mr. Roy Bracken (850) 484-1013
rbracken@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

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Dutal Hygiene

People in this career like to work with people, on a one-on-one basis, more than with things or ideas. They usually have mathematical and scientific abilities and need good eye and hand coordination and an ability to work with small instruments. They may be described as practical, curious, and sociable.

Primary Employers and Occupations

Graduates from the Dental Hygiene program work mainly in private dental offices. Others work in public health agencies, school systems, hospitals, armed forces, and clinics.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Dental Hygienists

Licensed professionals who provide preventive dental care and instruct patients how to practice good oral hygiene. Depending on state legal requirements, they provide a wide range of services. Hygienists perform patient health screenings, clean teeth, apply fluoride and sealants, expose and develop dental radiographs, provide nutritional counseling and preventive health education. Dental hygienists use a variety of methods in the course of their work such as hand, rotary and ultrasonic instruments. Models of teeth are used to explain oral hygiene procedures to patients. Many dental hygienists work part-time and hold multiple jobs.

For more information, explore:
American Dental Association www.ada.org
American Dental Hygienists' Association www.adha.org/

Typical Tasks Include . . .

- Examine teeth and records for diagnosis and treatment by the dentist.

- Perform dental protective and preventative treatments relating to oral hygiene.

- Expose, develop, and mount x-rays of teeth and gums.

- Make impressions of teeth.

- Clean patients' teeth using scaling and polishing equipment.

Beyond Graduation . . .

Dental Hygienists are required to sit for a written national board and also a clinical state board, and must be licensed by the state in which they practice. Graduates of the Dental Hygiene program at Pensacola State College are eligible to sit for the state board examination in any state in which they desire to practice.

Job Placement Levels . . .
Page 156

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Dental Hygienists	320	350	10	$22.58

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Dental Hygiene

Associate of Science Degree

DH-AS

Accreditation Status

Commission on Dental Accreditation (CODA) American Dental Association (**www.ada.org**)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses

			Credits
ENC	1101	English Composition I	3
BSC	1093**	Anatomy and Physiology I	3
BSC	1093L**	Anatomy and Physiology I Laboratory	1
MCB	1000**	Applied Microbiology	3
MCB	1000L	Applied Microbiology Laboratory	1
CHM	1045	General Chemistry I	3
CHM	1045C	General Chemistry I Laboratory	1
MAC	1105	College Algebra or higher	3

Semester I

BSC	1094**	Anatomy and Physiology II	3
BSC	1094L**	Anatomy and Physiology II Laboratory	1
DES	1000	Dental Anatomy	2
SPC	1006C††	Basic Speaking & Listening Skills	1
DEP	2004	Human Growth and Development (Category III)	3
W	00753	CPR*	
		(Students must possess a Healthcare Providers CPR card which is valid through graduation of the dental hygiene program, American Heart or Red Cross only.)	

Semester II

DES	1010**	Dental Head and Neck Anatomy	2
DEH	1130**	Oral Embryology and Histology	1
DEH	1002**	Fundamentals of Dental Hygiene	3
DEH	1002L**	Dental Hygiene Pre-Clinic	3
DES	1200C**	Dental Hygiene Radiology I	3
DEH	1720	Preventive Dentistry	2

Semester III

DEH	1811**	Dental Ethics and Jurisprudence	1
DEH	1800**+	Dental Hygiene I	2
DEH	1800L**	Dental Hygiene Clinic I	4
DEH	1400**	Oral Pathology	2
DEH	2602**	Periodontics	2
SYG	2000	Introduction to Sociology	3

Semester IV

DEH	1802**	Dental Hygiene II	1
DEH	1802L**	Dental Hygiene Clinic II	3
DEH	2202	Nutrition and Dental Health	2
DES	1100C	Dental Materials	3
DES	1051C	Pain Management	1

Semester V

DEH	2300**	Pharmacology/Dental Office Emergencies	2
DEH	2804**	Dental Hygiene III	2
DEH	2804L**	Dental Hygiene Clinic III	5
DEH	2702	Dental Public Health	2
____	____*	Humanities/Fine Arts (Category II)	3

Semester VI

DEH	2806**	Dental Hygiene IV	2
DEH	2806L**	Dental Hygiene Clinic IV	5
DEH	2702L	Dental Public Health Lab	1

Total Program Credits   88

  * See General Education Course Requirements of current college catalog for options.
 ** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
 † Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Program Contact
Ms. Linda Lambert (850) 484-2242
llambert@pensacolastate.edu

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

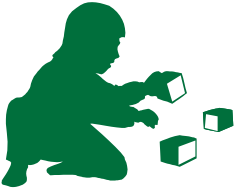**Need help with Admissions and Registration?**
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Early Childhood Education
(Associate of Science Degree)

Professionals in this career must possess good communication and social skills and also have a genuine interest in adult/child relationships. Friendly, understanding, sympathetic, and empathetic describe the attributes of an Early Childhood professional.

Typical Tasks Include . . .

- Plan and implement appropriate programs for young children.

- Assist the teacher in planning and implementing programs.

- Supervise a group of children in a school, private home setting, or on a field trip.

- Operate audiovisual equipment, recording grades, or preparing materials for an activity.

Beyond Graduation . . .

By gaining experience in a child development center or a public or private school, students may advance to supervisory or administrative positions. The Associate of Science (A.S.) degree in Early Childhood Education at Pensacola State College is equivalent to or greater than the FCCPC— Florida Child Care Professional Credential — required by the State of Florida. With additional coursework, students may obtain their Associate in Arts (A.A.) degree, a bachelor's degree, and earn state teacher certification to be eligible to work in a public school.

Job Placement Levels . . .
Page 156

Some Primary Employers and Occupations

Employers of graduates from the Early Childhood Education (Associate of Science Degree) program include public and private schools, child development centers, family-home daycares, religious organizations, and self-employment.

Child Development Educators
Concerned with the education, guidance, and daily care of young children. Early childhood professionals plan and implement activities that stimulate children's intellectual, social, emotional and physical development.

Preschool Teachers
Work in public or private schools, or child development centers, where they plan and implement activities for young children which promote: intellectual, social, emotional, and physical growth and development needed to be successful as they enter primary school. Preschool teachers also teach in infant or toddler programs.

Child Development Center Curriculum Coordinators
May be involved in long range planning of child development programs.

Family Day Care Providers
Care for a few children in their own homes. These workers are generally self-employed and are responsible for all aspects of running a small business. Child development and education graduates also are employed at centers serving children with special needs or children who are school age, or as child development nannies. Graduates may also own or operate a child care or preschool center.

Teacher Aides
Assist classroom teachers in elementary schools. Aides often apply training in child development and typing skills to perform a combination of instructional and clerical duties. [*See also Teacher Aides, Early Childhood Education (Technical Certificate Programs), page 66*.]

Other Occupations include:
Early Childhood Teacher/Assistant
Early Intervention Teacher/Assistant

For more information, explore:
Association for Childhood Education International www.acei.org
National Association for the Education of Young Children www.naeyc.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Child Care Workers	1,836	2,076	88	$9.22

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Early Childhood Education

Associate of Science Degree

CHILD-AS

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Course CHD 2440C Early Childhood Practicum is an internship. Students may earn Cooperative Education credits that can be used in this program. Contact Student Job Services.

Foundation Courses

			Credits
ENC	1101	English Composition I (Category I)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Social/Behavioral Sciences (Category III)	3
____	____*	Natural Sciences/Mathematics (Category IV)	3
____	____*	General (Category V)	3
CHD	1104+	Introduction to Early Childhood	3
EDF	1005++	Introduction to the Teaching Profession	3

Intermediate Courses

EDF	2085++	Introduction to Diversity for Educators	3
EME	2040+	Introduction to Educational Technology	3
DEP	2001+	Child Development	3
HSC	2400	First Aid & Injuries	3
SLS	1353++	Generations at Work	3
CHD	2620	Home, School and Community Relations	3
CHD	2120	Infants and Toddlers	3
____	____+++	Electives (See Suggested Electives)	3

Advanced Courses

CHD	1332	Creative Experiences for Children	3
CHD	1800+	Management in Child Care	3
CHD	2380	Teaching Young Children	3
CHD	2440C**+	Early Childhood Practicum	3
EEX	2010	Introduction to Exceptional Children	3
EEX	1600	Behavior Management	3

Total Program Credits   63

+ *FCCPC Certificate*
++ *This course includes field experience or service learning. See course description for more information.*
+++ ***Suggested Electives:***
    ASL 1140C, ASL 1150C, ASL 2160C, HSC 2400, HSC 2100, SYG 2000.
* *See General Education Course Requirements of current college catalog for options.*
** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

careerPathways
Go to: Page 7

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Program Contact
Ms. Betty Persons (850) 484-2534
bpersons@pensacolastate.edu

Department Head
Ms. Susan Morgan (850) 484-2137
smorgan@pensacolastate.edu

$ Financial Aid/Scholarships
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Early Childhood Education
(Technical Certificates)

Professionals in this career must possess good communication and social skills and also have a genuine interest in adult/ child relationships. Friendly, understanding, sympathetic, and empathetic describe the attributes of an Early Childhood professional.

Typical Tasks Include . . .

- Plan and implement appropriate programs for young children.
- Assist the teacher in planning and implementing programs.
- Supervise a group of children in a school, private home setting, or on a field trip.

Beyond Graduation . . .

By gaining experience in a child development center or a public or private school, students may advance to supervisory or administrative positions.

The courses in these programs can be transferred to the Associate of Science (A.S.) degree in Early Childhood Education program at Pensacola State College.

Job Placement Levels . . . Page 156

Some Primary Employers and Occupations

Graduates from the Early Childhood Education (Technical Certificate) programs work as child care workers or preschool teachers or teacher aides in pre-schools, child-care centers, child care homes, or other child development centers in the public or private sector. Employers include child care centers, school systems, religious organizations, private households and family-home child-care programs.

Child Care Workers

Concerned with the education, guidance, and daily care of young children. They plan and implement activities that stimulate children's: intellectual, social, emotional, and physical development.

Preschool Teachers

Work in public or private schools, or child development centers, where they plan and implement activities for young children which promote: intellectual, social, emotional, and physical growth and development needed to be successful as they enter primary school.

Family Child Care Providers

Care for a few children in their own homes. These workers are generally self-employed and are responsible for all aspects of running a small business.

Teacher Aides

Assist classroom teachers in elementary schools. Aides often apply training in child development and typing skills to perform a combination of instructional and clerical duties. [*See also Teacher Aides, Early Childhood Education (Associate of Science Degree Program), page* 56.]

For more information, explore:
National Association for the Education of Young Children www.naeyc.org
National Child Care Association www.nccanet.org
National Child Care Information Center www.nccic.org
Association for Childhood Education International www.acei.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Child Care Workers	1,836	2,076	88	$9.22

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Entrance Requirements
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program
This program includes practicum classes.

Early Childhood Intervention
(Child Development and Early Intervention) (CHD-CT)

The CHD-CT Early Childhood Intervention Technical Certificate is a 36 college credit program designed to prepare students as entry level teachers in a child care or pre-school program.

Upon completion of this program, students will have earned their FCCPC along with Pre-K and Infant/Toddler specialization certificates. This program is composed of selected college credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

Required Courses		Credits
DEP 2001	Child Development	3
CHD 1104	Introduction to Early Childhood	3
CHD 2440C	Early Childhood Practicum	3
CHD 1800	Management in Child Care	3
CHD 2380	Teaching Young Children	3
CHD 1332	Creative Experiences for Children	3
EEX 1600	Behavior Management	3
EEX 2010	Introduction to Exceptional Children	3
CHD 2120	Infants and Toddlers	3
CHD 2620	Home, School and Community Relations	3
____ ____ +	Approved Electives	6

Total Program Credits   36

+ **Approved Elective**—*Choose from the following courses:*
EDF 2085, EME 2040, EDF 1005, HSC 2400, HSC 2100, HSC 2402.

Early Childhood Teacher
(Preschool) (PREK-CT)

The Pre-K College Technical Certificate is a 12 college-credit program designed to provide students with the skills needed to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization.

Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

Required Courses		Credits
DEP 2001	Child Development	3
CHD 1104	Introduction to Early Childhood	3
CHD 2380	Teaching Young Children	3
CHD 1332	Creative Experiences	3

Total Program Credits   12

Program Contact
Ms. Betty Persons (850) 484-2534
bpersons@pensacolastate.edu

Department Head
Ms. Susan Morgan (850) 484-2137
smorgan@pensacolastate.edu

Financial Aid/Scholarships
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Early Childhood Education
(Technical Certificates)

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Professionals in this career must possess good communication and social skills and also have a genuine interest in adult/child relationships. Friendly, understanding, sympathetic, and empathetic describe the attributes of an Early Childhood professional.

Typical Tasks Include . . .

- Plan and implement appropriate programs for young children.

- Assist the teacher in planning and implementing programs.

- Supervise a group of children in a school, private home setting, or on a field trip.

Beyond Graduation . . .

By gaining experience in a child development center or a public or private school, students may advance to supervisory or administrative positions.

Job Placement Levels . . .
Page 156

Some Primary Employers and Occupations

Graduates from the Early Childhood Education (Technical Certificate) programs work as child care workers or preschool teachers or teacher aides in pre-schools, child-care centers, child care homes, or other child development centers in the public or private sector. Employers include child care centers, school systems, religious organizations, private households and family-home child-care programs.

Child Care Workers
Concerned with the education, guidance, and daily care of young children. They plan and implement activities that stimulate children's: intellectual, social, emotional, and physical development.

Preschool Teachers
Work in public or private schools, or child development centers, where they plan and implement activities for young children which promote: intellectual, social, emotional, and physical growth and development needed to be successful as they enter primary school.

Family Child Care Providers
Care for a few children in their own homes. These workers are generally self-employed and are responsible for all aspects of running a small business.

Teacher Aides
Assist classroom teachers in elementary schools. Aides often apply training in child development and typing skills to perform a combination of instructional and clerical duties. [*See also Teacher Aides, Early Childhood Education (Associate of Science Degree Program), page* 56.]

For more information, explore:
National Association for the Education of Young Children www.naeyc.org
National Child Care Association www.nccanet.org
National Child Care Information Center www.nccic.org
Association for Childhood Education International www.acei.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Child Care Workers	1,836	2,076	88	$9.22

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services

Early Childhood Education

Florida Child Care Professional Credential (FCCPC) (Child Care Center Management) (CDA-CT)

The Florida Child Care Professional Credential College Technical Certificate is a 12 college-credit program designed to prepare students as entry level child care workers and teachers with the knowledge and skills necessary to provide quality childcare programs.

The completion of these courses coupled with 480 hours work experience qualifies the student for their FCCPC or National CDA certificate. Additionally, the courses can be transferred into appropriate technical certificates programs within Early Childhood or can be used in either the AS/AA Early Childhood degree programs.

Required Courses			Credits
DEP	2001	Child Development	3
CHD	1104	Introduction to Early Childhood	3
CHD	2440C	Early Childhood Practicum	3
CHD	1800	Management of Child Care	3

Total Program Credits **12**

Infant/Toddler Specialization (BABY-CT)

The Baby-CT College Technical Certificate is a 12 college-credit program designed to provide students with the skills and information needed to design a developmentally appropriate environment and curriculum for infants and toddlers.

This program is composed of selected college-credit courses offered within the AS and/or AA Early Childhood degree programs and will count toward those degrees.

Required Courses			Credits
DEP	2001	Child Development	3
CHD	1104	Introduction to Early Childhood	3
CHD	2440C	Early Childhood Practicum	3
CHD	2120	Infants and Toddlers	3

Total Program Credits **12**

+ *Approved Elective*—Choose from the following courses: *EDF 2085, EME 2040, EDF 1005, HSC 2400, HSC 2100, HSC 2402.*

Program Contact
Ms. Betty Persons (850) 484-2534
bpersons@pensacolastate.edu

Department Head
Ms. Susan Morgan (850) 484-2137
smorgan@pensacolastate.edu

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EKG Technician

People in this career are "doers." They like physical activities and projects, have strong interests in helping others, and enjoy analyzing and solving problems. They want work that allows the best use of their abilities, and results in a sense of accomplishment. It's also very important to them to have friendly co-workers. They like to be of service to others without compromising their sense of right and wrong. They are dependable and cooperative, have good attention to detail, and can tolerate stress.

Typical Tasks Include . . .

• Attach electrodes then monitor patient comfort and vital signs while using electrocardiogram (EKG) equipment

• Notify physicians of abnormalities or changes in patient responses

• Obtain and record patient identification, medical history and test results

• Check, test, and maintain cardiology equipment, making minor repairs when necessary, to ensure proper operation.

Beyond Graduation . . .

Graduates from the EKG Technician program may advance in career by successfully completing an examination offered by a national EKG technician credentialing agency. They may also pursue a degee in any health care program at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the EKG Technician program will find the largest concentration of employment in hospitals. A few EKG technicians are employed in the offices of physicians. A smaller percentage work for insurance companies.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

EKG Technicians

Conduct tests and evaluations of patients for diagnostic purposes that aid in the detection, diagnosis and treatment of diseases, injuries or other physical conditions.

EKG Technicians explain testing procedures to patients and obtain and record patient identification, medical history or test results. They prepare and position patients for testing; attach electrodes to the patients' chests, arms, and legs; connect electrodes to leads from the electrocardiogram (EKG) machine; and operate the EKG machine to obtain a reading. During testing, they monitor patients' blood pressure, heart rate, comfort and safety, alerting physicians to abnormalities or changes in patient responses. Technicians adjust equipment and controls according to physicians' orders or established protocol.

Other Occupations Include:

Electrocardiograph Aide
Patient Care Technician
ER Technician

For more information, explore:

American Heart Association www.americanheart.org/

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Cardiovascular Technologists and Technicians	203 234	7	$20.90

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

EKG Technician

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

Semester I

			Clock Hours
HSC	0003C	Basic Healthcare Worker	90
MEA	0540C	EKG Aide	75

Semester II

MEA	0541C	EKG Technician	300

Total Program Clock Hours   **465**

Program Contact
Ms. Wilma Duncans-Burnett (850) 484-2216
wduncans-burnett@pensacolastate.edu

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

Financial Aid/Scholarships
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Electronics Engineering Technology

People in this career like to work with tools and machines and have mathematical and mechanical abilities. They must meet strict standards, have good eye and hand coordination with above average finger and hand dexterity.

Typical Tasks Include . . .

- Build, test, modify, or repair electrical and electronic equipment.

- May work with experimental electronic equipment or industrial production equipment or instruments.

Beyond Graduation . . .

Technicians usually begin by performing routine duties under the close supervision of an experienced technician, technologist, engineer, or scientist. As they gain experience, they are given more difficult assignments with only general supervision. Some engineering technicians eventually become supervisors.

As technology becomes more sophisticated, employers will continue to look for technicians who are skilled in new technology and require a minimum of additional job training. An increase in the number of jobs related to public health and safety should create job opportunities for technicians.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Electronics Engineering Technology program support manufacturing, utilities, business/computer services, home electronic repair, and medical equipment repair services.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Biomedical Equipment Technicians
Inspect, calibrate, maintain, repair, and install complex medical equipment and instrumentation used in medical therapy and diagnosis. These technicians may specialize in equipment used in health care areas such as radiology, nuclear medicine, laser technology or patient monitoring.

Electronics Engineering Technicians
Help develop, manufacture, and service electronic equipment such as radios, radar, sonar, television, industrial and medical measuring or control devices, navigational equipment, and computers, often using measuring and diagnostic devices to test, adjust, and repair equipment.

Instrumentation Technicians
Test, inspect, maintain, and help to develop complex instruments, such as strain gauges and pressure gauges, that sense, measure, and record changes in industrial environments. Some instrumentation technicians operate laboratory equipment to test instruments on performance, while others design and build new apparatus or modify old designs.

Telecommunications Technicians
Install and repair a wide variety of telecommunication equipment, including telephones, satellite hook-ups, telegraph transmitters and receivers, private branch exchanges, and microwave communications systems. Technicians adjust transmitters, electronically test hook-ups, and design and test communications systems.

Other Occupations Include:

Computer Service Technician	Electronics Aides	System Technician
Digital/Analog Electronics Tester	Electronics Specialist	Telecommunications Specialist

For more information, explore:
International Society of Certified Electronics Technicians **www.iscet.org/**
SEMATECH **www.sematech.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Telecommunications Equipment Installers and Repairers	296	374	15	$22.92

Many jobs in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Electronics Engineering Technology
Associate of Science Degree

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn Cooperative Education credits that can be used in this program. Work experience positions with various companies are listed with Student Job Services.

careerPathways
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PSC PENSACOLA STATE COLLEGE

General Education Courses

			Credits
ENC	1101*	English Composition (Category I)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Social/Behavioral Sciences (Category III)	3
MAC	1105*	College Algebra (Category IV)	3
____	____*	General (Category V)	3
SPC	1006C††	Basic Speaking and Listening Skills	1

Foundation Courses

(Students should take their foundation courses as early as possible)

CGS	1061C†	Introduction to Computers in Technology	3
ETI	1701	Industrial Safety	3
EET	1015C**	Direct Current Circuits	3
CET	1112C**	Digital Fundamentals	3
EET	1025C**	Alternating Current Circuits	3

Intermediate Courses

EET	1141C**	Electronic Devices and Integrated Circuits I	3
____	____**+	Programming Language	3

Advanced Courses

EET	2142C**	Linear Circuits	3
CET	2113C**	Digital Circuits	3
___	____++	Emphasis Courses	25

Total Program Credits   68

Cooperative Education Courses

EET	2947	Electronic Technology Co-op	1
EET	2948	Electronic Technology Co-op	2
EET	2949	Electronic Technology Co-op	3

  * See General Education Course Requirements of current college catalog for options.

  ** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

  † Course meets Computer Competence Requirement.

  †† Course meets Oral Communications Requirements.

  + Programming Language: Choose any COP prefix course.

++ Emphasis Courses:

Emphasis Courses
Manufacturing

EGS	1111	Engineering Graphics	3
EST	2542C	Programmable Logic Controller Fundamentals	3
EET	2215C	Instrumentation Electronics	3
ETD	2340**	Computer Drafting	3
EET	2412	Fabrication Processes (MasterCam Art)	4
ETI	2414**	Computer-Aided Manufacturing	4
ETI	2415	Woodworking Processes (MasterCam Router)	4
EET	2084C	Introduction to Electronics	3
ETS	2511C	Motor and Controls	3
EET	1931	Special Topics in Electronics Engineering Technology	1
EET	1932	Special Topics in Electronics Engineering Technology	2
EET	1933	Special Topics in Electronics Engineering Technology	3
ETI	1931	Special Topics in Mechanical Design	1
ETI	1932	Special Topics in Mechanical Design	2
ETI	1933	Special Topics in Mechanical Design	3

Biomedical

BSC	1093	Anatomy and Physiology I	3
BSC	1093L	Anatomy and Physiology I Lab	1
BSC	1094	Anatomy and Physiology II	3
BSC	1094L	Anatomy and Physiology II Lab	1
ETS	2406**	Biomedical Equipment	4

Cisco Certified Networking Associate (C.C.N.A.)

CET	1600C**	Network Fundamentals	3
CET	1610C**	Router Theory and Router Technologies	3
CET	2615C**	LAN Switching and Wireless	3
CET	2620C**	Accessing the Wan	3

Computer Technician

CET	1178C**	PC Hardware A+	3
CET	1179C**	PC Operating Systems A+	3
CET	2172C**	PC Maintenance, Upgrade and Support	3
CET	1634C	Telecommunications Distribution Systems	3
CET	1588C**	Network +	3
CTS	1155	Help Desk Technician	3
CTS	2106C	Linux+	3
CIS	1350	Security Awareness	3
CTS	2120C	Security+	4

Program Contact
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Department Head
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$ Financial Aid/Scholarships
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Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

Electronics Aide

People in this career work mostly indoors. They must be prepared for work that may be strenuous at times and may include lifting heavy objects, and standing, stooping, bending, and kneeling for long periods of time.

Typical Tasks Include . . .

- Inspect and test electrical or electronic systems to locate and diagnose malfunctions, using visual inspections and testing instruments.

- Replace and clean electrical or electronic components.

- Splice wires and solder connections to fixtures and equipment.

- Install equipment and accessories such as stereos, navigation equipment, communication equipment, and security systems.

- Confer with customers to determine the nature of malfunctions. Estimate costs of repairs based on parts and labor charges.

Beyond Graduation . . .

The credits in this certificate may be applied toward the Electronics Engineering Technology A.S. degree program offered at Pensacola State College. This degree offers on-the-job experience through the Cooperative Education Program.

Job Placement Levels . . .
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Primary Employers and Occupations

Graduates from the Electronics Aide program typically work in manufacturing, electric maintenance, or the installation and repair of electronic equipment. They may be employed at the entry level at industrial/manufacturing sites, in homes, in businesses, or even in the automotive industry.

Electronic Equipment Assemblers
Assemble and modify electronic equipment such as control systems, radio equipment, test instruments, computers, numerical control machine tools, radar, telemetering systems, and appliances.

Electronic Equipment Repairers
Adjust and repair radio and television receivers, stereo systems, tape recorders, video systems, and other electronic home entertainment equipment.

Electronic Repairers
Install, maintain, and repair electronic equipment, such as biomedical equipment, industrial controls, telemetering and missile control systems, radar systems, transmitters and antennae.

Electromechanical Equipment Assemblers
Assemble electromechanical equipment or devices, such as gear trains, gyros, dynamometers, wave guides, magnetic drums, tape drives, actuators, and gearbox mechanisms, according to specifications.

For more information, explore:
Electronics Technicians Association International **www.eta-i.org**
International Society of Certified Electronics Technicians **www.iscet.org/**

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Electronics Repairers, Commercial and Industrial Equipment	79 79	2	$25.43

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Electronics Aide

Technical Certificate

ELEC-CT
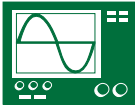
Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses

			Credits
EET	1015C**	Direct Current Circuits	3
EET	1025C**	Alternating Current Circuits	3
EET	1141C**	Electronic Devices and Integrated Circuits I	3
CET	2113C**	Digital Circuits	3

Total Program Credits   12

NOTE: This certificate assumes the student has a basic knowledge of digital principles. If not, the student may need to take CET 1112C prior to taking CET 2113C.

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

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Emergency Medical Services

People who prefer this career usually have mathematical and scientific abilities, like to work as a team member, have good leadership skills, and can physically and mentally cope with high levels of stress. They are described as optimistic, extroverted, and self-confident.

Typical Tasks Include . . .

- Handle business and administrative affairs.

- Oversee and carry out policies and procedures.

- Maintain and develop budgets.

- Supervise managers and conduct community outreach and educational activities.

Beyond Graduation . . .

This program teaches current EMTs/Paramedics managerial skills. An EMT/Paramedic can become a supervisor, operations manager, administrative director, or executive director of emergency services.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Public Safety/Public Service.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Emergency Medical Services program work for hospitals, private ambulance services, and municipal fire, police, or rescue squad departments.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Emergency Medical Services

Involves planning, organizing, coordinating and supervising a medical emergency service program. Graduates coordinate the activities of persons involved in the rescue, transportation, and care of accident or catastrophe victims, and others requiring emergency medical assistance. They manage administrative requirements such as staffing, maintaining records of facilities and personnel and periodically inspecting facilities. They develop, plan, and participate in training programs for ambulance and rescue personnel.

Other Occupations Include:

Emergency Medical Services Coordinator
Emergency Medical Technician
Paramedic

For more information, explore:

American Ambulance Association **www.the-aaa.org**
International Association of Flight Paramedics **www.flightparamedic.org/**
National Association of Emergency Medical Technicians **www.naemt.org**
National Registry of Emergency Medical Technicians **www.nremt.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Emergency Medical Technicians and Paramedics	327	390	14	$15.24

Many occupations in this field are listed among the fastest growing occupations in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

The Center for Advising & Career Services   Go to: Page 5

Emergency Medical Services

Associate of Science Degree

EMS-AS

Accreditation Status

Committee on Educational Programs for the EMS (**www.coaemsp.org**)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

General Education Courses

			Credits
___ ___ **		Elective (Consult with Program Advisor)	4
MAC	1105	College Algebra (or higher) (Category IV)	3
ENC	1101	English Composition (Category I)	3
SYG	2000	Sociology (Category III)	3
___ ___		Humanities/Fine Arts (Category II)	3
___ ___ †		Computer Competency requirement	1
DEP	2004	Human Growth and Development (Category V)	3
EMS	1119*	Emergency Medical Technician	7
EMS	1119L*	EMT Lab	2
EMS	1411L*	EMT Clinical Internship	2
BSC	1080**	Essentials of Anatomy & Physiology	3
BSC	1080L**	Essentials of Anatomy & Physiology Laboratory	1

Semester I – Fall

EMS	2613	Patient Assessment	1
EMS	2614	Airway Management/Respiratory Emergencies	3
EMS	1601	Introduction to Advanced Prehospital Care	1
EMS	2231L	Paramedic Lab I	3

Semester II – Spring

EMS	1683	Fundamentals of Advanced Prehospital Care	1
EMS	1654	Paramedic Field/Clinical Experience I	3
EMS	2627††	Medical Emergencies	4
EMS	1612	Cardiovascular Emergencies	2
EMS	2232L	Paramedic Lab II	2

Semester III – Summer

EMS	2681	Special Considerations in Prehospital Care	1
EMS	2680	Behavioral Emergencies	1
EMS	2628	OB/GYN/Neonatal/Pediatric Emergencies	2
EMS	2655	Paramedic Field/Clinical Experience II	3
EMS	2682	Advanced Prehospital Trauma Management	2
EMS	2236L	Paramedic Lab III	3

Semester IV – Fall

EMS	2656	Paramedic Field/Clinical Internship	5
EMS	2460C	Advanced Clinical Practice	1

Total Program Credits   73

* Closed Program. See catalog for entry requirements.
** BSC1093 and BSC1094 (and the companion laboratories) may substitute for the BSC1080, BSC1080L and the 4 hours of elective.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

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$ Financial Aid/Scholarships
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Emergency Medical Technician

People who prefer this career like to work as a team member and can physically and mentally cope with high levels of stress.

Typical Tasks Include . . .

- Coordinates with treatment center staff to obtain patients' vital statistics and medical history, to determine the circumstances of the emergency, and to administer emergency treatment.

- Administers first aid treatment and life support care to sick and injured persons.

- Communicates with dispatchers and treatment center staff to arrange reception of victims and to get instructions for further treatment.

Beyond Graduation . . .

Job Placement Levels . . .
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Primary Employers and Occupations

Graduates from the Emergency Medical Technician program work for hospitals, private ambulance services, and municipal fire, police, or rescue squad departments.

Emergency Medical Technicians
Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

For more information, explore:
American Ambulance Association **www.the-aaa.org**
International Association of Flight Paramedics **www.flightparamedic.org/**
National Association of Emergency Medical Technicians **www.naemt.org**
National Registry of Emergency Medical Technicians **www.nremt.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Emergency Medical Technicians and Paramedics	327	390	14	$15.24

Many occupations in this field are listed among the fastest growing occupations in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

The Center for Advising & Career Services   Go to: Page 5

Emergency Medical Technician

Advanced Technical Diploma

EMT-ATD

Accreditation Status

Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**) and American Medical Association (**www.ama-assn.org**).

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s).

Entrance Requirements

This program is a selected admission, limited access program. Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Course			Clock Hours
EMS	1119	Emergency Medical Technician	7
EMS	1119L	EMT Lab	2
EMS	1411L	EMT Clinical Internship	2
Total Program Clock Hours			**240**

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Paramedic

People who prefer this career have mathematical and scientific abilities, like to work as a team member, and can physically and mentally cope with high levels of stress. They are described as curious, sympathetic, and energetic.

Typical Tasks Include . . .

- Respond to medical emergencies.
- Determine the nature of the injury.
- Administer first aid treatment.
- Transport persons to medical facilities.
- Administer medication or intravenous treatment.
- Work as a team member.

Beyond Graduation . . .

This program teaches advanced life support measures to EMTs. The next step would be to pursue the Emergency Medical Services A.S. degree at Pensacola State College in order to advance in their field into management positions.

An EMT/Paramedic can become a supervisor, operations manager, administrative director, or executive director of emergency services.

Paramedics may also consider completing the A.S. degree program in Registered Nursing at Pensacola State.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Paramedic program work for hospitals, private ambulance services, and municipal fire, police, or rescue squad departments. In many smaller cities, there are no paid Paramedic jobs; there, all services are provided by volunteers.

TARGETED OCCUPATION
**HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Paramedics

A special grade of EMT who provide the most extensive prehospital care. Working with close radio contact under the direction of a hospital emergency room physician, paramedics treat acutely ill or injured patients using basic and advanced life saving techniques. Paramedics may administer drugs orally and intravenously, interpret EKGs, and use cardiac monitors, defibrillators, and other complex medical equipment.

For more information, explore:

American Ambulance Association **www.the-aaa.org**
International Association of Flight Paramedics **www.flightparamedic.org/**
National Association of Emergency Medical Technicians **www.naemt.org**
National Registry of Emergency Medical Technicians **www.nremt.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Emergency Medical Technicians and Paramedics	327	390	14	$15.24

Many occupations in this field are listed among the fastest growing occupations in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Paramedic

Technical Certificate

PARAM-CT

Accreditation Status

Committee on Accreditation of Educational Programs for the EMS Professions (**www.coaemsp.org**)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Fall			Credits
BSC	1080**	Essentials of Anatomy & Physiology	3
BSC	1080L**	Essentials of Anatomy & Physiology Lab	1
EMS	2613**	Patient Assessment	1
EMS	2614**	Airway Management/Respiratory Emergencies	3
EMS	1601**	Introduction to Advanced Prehospital Care	1
EMS	2231L	Paramedic Lab I	3

Spring			
EMS	1683**	Fundamentals of Advanced Prehospital Care	1
EMS	1654**	Paramedic Field/Clinical Experience I	3
EMS	2627**++	Medical Emergencies	4
EMS	1612**	Cardiovascular Emergencies	2
EMS	2232L	Paramedic Lab II	2

Summer			
EMS	2681**	Special Considerations in Prehospital Care	1
EMS	2680**	Behavioral Emergencies	1
EMS	2628**	OB/GYN/Neonatal/Pediatric Emergencies	2
EMS	2655**	Paramedic Field/Clinical Experience II	3
EMS	2682**	Advanced Prehospital Trauma Management	2
EMS	2236L	Paramedic Lab III	3

Fall			
EMS	2460C	Advanced Clinical Practice	1
EMS	2656**	Paramedic Field/Clinical Internship	5

Total Program Credits   42

NOTE: *The majority of students work full-time and should know that classes meet 20 hours each week.*

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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For more information call the Program Contact or visit: **workforce.pensacolastate.edu**

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Public Safety Telecommunicator

People entering this career like things neat and orderly and enjoy finding answers to problems by doing hands-on work instead of talking about solutions.

Typical Tasks Include . . .

- Receives telephone or alarm system calls for emergency and non-emergency police, ambulance and fire service.

- Determines response requirements and relative priorities of situations, and dispatches units using established procedures.

- Operates telecommunication equipment to relay information to and from emergency sites.

A person can expect to work rotating shifts and weekends.

Beyond Graduation . . .

Graduates of the Public Safety Telecommunication program at Pensacola State College are qualified to work as emergency dispatchers. Students may also choose to seek additional training through completion of the Crime Scene Technician, and/or Criminal Justice Technology program(s).

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Public Safety Telecommunicator program seek employment as dispatcher for police, fire, and ambulance agencies.

Public Safety Telecommunicators

Receive calls from the public concerning emergencies or crimes, and broadcasts orders to police patrol units in the vicinity to investigate. Operates radio and telephone equipment to receive reports of fires and medical emergencies, and relays information or orders to appropriate response units.

Other Occupations Include:

911 Operator
Forest Fire Fighters Dispatcher
Radio Dispatcher
Police Dispatcher
Law Enforcement Technician

For more information, explore:

American Ambulance Association www.the-aaa.org
International Association of Flight Paramedics www.flightparamedic.org/
National Association of Emergency Medical Technicians www.naemt.org
National Registry of Emergency Medical Technicians www.nremt.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Police, Fire and Ambulance Dispatchers	6,197	6,934	205	$18.76

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Public Safety Telecommunicator

Career and Technical Certificate

Accreditation Status

Commission on Accreditation of Allied Health Education Programs, **www.caahep.org** American Medical Association **www.ama-assn.org/**

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Course	Clock Hours
EMS 0000C Public Safety Telecommunication	240
Total Program Clock Hours	**240**

careerPathways

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S T A T E   C O L L E G E

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Graphic Design Technology

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Persons entering this career need to have artistic skills, enjoy creating original work, and have a good imagination. They must like to work with people and ideas more than things and have a high degree of organizational skills. They may be described as sociable, imaginative, and idealistic.

Typical Tasks Include . . .

- Design and arrange art and type in advertisements, books, magazines, and newspapers.

- Create drawings, photos, text, and visual resources to be used in the layout.

- Use computer software programs to design the work and prepare it for printing manually and on computer disk.

Beyond Graduation. . .

Graphic artists may advance to assistant art director, art director, design director, and in some companies, creative director of an art or design department. Some may gain enough skill to succeed as a freelancer or may prefer to specialize in a particular area. Others decide to open their own businesses.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Graphic Design.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Graphic Design Technology program support advertising agencies, publishing firms and the printing industry or may be self-employed.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Graphic Artists

Use an almost limitless variety of methods and materials such as print and film media, photography, computers, digital scanning, type, or any other media including oils, acrylics, watercolors, pastels, pencils, magic markers, pen and ink, silkscreen and clay to create images of persuasive and original power. They design according to specifications and guidelines set for the project. Graphic artists integrate findings with personal interests and knowledge of design methods and materials. Their specialties may include illustration, type design, layout, computer, photography, and copywriting.

Graphic Designers

May create packaging and promotional displays for a new product, the visual design of an annual report or brochure, or a distinctive logo for a product or business. They also help with the layout and design of magazines, newspapers, journals, and other publications, and create graphics for television. In advertising, graphic designers develop the illustrative material for persuasive, eye-catching advertisements based on the advertising strategy and the copy supplied by the copywriter. Graphic designers may function as art directors who help to manage design, art, and copy to create a unified graphic image for a client.

Illustrators

Paint or draw pictures for books, magazines, and other publications, films, and paper products, including greeting cards, calendars, wrapping paper, and stationery. Many create a variety of illustrations, while others specialize in a particular field.

Fashion artists draw illustrations of women's, men's, and children's clothing and accessories for newspapers, magazines, and other media.
Cartoonists draw political, advertising, social, and sports cartoons. While some cartoonists illustrate the ideas created by others, most cartoonists have humorous, critical, or dramatic talents in addition to drawing skills.
Animators who work in the motion picture and television industries draw the large series of pictures which, when transferred to film or tape, form animated cartoons.

Other Occupations Include:

Assistant Graphic Design Developer	Courtroom Artist	Display Artist
Book Designer	Design Artist	Junior Graphic Designer
Calligrapher	Digital Pre-Publisher	Sign Designer
	Technician/Specialist	Technical Illustrator

For more information, explore:
American Institute of Graphic Arts www.aiga.org/
Graphic Artists Guild www.gag.org
Graphic Arts Technical Foundation www.gain.net

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Graphic Designers	301	322	12	$15.75

Source: Florida Department of Economic Opportunity — www.floridajobs.org

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Graphic Design Technology
(Graphics Technology)

Associate of Science Degree

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

For advanced students, internships are available on a competitive basis. Students may earn credit through the Cooperative Education Program. Contact Student Job Services.

Foundation Courses

			Credits
ART	1201C	Two-Dimensional Design	3
ART	1300C	Drawing I	3
ARH	1050	Art History I (Category V)	3
GRA	2151C	Computer Graphics I	3
ENC	1101	English Composition I (Category I)	3
PGY	2401C	Photography I	3
ARH	1051	Art History II (Category II)	3
GRA	2770C	Creative Design and Communication	3

Intermediate Courses

ART	1301C**	Drawing II	3
GRA	2152C**	Computer Graphics II	3
MAC	1105*	College Algebra (Category IV)	3
SPC	1006C††	Basic Speaking and Listening Skills	1
____	____*	Social/Behavioral Sciences (Category III)	3
GRA	2210C**	Electronic Prepress	3
GRA	2206C**	Typography	3
GRA	2190C**	Graphic Design I	3
PGY	2220C**	Commercial Photography I	3

Advanced Courses

ART	2602C**	Digital Imaging	3
GRA	2721C**	Creative Web	3
PGY	2221C**	Commercial Photography II	3
GRA	2191C**	Graphic Design II	3
ART	2905	Portfolio	3

Total Program Credits 64

N O T E : *Majors should register in the Visual Arts Department and work out their personal schedules with the department head.*

  * *See General Education Course Requirements of current college catalog for options.*

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

  † *Course meets Computer Competence Requirement.*

†† *Course meets Oral Communications Requirements.*

✉ **Program Coordinator**
Mr. Mark Hopkins (850) 484-2550
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✉ **Department Head**
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$ **Financial Aid/Scholarships**
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

? **Need help with Admissions and Registration?**
Learn more about New Student Services on **Page 4**.

ⓘ **For more information call the Program Contact or visit: workforce.pensacolastate.edu**

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Health Information Technology

People in this career usually have clerical and arithmetic abilities, prefer to work indoors, and like to organize things. They may be described as curious, cooperative, and efficient. If you are organized, and enjoy working with data, numbers, and people, in the health care industry, this career may suit you.

Typical Tasks Include . . .

• Keep permanent medical records of patients in a health care delivery system.

• Assign a code number to all medical procedures (such as X-ray and testing) as related to patients' condition and treatment.

• Compile statistics and records.

Beyond Graduation . . .

Graduates of an accredited associate degree program are eligible to take the national examination, offered by the American Health Information Management Association (AHIMA), for certification as a Registered Health Information Technician (RHIT). Most employers prefer to hire RHITs. After gaining 2 or 3 years work experience, a medical coder may take the national examination to become a Certified Coding Specialist.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Health Care Management.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Health Information Management program work in hospitals, outpatient care facilities, psychiatric facilities, doctors' offices, insurance companies, and law offices.

TARGETED OCCUPATION
**HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Health Information Technicians
Use office and management skills to assemble and maintain complete and accurate hospital reports on patients. They review records, then code all patient data into computers. Technicians may aid in medical research, compile health statistics, release health information to insurance companies or attorneys, and supervise the Medical Record Department.

Medical Record Technicians
Are employed in hospitals, medical group practices, health maintenance organizations, nursing homes, clinics, and other facilities, by insurance firms, accounting firms, and law firms that specialize in health matters, and by public health departments to assist in research.

Other Occupations Include:
Health Information Analyst
Health Information Coder
Health Information Coordinator/Abstractor
Health Information Technician
HIM Supervisor
Information Release Clerk
Medical Records Clerk
Medical Records Data Entry Clerk
Release of Information Specialist

For more information, explore:
American Health Information Management Association www.ahima.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Medical Records and Health Information Technicians	226	250	7	$15.94

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Health Information Technology

Associate of Science Degree

Accreditation Status

Commission on Accreditation of Health Informatics and Information Management (**www.cahiim.org**) in collaboration with the Council on Accreditation (COA) and the American Health Information Management Association (**www.ahima.org**).

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

			Credits
ENC	1101	English Composition I (Category I)	3
CGS	1570 †	Computer Concepts and Applications	3
MAT	1105	College Algebra or higher (Category IV)	3

Semester I – Fall — Credits

			Credits
HIM	1000C***	Introduction to Health Information Management/ Content and Structure	3
HSC	1531	Medical Terminology	3
BSC	1080	Essentials of Anatomy and Physiology I	3
BSC	1080L	Essentials of Anatomy and Physiology Lab	1
___	___*	Social/ Behavior Sciences (Category III)	3

Semester II – Spring

HSC	2550	Pathophysiology…	3
HIM	2214C***	Health Data Management	2
HSC	2641	Health Care Law	3
HIM	1442	Pharmacology	2
___	- ___*	Humanities/Fine Arts (Category II)	3
SPC	1006C††	Basic Speaking and Listening	1

Semester III – Summer

HIM	1800***	Health Information Technology Professional Practice I	2

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

The courses with identified categories meet general education requirements.
* Electives based on general education distribution requirements.
*** Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

Semester I – Fall

HIM	2229C	Introduction to Coding and Classification Systems	3
HIM	2620***	Medical Statistics and Financial Applications	3
HIM	2512***	Healthcare Management and Supervision	3
HIM	2810***	Health Information Technology Professional Practice II	2
PHI	2600*	Ethics (Category V)	3

Semester II – Spring

HIM	2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3
HIM	2653C***	Medical Informatics and Health Information Technologies	3
HIM	2500C***	Performance Improvement in Healthcare	2
HIM	2284C	Intermediate Coding and Classification Systems	3
HIM	2820L***	Health Information Technology Professional Practice III	2

Semester III – Summer

HIM	2932	Special Topics in Health Information Technology	2
HIM	2285C	Advanced Coding and Classifications Systems	3

Total Program Credits — 70

Program Contact
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Dr. Christa Ruber (850) 484-2321
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$

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

?

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

ⓘ

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Medical Information Coder/Biller

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People in this career usually have clerical and arithmetic abilities, prefer to work indoors, and like to organize things. They may be described as curious, cooperative, and efficient. If you are organized, and enjoy working with data, numbers, and people, in the health care industry, this career may suit you.

Typical Tasks Include . . .

- Keep permanent medical records of patients in a health care delivery system.

- Assign a code number to all medical procedures (such as X-ray and testing) as related to patients' condition and treatment.

- Compile statistics and records

- Use a computer to store and retrieve patients' records.

Beyond Graduation . . .

Upon completion of the program the student will be eligible to sit for the national credentialing examination for the Certified Coding Assistant (CCA) credential offered through the American Health Information Management Association (AHIMA).

Upon completion of the program the student will have the option to progress towards a two-year Associate of Science (A.S.) degree in Health Information Management at Pensacola State College to become a Registered Health Information Technician (RHIT).

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Medical Information Coder/Biller program work in hospitals, outpatient care facilities, psychiatric facilities, doctors' offices, insurance companies, and surgery centers.

TARGETED OCCUPATION HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Medical Information Coders/Billers

The Medical Information Coder/Biller program provides the student with the technical skills necessary to code medical diagnosis, procedures, and services provided for reimbursement in a wide variety of settings including hospital outpatient, ambulatory surgery centers, clinics and physician offices.

Other Occupations Include:

Health Information Coder
Health Record File Clerk
Information Release Clerk
Medical Records Clerk
Medical Records Data Entry Clerk

For more information, explore:

American Health Information Management Association www.ahima.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Medical Records and Health Information Technicians	226	250	7	$15.94

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Medical Information Coder/Biller

Technical Certificate

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Term I – Fall

			Credits
HSC	1531	Medical Terminology	3
HIM	1000C**	Introduction to Health Information Management	3
BSC	1080	Essentials of Anatomy and Physiology	3
BSC	1080L	Essentials of Anatomy and Physiology Lab	1

Term II – Spring

HSC	2550	Pathophysiology	3
HSA	1172	Medical Billing and Third Party Payers	2
HIM	1442	Pharmacology	2
HSC	2229C	Introduction to Coding and Classification Systems	3

Term III – Summer

HIM	2284C	Intermediate Coding and Classification Systems	3

Term IV – Fall

HIM	2253C**	Outpatient Reimbursement Methodologies and Third-Party Payer	4
HIM	2285C	Advanced Coding and Classification Systems	3
HSC	2641	Health Care Law	3
HIM	2931**	Special Topics in Heath Information Technology	1
HIM	2933	Coding Professional Practice	1

Total Program Credits   34

Upon completion, students enrolled in the Health Information Coder Certificate program will have the option to transfer into Health Information Technology A.S. degree program.

* *CGS 1570 is a pre-requisite to HIM 1000C Introduction to Health Information Management.*

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

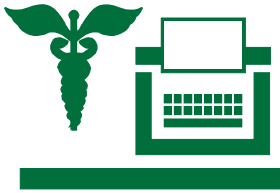**Need help with Admissions and Registration?**
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Health Unit Coordinator

People in this career prefer to work indoors, have clerical abilities, and have good social skills. They are sometimes described as sociable, efficient, and cooperative. If you like to work with people, do clerical tasks, work with data, organize things, and work in the health care field, this career may suit you.

Typical Tasks Include . . .

- Manage the non-clinical functions of a nursing unit.

- Transcribe doctors' orders, order supplies, diagnostic studies, and other hospital services.

- Prepare and maintain patients' charts.

- Perform receptionist role, interacting with medical staff, patients, and visitors.

Beyond Graduation . . .

Graduates from the Health Unit Coordinator program may advance in their field by continuing their education in other health related areas such as the Health Information Management or Medical Office Administration two-year degree programs at Pensacola State College.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Health Unit Coordinator program work in hospitals, nursing homes, and specialty care clinics or agencies.

Health Unit Coordinators

Work under the direction of a designated nursing unit staff member. Duties include specified nursing station tasks as well as clerical, communication and organizational tasks common to a patient care unit in general, and to the nursing station in particular. Health unit coordinators process incoming patients and update all new medical information needed. They prepare notice of patients' discharges to inform the business office, obtain needed supplies for the unit, answer the telephone, and relay messages to other staff and patients. Other job titles: *health unit clerk, ward clerk*.

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Health Care Support Workers and All Other	367	381	8	$13.75

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services Go to: Page 5

Health Unit Coordinator

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

			Clock Hours
Semester I			
HSC	0003C	Basic Healthcare Worker	90
HIM	0076	Health Unit Clerk	240
Semester II			
HIM	0076L*	Health Unit Clerk Clinical	180
Total Program Clock Hours			**510**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Department Head
Dr. Christa Ruber (850) 484-2321
cruber@pensacolastate.edu

? Need help with Admissions and Registration?
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Hospitality and Tourism Management (Associate of Science Degree)

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People who prefer this career like to work indoors. This type of person enjoys working with people more than ideas and things. Those who are ambitious, sociable, friendly, and have leadership skills may be interested in this program.

Typical Tasks Include . . .

- Plan, organize, and direct the operations of restaurants, hotels, motels, and other eating and lodging facilities.

- Hire and train personnel.

- Determine schedules.

- Handle workers' and customer complaints.

Hours may include rotating shifts and weekend work.

Beyond Graduation . . .

Experience working in the hospitality industry (hotel, restaurant, food service, travel, etc.) part-time or full-time while in school is an asset to anyone seeking a career in the industry.

With additional coursework, graduates may choose to obtain a bachelor's degree from a university in Hospitality Management, Hotel and Restaurant Administration, Recreation Management, Business Management or Business Administration. Most hotels and restaurants as well as other businesses promote employees who have proven their ability. Larger establishments and chains may offer more opportunities for advancement than small, independently owned operations.

The ability to relocate will increase your potential for promotions and may be necessary for advancement in some companies.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Hospitality and Tourism Management (Associate of Science Degree) program support the hotel, motel, and restaurant industry. Both large chains and smaller businesses are available for employment. In addition, some may seek to be self-employed and own their own restaurant, motel, or hotel.

Hospitality Managers

Includes the areas of lodging, restaurants, travel, tourism, food service. A wide variety of occupations exists with businesses that provide accommodations, meals, and personal services for both the traveling public and local resident. Hospitality management is oriented toward serving the guest while maintaining an efficient and profitable establishment.

Other Occupations Include:

Assistant Hospitality Manager
Catering/Sales Service Representative
Food and Beverage Specialist
Guest Services Representative
Hospitality Manager
Motel/Hotel Manager
Resort Manager
Room Division Service Representative

For more information, explore:

American Culinary Federation www.acfchefs.org
American Personal & Private Chef Association www.personalchef.com
International Association of Culinary Professionals www.iacp.com/
National Restaurant Association Educational Foundation www.nraef.org/
United States Personal Chef Association www.uspca.com

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Lodging Managers	60	68	3	$30.24

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Hospitality and Tourism Management   Associate of Science Degree

Accreditation Status

Certification and diplomas are available from the National Restaurant Association (N.R.A.) and the American Hotel and Motel Association (AH&MA)

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

The program includes internship classes. Students may also earn the same credit through the Cooperative Education program. Contact Student Job Services.

Foundation Courses

			Credits
____ ____*		Computer Competence (Category V)	1
_____*		Natural Sciences/Mathematics (Category IV)	3
____ ____*		Social/ Behavioral Sciences (Category III)	3
HFT	1000	Introduction to the Hospitality Industry	3
HFT	2212	Food Service Sanitation and Safety	2
HFT	1313+	Hospitality Property Management	3
HFT	1410+	Hospitality Industry Accounting	3
HFT	1254	Lodging Operations	3
____ ____++		Approved Hospitality Management Elective	3

Intermediate Courses

ENC	1101	English Composition I (Category I)	3
____ ____*		Humanities/Fine Arts (Category II)	3
FSS	2284C+	Catering, Banquet and Event Management	3
HFT	1860+	Bar and Beverage Management	3
FSS	1221C**	Introduction to Culinary Production	3
HFT	2850C	Management of Dining	3
HFT	2211+	Hospitality Resource Management	3
HFT	2500+	Marketing in Hospitality Industry	3

Advanced Courses

ENC	1102	English Composition II	3
HFT	2451	Cost Control and Purchasing	3
____ ____++		Approved Hospitality Management Elective	3
HFT	2600+	Concepts of Hospitality Law	3
HFT	1867+	Wine Technology and Merchandising or	
___ ____++		Approved Hospitality Management Elective	3
___ ____++		Approved Hospitality Management Elective	1

Total Program Credits   64

Students planning to transfer to The University of West Florida to complete a bachelor's degree should take the following courses as part of their hospitality and tourism management associates of science degree from Pensacola State College: ECO 2013, MAC 1105, LIS 1004, SPC 1608, STA 2023, 3 credits of a literature class, 3 credits of a biological science class, and 1 credit of a biological science lab class.

+ These courses have limited offerings. Students should check the course description in planning their course of study.
++ See Program Contact for approval of Hospitality Management electives.
* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

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Department Head
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Financial Aid/Scholarships
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Hospitality and Tourism Management (Technical Certificates)

People who prefer this career like to work indoors. This type of person enjoys working with people more than ideas and things. Those who are ambitious, sociable, friendly, and have leadership skills may be interested in this program.

Typical Tasks Include . . .

- Plan, organize, and direct the operations of restaurants, hotels, motels, and other eating and lodging facilities.

- Ensure compliance with health and fire regulations.

- Investigate and resolve complaints regarding food quality, service, or accommodations.

Hours may include rotating shifts and weekend work.

Beyond Graduation . . .

Experience working in the hospitality industry (hotel, restaurant, food service, travel, etc.) part-time or full-time while in school, is an asset to anyone seeking a career in the industry. Students wishing to continue their education may take additional courses to earn a two-year Associate in Science (A.S.) degree in Hospitality and Tourism Management at Pensacola State College.

Larger hotels and restaurants may offer more opportunities for advancement than smaller operations. The large chains have more extensive career ladders and/or may have management training programs.

The ability to relocate will increase your potential for promotions and may be necessary for advancement.

Job Placement Levels . . .

Primary Employers and Occupations

Graduates from the Hospitality and Tourism Management Technical Certificate programs support the hotel, motel, and restaurant industry. Both large chains and smaller businesses are available for employment. In addition, some may seek to be self-employed and own their own restaurant, motel, or hotel.

Food and Beverage Specialists
May apply skills related to customer service and human relations, hotel staffing operations, legal issues affecting the hospitality industry, liability and risk management, the set up and control of maintenance, energy consumption management, the planning and maintaining of purchasing and receiving procedures.

Rooms Division Specialists
May apply skills in effective selling techniques, customer service, communication, and human relations, as well as an understanding of marketing and business fundamentals, to perform general hotel, front office management and property management duties.

Event Planners or Coordinators
Are prepared for planning, coordinating, catering, and providing services, at special events, conferences, seminars, hotels, motels, and restaurants.

Guest Services Specialists
Are skilled in customer service, hospitality attitude, guest experience, communications, human relations, security issues, and front office operations.

Other Occupations Include:

Assistant Hospitality Manager	Food Service Assistant Manager	Lodging Assistant Manager
Assistant Sales Manager or Coordinator	Front Office Representative	Motel/Hotel Manager
Catering Coordinator or Salesperson	Guest Services Representative	Resort Manager
Food and Beverage Specialist	Hospitality Manager	Room Division Service Representative

For more information, explore:
National Restaurant Association www.restaurant.org/
National Restaurant Association Educational Foundation www.nraef.org/
Society for Foodservice Management www.sfm-online.org/

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Transportation, Tourism and Lodging Attendants	24 27	1	$12.52

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Hospitality and Tourism Management

Accreditation Status

Certification and diplomas are available from the National Restaurant Association (N.R.A.) and the American Hotel and Motel Association (AH&MA)

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

The program includes internship classes. Students may also earn the same credit through the Cooperative Education program. Contact Student Job Services.

Food and Beverages Management (FBMGT-CT)

Required Courses			Credits
HFT	1410	Hospitality Industry Accounting	3
HFT	1860+	Bar and Beverage Management	3
HFT	2211	Managing Hospitality Resources	3
HFT	2212	Food Service Sanitation and Safety	2
FSS	2284C**	Catering, Banquet, and Event Management	3
HFT	2451	Cost Control and Purchasing	3
HFT	2500	Hospitality Marketing	3
HFT	2600	Concepts of Hospitality Law	3
HFT	2850C	Management of Dining	3
FSS	1221C**	Introduction to Culinary Production	3
HFT	2947	Hospitality Management Coop	1

Total Program Credits   **30**

Event Planning Management (EVENT-CT)

Required Courses			Credits
FSS	1221C**	Introduction to Culinary Production	3
HFT	1860+	Bar and Beverage Management	3
HFT	2850C	Management of Dining	3
HFT	2212	Food Service Sanitation and Safety	2
HFT	2451	Cost Control and Purchasing	3
HFT	2500	Hospitality Marketing	3
HFT	2600	Hospitality Law	3
FSS	2284C**	Catering, Banquet and Event Management	3
HFT	2947	Hospitality Management Coop	1

Total Program Credits   **24**

Rooms Division Management (ROOMS-CT)

Required Courses			Credits
HFT	1000	Introduction to the Hospitality Industry	3
HFT	1254	Lodging Operations	3
HFT	1410	Hospitality Industry Accounting	3
HFT	2211	Managing Hospitality Resources	3
HFT	2250	Lodging Systems and Procedures	3
HFT	2451	Cost Control and Purchasing	3
HFT	2500	Marketing in the Hospitality Industry	3
HFT	2600	Hospitality Law	3
HFT	2850C	Management of Dining	3
HFT	2212	Food Service Sanitation and Safety	2
HFT	2947	Hospitality Management Co-op	1

Total Program Credits   **30**

Guest Services Specialist (GUEST-CT)

Required Courses			Credits
HFT	1254	Lodging Operations	3
HFT	1313+	Hospitality Property Management	3
HFT	1410	Hospitality Industry Accounting	3
HFT	2211	Managing Hospitality Resources	3
HFT	2600	Concepts of Hospitality Law	3

Total Program Credits   **15**

+   *These courses have limited offerings. Students should check the course description in planning their course of study.*

++   **Approved Hospitality Management Elective**—*See Program Contact for approval of electives.*

*   *See General Education Course Requirements of current college catalog for options.*

**   *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

†   *Course meets Computer Competence Requirement.*

††   *Course meets Oral Communications Requirements.*

Program Contact
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Industrial Management Technology

People in this career have leadership skills, and usually like to work with machines and tools. They are tactful and friendly, and may be described as confident and practical.

Typical Tasks Include . . .

- Plan and direct activities associated with the assembly and production of materials and products.

- Determine work procedures, schedule workers and the number of workers needed.

- Oversee quality control and inventory control.

- Coordinate activities with other departments such as purchasing, engineering, or sales.

Beyond Graduation . . .

Graduates who enter the field directly from college may spend their first few months in the company's training program. These programs familiarize trainees with the production process, company policies, and the requirements of the job. Sometimes, they expand their skills by taking company-sponsored management and communication courses.

On their own, graduates often take courses related to decision sciences, which provide them with techniques and statistical formulas to maximize efficiency and improve quality. Some take courses to become certified in various quality and management systems.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Industrial Management Technology program support the large field of manufacturing. About one half of these workers are in plants which deal with machinery and equipment, electronics and electrical equipment, fabricated metal products, food and chemical products.

Production Supervisors

Apply experience, business training and leadership skills in order to direct production workers in the making or assembling of manufactured goods. Responsible to both management and workers, they provide an important link between the two. Supervisors schedule or perform repairs and maintenance work on machinery, instruct employees in safe work practices, and enforce safety regulations. Many supervisors use computers to schedule workflow in their unit, keep track of materials used and update their inventory control system. Production supervisors can advance to a position as shop superintendent or general supervisor. In some cases supervisors move into higher-level management jobs such as production manager.

Industrial Engineering Technicians

Record test data, applying statistical quality control procedures to establish standard production rate and improve efficiency. They evaluate data and write reports to validate or indicate deviations from existing standards, and recommend modifications to existing quality or production standards to achieve optimum quality within limits of equipment capability.

Other Occupations Include

Foreman/Forewomen
Industrial Assistant
Industrial Planner
Management Assistant
Operations Coordinator
Quality Control Inspector
Superintendent

For more information, explore:
American Management Association www.amanet.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
First-Line Supervisors of Production and Operating Workers	370	392	8	$29.70

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Industrial Management Technology
Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost of Program

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn Cooperative Education credits that can be used in this program. Contact Student Job Services.

General Education

			Credits
ENC	1101*	English Composition I Category I	3
____	____*	Humanities/Fine Arts (Category II)	3
ECO	2013	Macroeconomics (Category III)	3
MAC	1105*	College Algebra* (Category IV)	3
____	____*	General (Category V)	3
CGS	1061C†	Introduction to Computers in Technology	3
SPC	1006††	Basic Speaking and Listening Skills	1
____	____+	Area Electives	6

Foundation Courses

ETI	1701	Industrial Safety	3
CGS	1584**	PowerPoint Presentations	3
____	____+	Area Electives	7

Advanced Courses

GEB	2112	Entrepreneurship	3
MAN	2021	Principles of Management	3
COM	2100**	Business Communications or	
ENC	1210**	Technical Writing I	3
GEB	2430	Business Ethics	3
MAR	2011	Marketing	3
____	____+	Area Electives	7

Total Program Credits   60

+ *Area Elective: Any college credit course from one of the following prefix areas. (Some may have prerequisites. Check the course Descriptions.)*

BCN	CCJ	CET	CGS	CIS	CJT	COP
CTE	EET	EGS	EST	ETC	ETD	ETI
ETM	EVS	FFP	FIN	FSS	GEB	MAN
MNA	OST	SUR				

 * *See General Education Course Requirements page for options.*
** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
 † *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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dsteele@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Information Technology (IT) Security

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People who work in this field are focused and analytic in their thinking, enjoying problem solving and trying out new ideas. They enjoy hands-on projects and tend to be organized. Often they prefer to work by themselves or in small groups and can work well with little supervision. They enjoy a challenge and work that allows them to use their abilities to their best.

Typical Tasks Include . . .

- Develop plans and procedures to safeguard data from unauthorized access

- Test systems to ensure proper function

- Confer with others about data access, security violations, updates, upgrades, and modifications

Beyond Graduation . . .

There is a demand for qualified security professionals in all businesses that use computers as part of the normal course of business, as employers continue to invest in cyber security to protect their information and infrastructure. Many new and emerging careers in the Information Technology (IT) field are in the area of data and information security.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Information Technology (IT) Security program will work in business, finance, insurance and industrial firms; federal, state, and local governments; and education and health care sectors.

**TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Computer Security Specialists

Plan, coordinate, and implement the employer's information security in order to protect the organization's data and infrastructure. They educate users about computer security, install security software, monitor networks for security breaches, respond to cyber attacks, and in some cases, gather data and evidence used in prosecuting cyber crime.

Security Analysts

Review and analyze computer data and documents for performance indicators to locate code problems, and correct errors by correcting codes. They consult with management to ensure agreement on system principles. They may also develop, document and revise system design procedures, test procedures, and quality standards.

Other Occupations Include:

Data Recovery Planner
Network Designer
Security Administrator
Software Quality Assurance Tester
Web Administrator

For more information, explore:

Computing Technology Industry Association (CompTIA) **www.comptia.org/**
IEEE Computer Society **www.computer.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Information Security Analysts and Web Developers	221	252	7	$28.31

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Information Technology (IT) Security   Associate of Science Degree

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

General Education Courses   Credits

MAC	1105	College Algebra (Category IV)	3
PHI	2600	Ethics (Category II)	3
HLP	1081	Concepts of Life Fitness (Category V)	3
CCJ	1020	Intro to Criminal Justice (Category III)	3
ENC	1101	English Composition I (Category I)	3

Foundation Courses

CGS	1061C†	Introduction to Computers in Technology	3
CTS	2149	Fundamentals of Project Management	3
CIS	1350	Security Awareness	3
COP	1510	Programming Concepts	3

Intermediate Courses

CTS	1300C	Administering Microsoft Windows Workstation	3
CET	1730C	Windows Server 2008 Active Directory	3
CET	1600C	Network Fundamentals	3
CET	1610C	Router Protocols & Concepts	3
CET	2615C	LAN Switches & Wireless	3
CET	2620C	Accessing the WAN	3
CTS	2120C	Security+	3
CET	2890C	Network Defenses and Countermeasures	3

Advanced Courses

CTS	2125C	Hardening the Infrastructure	3
CET	2614C	Cisco CCNA Security	3
CTS	2318	Information Security Management	3
CET	2934††	Professional Project	3

Total Program Credits   63

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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Financial Aid/Scholarships
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Computer Information Technology

People in this career usually prefer to work indoors and organize things. They like to work with words, numbers, ideas, and things. People in this career are sometimes described as being careful, orderly, and persistent.

Typical Tasks Include . . .

- Design local area networks.

- Install and configure hardware and software.

- Perform network administration using a network operating system and other tools.

- Perform troubleshooting for local area networks.

Beyond Graduation . . .

Networking is in a constant state of change. Graduates will need to stay current with these changes to remain employable in the field.

Opportunities for continuing the training begun at Pensacola State College are offered by community colleges, universities, and private schools. Most employers recognize the need for continuing education by the technical staff and will encourage these employees to continue their technical training by means of paid tuition and/or release time.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Computer Information Technology program are employed by industries which have local area computer networks: manufacturing, retail and wholesale businesses, financial and educational institutions, and insurance and governmental systems.

Network/User Support Technicians
Help computer users purchase, install, operate, and maintain micro computers, Local Area Networks (LAN), and communications equipment. These personnel must have detailed knowledge of micro-computer hardware and software and a working knowledge of networking and communications.

Network Administrators
Develop, test, and coordinate changes to computer systems applying knowledge of database management systems. They may plan, coordinate, and implement security measures to safeguard computer databases.

Telecommunications Equipment Mechanics, Installers, and Repairers
Install and maintain the array of increasingly complicated and sophisticated communications equipment. They set up, rearrange, and remove switching and dialing equipment. They may also solve network-related problems and program equipment to provide special features.

Telecommunications Specialists
Design voice and data communications systems, helping to integrate communications equipment with computer networks. They work closely with clients to design systems to meet their needs. These systems may include laser and fiber optic technology.

Other Occupations Include:

Field Service Technician	Network Control Operator	Network Security Specialist
Help Desk Specialist	Network Engineer	Telecommunications Engineering Technician

For more information, explore:
Association for Computing Machinery www.acm.org
Association of Support Professionals www.asponline.com/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Computer Support Specialists	645	705	25	$19.40

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Computer Information Technology

Associate of Science Degree

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credits through the Cooperative Education program. Contact Student Job Services.

General Education Courses (15 credits required)

ENC	1101*	English Composition I (Category I)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Social/Behavioral Sciences (Category III)	3
MAC	1105	College Algebra (Category IV)	3
____	____*	General (Category V)	3

Core Courses   Credits

CGS	1061C**†	Introduction to Computers in Technology	3
CIS	1350	Security Awareness	3
CTS	1155	Help Desk Technician	3
CTS	2149	Fundamentals of Project Management	3
CET	2934	CIT Professional Project	3
SPC	1006C††	Basic Speaking and Listening Skills	1
____	____+	Emphasis Courses	32

Total Program Credits   63

Emphasis Courses (Total of 33 Credits)

General

____	____**	Programming Language Course	3
CET	2854C**	Wireless LANs	3
CTS	2106C**	LINUX+	3
CET	1588C**	Network +	3

Computer Technician:

CET	1178C**	PC Hardware A+	3
CET	1179C**	PC Operating Systems A+	3
CET	2172C**	PC Maintenance, Upgrade and Support	3
CET	1634C	Telecommunications Distribution Systems	3
EET	2084C**	Introduction to Electronics	3

Systems Administrator:

Microsoft Certified Systems Administrator (M.C.S.A.):

CTS	1131C**	IT Essentials	3
CTS	1300C	Administering Microsoft Windows Workstation	3
CET	1730C**	Windows Server 2008 Active Directory	3
CET	2731C**	Windows Server 2008 Network Infrastructure	3
CET	2732C**	Administer Windows Server 2008	3

Network Administrator:

Cisco Certified Network Associate (C.C.N.A.):

CET	1112C	Digital Fundamentals	3
CET	1600C	Network Fundamentals	3
CET	1610C**	Router Protocols and Concepts	3
CET	2615C**	LAN Switching and Wireless	3
CET	2620C**	Accessing the WAN	3
CET	1634C	Telecommunications Distribution Systems	3
EET	2084C**	Introduction to Electronics	3
CET	1605C**	Introduction to Cisco Internetworking	3

Security Administrator

CTS	2318**	Information Security Management	3
CTS	2120C**	Security +	3
CIS	2120C**	Principles of Information Assurance	3

Telecommunications: NCTI/VoIP/Cabling

CET	2071**	Convergence Communications: Voice, Video, and Data	3
CET	1634C	Telecommunications Distribution Systems	3
EET	2084C**	Introductions to Electronics	3

NCTI Master Cable Technician (Closed Admission)

CET	1630C	Network Cable Installation	2
CET	1632C	Fiber Optic Installation and Activation	2
EET	1033C	DC/AC Installer Technician	2
EET	1324C	Communications Systems Technician	2
EET	1325C	Communications Systems Advanced Technician	2
EET	1330C	Transmission Lines Service Technician	2
EET	1371C	Telecommunications Fiber Testing and Maintenance	2
CET	2947**	Networking/Telecommunications Co-op	1
CET	2948**	Networking/Telecommunications Co-op	2
CET	2949**	Networking/Telecommunications Co-op	3

 * See General Education Course Requirements page for options.
 ** The course has pre- or co-requisites: check course description section.
 † Course meets Computer Competence Requirement.
 †† Course meets Oral Communications Requirements.

careerPathways

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$ Financial Aid/Scholarships
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Cyber Forensics

People entering this career need to be able to see details at close range. Students will be required to complete a background check and drug screen during the program. These will be paid for by lab fees. Veterans must hold an honorable discharge.

Typical Tasks Include . . .

- Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.

- Review violations of computer security procedures and discusses procedures with violators to ensure violations are not repeated.

- Perform risk assessments and executes tests of data processing system to ensure functioning of data processing activities and security measures.

A person can expect to work regular hours with limited travel.

Beyond Graduation . . .

The Cyber Forensics Associate of Science program will assist the student in development of skills required to identify, obtain and move forward needed electronic evidence through the evidence chain of command.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Careers in the field of cyber forensics are found in working for federal, state, county, city, or private law enforcement agencies.

Information Security Analysts
Plan, coordinate and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction or disclosure of information.

For more information, explore:
Electronics Technicians Association International **www.eta-i.org**
International Brotherhood of Electrical Workers **www.ibew.org**
Society of Cable Telecommunications Engineers **www.scte.org/**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Information Security Analyst	24,336	27,961	800	

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Cyber Forensics

Associate of Science Degree

CYBFO-AS

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Semester I		Credits
ENC 1101	English Composition (Category I)	3
MAC 1105	College Algebra (Category IV)	3
CJL 1130	Rules of Evidence	3
CIS 1350	Security Awareness	3
CGS 1061C †	Introduction to Computers in Technology	3

Semester II		
CET 1588C	Network +	3
CET 1178C	PC Hardware (A+)	3
CET 1179C	PC Operating Systems (A+)	3
CJL 1100	Criminal Law	3
CCJ 1020	Introduction to Criminal Justice	3

Semester III		
CTS 1300C	Administering Windows Workstation	3
CJE 1600	Criminal Investigation	3
CET 2732C	Administer Windows Server 2008	3
CAP 2140C	Digital Forensics I	3
CTS 2106C	Linux+	3

Semester IV		
CJE 2686	Forensic Cyber Investigations	3
CAP 2141C	Digital Forensics II	3
SLS 1353++	Generations at Work (Category V)	3
CTS 2120C	Security +	3

Semester V		
____ ____ *	Humanities/Fine Arts (Category II)	3
CCJ 2940c	Cyber Forensics Capstone (internship)	3

Total Program Credits   63

N O T E : *This program assumes the student has a basic knowledge of computer operating systems, hardware, and software.*

 * See General Education Course Requirements page for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.

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Financial Aid/Scholarships
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Cable Technician

People in this career usually prefer to work outdoors and be physically active. They like to work with things and to problem solve. People in this career are sometimes described as being precise, orderly, and persistent.

Typical Tasks Include . . .

- Inspect and test lines and cables, recording and analyzing test results, to assess transmission characteristics and locate faults and malfunctions.

- Set up service for customers, install, connect, test, and adjust equipment.

- Splice cables, using hand tools, epoxy, or mechanical equipment.

- String cables between structures and lines from poles, tower, or trenches, and pulling lines to proper tension.

Beyond Graduation . . .

The program prepares the student with a basic knowledge of voice and data cabling and prepares them for BICISI Level I Installer Certification.

It is composed of selected college credit courses offered within the Telecommunications Engineering Technology A.S. degree at Pensacola State. If desired, successfully completed coursework within the technical certificate can be transferred into an appropriate Pensacola State College A.S. degree program in Electronics Engineering Technology, Networking Services Technology, or Telecommunications Engineering Technology.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Cable Technician Technical Certificate program are employed as cable installers, cable testers, or cable technicians by industries which have local and wide area computer networks: manufacturing, retail and wholesale businesses, financial and educational institutions, and insurance and government systems.

Telecommunications Line Installers and Repairers

String and repair telephone and television cable, including fiber optics and other equipment for transmitting messages or television programming. These technicians may access specific areas to string lines and install terminal boxes, auxiliary equipment, and appliances, using bucket trucks, by climbing poles and ladders, or entering tunnels, trenches, or crawl spaces.

Other Occupations Include:

Cabling Specialist
Help Desk Specialist

For more information, explore:

Electronics Technicians Association International **www.eta-i.org**
International Brotherhood of Electrical Workers **www.ibew.org**
Society of Cable Telecommunications Engineers **www.scte.org/**

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Electrical Power-Line Installers and Repairers	53	59	3	$24.96

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Cable Technician
(Voice and Data Cabling)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses

			Credits
CET	2071**	Convergence Communications: Voice, Video, and Data	3
CET	1600C**	Networking Fundamentals or	
CET	1588C**	Network +	3
EET	2084C**	Introduction to Electronics	3
CET	1634C	Telecommunications Distribution Systems	3

Total Program Credits   12

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

NOTE: *This program assumes the student has a basic knowledge of computer operating systems, hardware, and software.*

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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Information Technology
(Technical Certificates)

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People in this career usually like solving problems and working with tools and instruments indoors. They most often like to work alone but must like to work with people in a problem solving environment. They are sometimes described as persistent, patient, and analytical.

Typical Tasks Include . . .

- Install and maintain communications systems.

- Design and configure communications cabling systems.

- Provide research support of communications equipment.

Beyond Graduation . . .

The communications industry is in a constant state of change. Graduates will need to stay current with these changes to remain employable in the field.

Opportunities for continuing training and professional development are planned to be offered at Pensacola State College once a person finishes the degree and enters their career. Most employers recognize the need for continuing education by the technical staff and will encourage these employees to continue their technical training by means of paid tuition and/or release time.

These credits may be applied towards the Electronics Engineering Technology, Networking Services Technology, or Telecommunications Engineering Technology A.S. degree programs at Pensacola State.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Information Technology Certificate programs support the communications industry, telephone companies, internet service providers, cable and wireless communications and communications equipment manufacturers. These companies provide networks to retail and wholesale businesses which may include telemarketing centers, customer service call centers and e-commerce centers.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Network and Computer Systems Administrators
Design, install, and support an organization's local-area network (LAN), wide-area network (WAN), Internet, or intranet system, provide day-to-day support for software users, maintain network hardware and software, and ensure network availability to users.

Network Systems and Data Communications Analysts
Design, test, and evaluate (LANs), (WANs), and other data communications systems ranging from a connection between two offices in the same building to globally distributed networks, voice mail, and e-mail systems of a multinational organization.

Telecommunications Specialists
Focus on the interaction between computer and communications equipment. These workers design voice and data communication systems, supervise the installation of the systems, and provide maintenance and other services after systems are installed.

Other Occupations include
Electronics Aide
Field Service Technician
Telecommunications Engineering Technician

For more information, explore:
Network Communications (LAN)
Systems Administrators Guild www.sage.org
Wireless Communications
Computing Technology Industry Association (CompTIA) www.comptia.org/
Electronics Technicians Association International www.eta-i.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Computer Support Specialists	645	705	25	$19.40

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Certifications and Credentials for Employment

LAN-CT – Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Network Communications (LAN)

Network Communications (LAN) program is an 18 college credit hour certificate designed to provide students with a basic knowledge of local area networks (LAN) and prepare them for the Cisco Certified Network Associate (CCNA) certification. These credits may be applied towards the Electronics Engineering Technology, or Computer Information Technology AS degree programs.

Required Courses

			Credits
CET	1600C**	Network Fundamentals	3
CET	1610C**	Router Protocols & Concepts	3
CET	1634C	Telecommunications Distribution Systems	3
EET	2084C**	Introduction to Electronics	3
CET	2615C**	LAN Switching & Wireless	3
CET	2620C**	Accessing the WAN	3

Total Program Credits — 18

Wireless Communications (WIFI-CT)

This program is an 18 college credit hour certificate designed to provide students with a basic knowledge of wireless networking and to prepare students to work in this field. These Credits may be applied towards the Electronics Engineering Technology or Computer Information Technology AS degree programs.

Foundation Courses

			Credits
CET	2071**	Convergence Communications: Voice, Video, and Data	3
CET	1600C**	Networking Fundamentals Intermediate Courses	3
CET	1634C	Telecommunications Distribution Systems	3
EET	2084C**	Introduction to Electronics	3
CET	2854C**	Wireless LANS	3
EET	_____	Technical Elective	3

Total Program Credits — 18

These certificate programs assume the student has a basic knowledge of computer operating systems, hardware, and software.

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

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Landscape and Horticulture Management

People who enjoy working outdoors and like to work with tools and machines are successful within this career. Some abilities in leadership and business may be required for upward mobility. People in this career are sometimes described as persistent, creative, and sociable.

Typical Tasks Include . . .

- Prepare and grading terrains.

- Apply fertilizers and seeds, sodding lawns.

- Grow and transplant shrubs and plants.

- Use implements and power operated equipment.

- Prune and treat plants and trees.

Beyond Graduation . . .

Graduates from this program most often begin their careers working with established lawncare/landscape firms or departments. After several years of experience, some workers may start their own businesses.

The Professional Grounds Management Society, **www.pgms.org/**, offers certification to grounds managers who have a combination of eight years experience and formal education beyond high school and who pass an examination covering subjects such as equipment management, personnel management, environmental issues, turf care, ornamentals, and circulatory systems.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Landscape and Horticulture Management program support lawn and garden service companies, and firms which build or operate real estate and amusement or recreation facilities such as golf courses and race tracks. Parks, schools, hospitals, and cemeteries hold additional opportunities for employment.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Landscape Specialists

Maintain grounds and areas along highways, within parks and business grounds, and on residential sites. They cultivate and care for plants, trees, and shrubs. In both greenhouses and outdoor display areas, specialists condition and prepare soils and plants, seeds, seedlings, or bulbs, and mix and apply pesticides to maintain the health of plants. Jobs in this field may include maintaining and repairing gardening hand tools, equipment, and structures such as greenhouses and hot beds, using maintenance and carpentry tools. Landscape specialists may mow and do any other duties to improve the appearance of grounds.

Other Occupations include

Gardener Specialist	Landscape Design	Landscape Planner
Greenskeeper/Groundskeeper/ Landscape Gardener	Landscape Irrigation Specialist	Landscape Technologist
	Landscape Manager	Nursery Management
Horticulture Specialist	Landscape Pest Management Technologist	

For more information, explore:
American Society for Horticultural Science www.ashs.org
Professional Grounds Management Society www.pgms.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
First-Line Supervisor of Landscaping and Groundskeeping	236	271	7	$18.87

Many jobs in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Landscape and Horticulture Management

Associate of Science Degree

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credits through the Cooperative Education program. Contact Student Job Services.

General Education Courses

			Credits
ENC	1101	English Composition I (Category I)	3
____	____	Humanities/Fine Arts (Category II)	3
____	____	Social/Behavioral Sciences (Category III)	3
MAC	1105	College Algebra (Category IV)	3
BOT	2010	General Botany (Category V)	3
BOT	2010L	General Botany Lab	1

Foundation Courses

____	____†	Computer Competence Requirement	1
HOS	1010	Introduction to Horticultural Science	3
ORH	2220	Turfgrass Management	2
ORH	2220L	Turfgrass Management Laboratory	1
ORH	1511	Plant Materials for Landscape Use	2
ORH	1511L	Plant Materials for Landscape Use Laboratory	1
IPM	1011	Pests and Pest Control	2
IPM	1011L	Pests and Pest Control Laboratory	1

Intermediate Courses

LDE	2000C	Landscape Design	3
GEB	1011	Introduction to Business	3
ORH	2866	Landscape Project Management	3

Advanced Courses

ORH	2820C	Landscape Irrigation	3
GLY	1010	Physical Geology	3
GLY	1010L	Physical Geology Laboratory	1
ORH	1260	Greenhouse Crop Management	3
ORH	1260L	Greenhouse Crop Management Laboratory	1
ORH	2859	Landscape Management	3
ORH	2859L	Landscape Management Laboratory	1
BUL	2241	Business Law	3
PCB	2030	Environmental Science	3
HOS	1014	Introduction to Organic Production Systems and Farming	1
AEB	2949	Agriculture Co-op	3
SPC	1006C††	Basic Speaking and Listening Skills	1

Total Program Credits 64

  * See General Education Course Requirements of current college catalog for options.
  ** LAWN-AS students are exempt from BOT 2010 prerequisites.
  † Course meets Computer Competence Requirement.
  †† Course meets Oral Communications Requirements.

Program Contact
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Department Head
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$ Financial Aid/Scholarships
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Landscape and Horticulture
(Technical Certificates)

People who enjoy working outdoors and like to work with tools and machines are successful within this career. Some abilities in leadership and business may be required for upward mobility. People in this career are sometimes described as persistent, creative, and sociable.

Typical Tasks Include . . .

- Prepare and grade terrains.

- Apply fertilizers and seeds, sodding lawns.

- Grow and transplant shrubs and plants.

- Use implements and power operated equipment.

- Prune and treat plants and trees.

Beyond Graduation . . .

With additional coursework, graduates from the Landscape and Horticulture Certificate programs may complete the Associate of Science (A.S.) degree program in Landscape and Horticulture Management at Pensacola State College.

Job Placement Levels . . .
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Primary Employers and Occupations

Graduates from the Landscape and Horticulture Technical Certificate programs support lawn and garden service companies, and firms which build or operate real estate and amusement or recreation facilities such as golf courses and race tracks. Parks, schools, hospitals, and cemeteries hold additional opportunities for employment.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Landscape Specialists and Professionals

Maintain grounds and areas along highways, within parks and business grounds, and on residential sites. They cultivate and care for plants, trees, and shrubs. In both greenhouses and outdoor display areas, they condition and prepare soils and plants, seeds, seedlings, or bulbs, and mix and apply pesticides to maintain the health of plants. Jobs in this field may include maintaining and repairing gardening hand tools, equipment, and structures such as greenhouses and hot beds, using maintenance and carpentry tools. Landscape certificate holders may mow and do any other duties to improve the appearance of grounds.

Other Occupations include

Gardener Specialist
Greenskeeper/Groundskeeper/
  Landscape Gardener
Horticulture Specialist

Landscape Design
Landscape Irrigation Specialist
Landscape Manager
Landscape Pest Management
  Technologist

Landscape Planner
Landscape Technologist
Nursery Management

For more information, explore:
American Society for Horticultural Science **www.ashs.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Landscaping and Groundskeeping Workers	929	1,113	39	$11.06

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students in the Landscape and Horticulture Technician (LTECH-CT) program may earn credit through the Cooperative Education program. Contact Student Job Services.

Landscape and Horticulture Professional (LPROF-CT)

Foundation Courses			Credits
IPM	1011**	Pest and Pest Control	2
IPM	1011L**	Pest and Pest Control Laboratory	1
HOS	1010	Introduction to Horticultural Sciences	3
ORH	1511**	Plant Materials for Landscape Use	2
ORH	1511L**	Plant Materials for Landscape Use Laboratory	1
ORH	2220**	Turfgrass Management	2
ORH	2220L**	Turfgrass Management Laboratory	1

Advanced Courses			
ORH	2866	Landscape Project Management	3
LDE	2000C	Landscape Design	3

Total Program Credits   18

Landscape and Horticulture Specialist (LSPEC-CT)

Foundation Courses			Credits
IPM	1011**	Pests and Pest Control	2
IPM	1011L**	Pests and Pest Control Laboratory	1
HOS	1010	Introduction to Horticultural Science	3
ORH	1511**	Plant Materials for Landscape Use	2
ORH	1511L**	Plant Materials for Landscape Use Laboratory	1
ORH	2220**	Turfgrass Management	2
ORH	2220L**	Turfgrass Management Laboratory	1

Total Program Credits   12

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

Program Contact
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ahorner@pensacolastate.edu

Department Head
Dr. Matthew Drum (850)484-1167
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Financial Aid/Scholarships
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Landscape and Horticulture
(Technical Certificates)

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Typical Tasks Include . . .

- Prepare and grade terrains.
- Apply fertilizers and seeds, sodding lawns.
- Grow and transplant shrubs and plants.
- Use implements and power operated equipment.
- Prune and treat plants and trees.

Beyond Graduation . . .

With additional coursework, graduates from the Landscape and Horticulture Certificate programs may complete the Associate of Science (A.S.) degree program in Landscape and Horticulture Management at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Landscape and Horticulture Technical Certificate programs support lawn and garden service companies, and firms which build or operate real estate and amusement or recreation facilities such as golf courses and race tracks. Parks, schools, hospitals, and cemeteries hold additional opportunities for employment.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Landscape Specialists and Professionals

Maintain grounds and areas along highways, within parks and business grounds, and on residential sites. They cultivate and care for plants, trees, and shrubs. In both greenhouses and outdoor display areas, they condition and prepare soils and plants, seeds, seedlings, or bulbs, and mix and apply pesticides to maintain the health of plants. Jobs in this field may include maintaining and repairing gardening handtools, equipment, and structures such as greenhouses and hot beds, using maintenance and carpentry tools. Landscape certificate holders may mow and do any other duties to improve the appearance of grounds.

Other Occupations include

Gardener Specialist
Greenskeeper/Groundskeeper/
   Landscape Gardener
Horticulture Specialist

Landscape Design
Landscape Irrigation Specialist
Landscape Manager
Landscape Pest Management
   Technologist

Landscape Planner
Landscape Technologist
Nursery Management

For more information, explore:

American Society for Horticultural Science www.ashs.org

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Landscaping and Groundskeeping Workers	929 1,113	39	$11.06

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students in the Landscape and Horticulture Technician (LTECH-CT) program may earn credit through the Cooperative Education program. Contact Student Job Services.

Landscape and Horticulture Technician
(LTECH-CT)

Foundation Courses | | | Credits

IPM	1011	Pests and Pest Control	2
IPM	1011L	Pests and Pets Control Laboratory	1
HOS	1010	Introduction to Horticultural Science	3
ORH	1511	Plant Materials for Landscape Use	2
ORH	1511L	Plant Materials for Landscape Use Laboratory	1
ORH	2220	Turfgrass Management	2
ORH	2220L	Turfgrass Management Laboratory	1
CGS	1050	Electronic Access to Information	1

Advanced Courses

ORH	2820C	Landscape Irrigation	3
ORH	2866	Landscape Project Management	3
ORH	1260	Greenhouse Crop Management	3
ORH	1260L	Greenhouse Crop Management Laboratory	1
ORH	2859	Landscape Management	3
ORH	2859L	Landscape Management Laboratory	1
LDE	2000C	Landscape Design	3

Total Program Credits   30

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

✉ **Program Contact**
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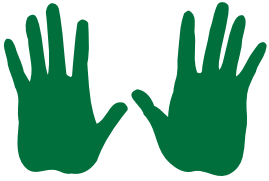? **Need help with Admissions and Registration?**
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Massage Therapy

People who enjoy working within this career usually have social and/or athletic skills. They are interested in human wellness more than working with things or ideas. People in this career are sometimes described as sociable, persistent, and patient.

Typical Tasks Include . . .

- Use a variety of massaging techniques.
- Use special massage related equipment.
- Provide health related counseling.
- Keep appropriate records.

Beyond Graduation . . .

Graduates of the Massage Therapy program may choose to continue their education within the health care field, such as obtaining an Associate of Science (A.S.) college degree in the Physical Therapist Assistant program at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Massage Therapy program will support special health, beauty, and massage salons, health clubs, chiropractic and sports rehabilitation clinics, and may be self-employed.

Massage Therapists

Work to produce physical, mental, and emotional benefits through the manipulation of soft tissue. Auxiliary methods such as the movement of joints and the application of dry and steam heat are used. Various types of massage techniques are used to affect different body problems. Techniques include: kneading (using light or hard rhythmic stroking, pressing, and lifting the muscle), tapotement (tapping), and rolfing (involving deep massage with intense pressure). Trigger point therapy focuses on a painful area in a muscle and reflexology is applied to specific points on the feet and hands thought to correspond to particular parts of the body. Massage therapists may use rollers, vibrators, and heat and cold applications to produce desired results. Other job titles may include: massotherapists, masseuse/masseurs, or bodyworkers.
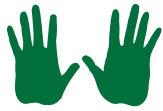
For more information, explore:
American Massage Therapy Association www.amtamassage.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Massage Therapists	283	319	8	$13.75

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Massage Therapy

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

FULL-TIME DAY TRACK

Semester I		Clock Hours
HSC 0003C	Basic Healthcare Worker	90
MSS 0205C	Massage Therapy I	285

Semester II		
MSS 0206C	Massage Therapy II	375

Total Program Clock Hours		**750**

PART-TIME EVENING TRACK

Semester I		Clock Hours
HSC 0003C	Basic Healthcare Worker	90
MSS 0207C	Massage Therapy A	180

Semester II		
MSS 0262C	Message Therapy B	210

Semester III		
MSS 0263C	Message Therapy C	270

Total Program Clock Hours		**750**

Program Contact
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Department Head
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Mechanical Design and Fabrication
(Engineering Technology)

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People considering a career in manufacturing technology should have mechanical and mathematical abilities. Working with tools and machinery is normally required. People in this field are described as being conforming, analytical, and having above average eye and hand coordination.

Typical Tasks Include . . .

- Vary from one industry to another and from one job to another within the manufacturing process.

Graduates work in jobs related to production, maintenance, research and development, and engineering.

Beyond Graduation . . .

As new automation is introduced, computer control programmers and operators and persons in related careers normally receive additional training to update their skills. This training usually is provided by a representative of the equipment manufacturer. Many employers offer tuition reimbursement for job-related courses.

Computer control programmers and operators can advance in several ways. Experienced CNC operators may become CNC programmers, and some are promoted to supervisory or administrative positions in their firms. A few open their own shops.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Mechanical Design and Fabrication program are prepared for careers in the industrial automated environment, and support large and small manufacturing industries and businesses. Chemicals, textile mill products, fabricated metal products, home building materials, and appliances are but a few examples. Students of this program, which includes a Haas Educational Training Center, specialize in the operations and programming of Haas machining centers.

Automated Mechanical Design and Fabrication Technicians include:

CNC (Computer Numerical Control) Operators
Maintain, set-up, and operate automated machining centers. They set-up and configure the CNC machining centers to run CNC programs generated by the CAD/CAM technicians. CNC operators write CNC programs at the controller, and edit and revise CNC programs used to manufacture machined parts.

CAD/CAM (Computer-Aided Drafting/Computer-Aided Manufacturing) Technicians
Are responsible for drawing computer-aided designs and incorporating the CAD drawing file into a CAM program. Technicians assign the tool path used to perform the assigned machining operations and generate the NC program used on a specific machining center used to generate the automated machining parts.

Other Occupations Include:

Assistant Engineer	CNC Operator	Machining Technician
CAD/CAM Designer	CNC Plasma Cutting Operator	Manufacturing Assembler
CAD/CAM Programmer	CNC Programmer	Metal Fabricator
		Welding Technician

For more information, explore:
American Design Drafting Association **www.adda.org**

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Industrial Engineering Technicians	48	49	1	$26.12

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services

Mechanical Design and Fabrication
(Engineering Technology)

Associate of Science Degree

MECH-AS

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn Cooperative Education credits that can be used in this program. Work experience positions with various manufacturing firms are listed with Student Job Services.

General Education (15 credits)   Credits

ENC	1101	English Composition I (Category I)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Social/Behavioral Sciences (Category III)	3
MAC	1105	College Algebra (Category IV)	3
___	____*	General (Category V)	3
SPC	1006C††	Basic Speaking and Listening Skills	1

Engineering Technology Core (12 credits)

CGS	1061C†	Introduction to Computers in Technology	3
EGS	1111	Engineering Graphics	3
EET	2084C**	Introduction to Electronics	3
GEB	2112	Entrepreneurship	3

Technical Core (33 credits)

ETI	2415	Woodworking Processes (MASTERCAM Router)	4
ETI	2416	Metal Working Processes (Welding & Fabrication)	4
ETI	2411**	Manufacturing Processes CNC Machining/ MASTERCAM-Lathe	4
ETI	2412**	Fabrication Processes (MASTERCAM Art)	4
ETI	2414**	Computer-Aided Manufacturing MASTERCAM-Mill 2-D & Solidworks	4
ETD	2364	Computer-Aided Design 3-D (MASTERCAM-Mill 3-D & SolidWorks)	4
ETI	1933	Special Topics in Mechanical Design	3
____	____***	Electives	5

Total Program Credits   60

+ *Suggested Electives++*

GEB	1011	Introduction to Business	3
ETI	2949	Manufacturing Technology Co-op	3
ETI	2947	Manufacturing Technology Co-op	1
ETI	1701	Industrial Safety	3
ETI	1931	Special Topics in Mechanical Design	13

++ *See General Education Course Requirements page of options.*
 * *See General Education Course Requirements page of options.*
** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
 † *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

Program Contact
Mr. Michael Cannon (850) 484-2524
mcannon@pensacolastate.edu

Department Head
Mr. Danny Steele (850) 484-2522
dsteele@pensacolastate.edu

Financial Aid/Scholarships
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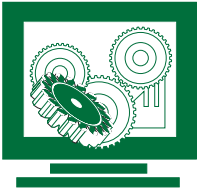**Need help with Admissions and Registration?**
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CNC Machinist

People in this career like physical activities and like to find answers to problems by doing hands-on work. They often prefer to work alone and like to stay busy with a variety of work tasks. These workers need good eye-hand coordination, spacial thinking, form perception, and finger and manual dexterity. They may be described as doers.

Typical Tasks Include . . .

- Calculate and adjust machine feed and speed, cutting tools, coolant systems and machine controls.

- Input initial part dimensions into machine control panels; monitor machines during operation.

- Communicate with supervisors or programmers to resolve machine malfunctions and/or production errors.

Lifting, pulling, pushing, and carrying are often-performed tasks.

Beyond Graduation . . .

This technical certificate comprises four essential core courses that can count toward the completion of an Associate of Science (A.S.) degree in Mechanical Design and Fabrication at Pensacola State College. The A.S. degree at Pensacola State offers on-the-job experience through the Cooperative Education Program.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the CNC Machinist program are prepared for entry level employment in the manufacture of fabricated metal products, machinery, transportation equipment, and plastic products.

CNC Operators
Set up and operate numerical control machine tools that automatically mill, drill, broach, bore and ream metal and plastic parts.

Robotic Machine Operators
Set up and operate industrial robots to drill, countersink and counter-bore workpieces.

CNC Router Set-Up Operators
Set up and operate multi-axis numerically controlled routing machines.

For more information, explore:
International Association of Machinists and Aerospace Workers www.iamaw.org/
National Tooling and Machining Association www.ntma.org
Precision Machined Products Association www.pmpa.org

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Machinists	142 156	5	$16.36

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

CNC Machinist /Fabricator

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses

			Credits
EGS	1111	Engineering Graphics	3
ETI	2416	Metal Working Processes (Welding & Fabrication)	4
ETI	2411**	Manufacturing Processes (CNC Machining/ MasterCam -Lathe)	4
ETI	1931	Special Topics in Mechanical Design	1

Total Program Credits   **12**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

Program Contact
Mr. Michael Cannon (850) 484-2524
mcannon@pensacolastate.edu

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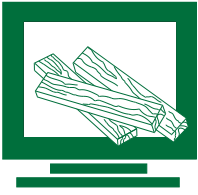**Need help with Admissions and Registration?**
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Computerized Woodworking

People in this career like physical activities and like to find answers to problems by doing hands-on work. They often prefer to work alone and like to stay busy with a variety of work tasks. These workers need good eye-hand coordination, spacial thinking, form perception, finger and manual dexterity. They may be described as doers.

Typical Tasks Include . . .

• Start machines and adjust settings and controls

• Adjust machine tables or cutting devices

• Set controls to produce specific cuts or operations

• Monitor dials, gauges and other indicators to ensure machines are working properly and materials conform to specifications

Beyond Graduation . . .

The Computerized Woodworking technical certificate comprises four essential core courses that can count toward the completion of an Associate of Science (A.S.) degree in Mechanical Design and Fabrication at Pensacola State College. The A.S. degree at Pensacola State offers on-the-job experience through the Cooperative Education Program.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Computerized Woodworking program are prepared for entry level employment in sawmills and wood preservation businesses, and the manufacture of household, institutional cabinets/countertops, and office furniture. Opportunities also exist in other wood product manufacturing companies.

Woodworking Machine Workers/Operators

Set up, operate and tend to woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers and wood-nailing machines. They ensure quality, examine finished workpieces and monitor the operation of machines, while making adjustments to correct any problems. These workers may set up programs and operate computerized woodworking machines such as a CNC gantry mill router. Other skills used in this field are graphic arts as applied to sign making, 3-D designs for the CNC router and computerized drafting with AutoCAD.

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Woodworking Machine Setters and Operators (Excluding Sawing)	45 33	0	$19.38

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Computerized Woodworking

Technical Certificate

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses

			Credits
EGS	1111	Engineering Graphics	3
ETI	2415	Woodworking Processes (MASTERCAM Router)	4
ETI	2412**	Fabrication Processes (MASTERCAM ART)	4
ETI	1931	Special Topics in Mechanical Design	1

Total Program Credits   **12**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

Program Contact
Mr. Michael Cannon (850) 484-2524
mcannon@pensacolastate.edu

Department Head
Mr. Danny Steele (850) 484-2522
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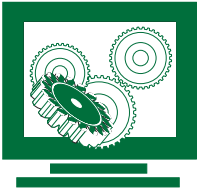**Need help with Admissions and Registration?**
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Mechanical Designer/ Programmer

People in this career like to find answers to problems by doing hands-on work. They like to stay busy with a variety of work tasks. These workers need good eye-hand coordination, spacial thinking, form perception, and finger and manual dexterity. They may be described as doers.

Typical Tasks Include . . .

- Develop detailed 2-D and 3-D designs, using Solidworks design program.

- Generate CNC programs for 2-D and 3-D processes using MASTERCAM.

- Set-up and process products designed on a CNC machining center.

Lifting, pulling, pushing, and carrying are often-performed tasks.

Beyond Graduation . . .

This technical certificate comprises four essential core courses that can count toward the completion of an Associate of Applied Science (A.A.S.) degree in Mechanical Design and Fabrication at Pensacola State College. The A.A.S. degree at Pensacola State offers on-the-job experience through the Cooperative Education Program.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Mechanical Designer/Programmer program are prepared for entry level employment as a Solidworks designer and MASTERCAM CNC programmer in any manufacturing environment.

Die Designers
Develop die plans for stamping, forming, forging, or extrusion presses.

Drafters
Make detailed drawings for the manufacture of structural, mechanical, and ornamental parts.

Controls Designers
Assist engineers in designing and drafting control systems for machines and equipment.

For more information, explore:
International Association of Machinists and Aerospace Workers www.iamaw.org/
National Tooling and Machining Association www.ntma.org
Precision Machined Products Association www.pmpa.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Mechanical Drafters	1,625	1,777	50	$24.67

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Mechanical Designer/Programmer

Technical Certificate

MECH-CT

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Required Courses			Credits
EGS	1111	Engineering Graphics	3
ETI	2414	Computer Aided Manufacturing (MasterCam Mill 2-D & Solidworks)	4
ETD	2364	Computer Aided Design 3-D (MasterCam Mill 3-D & Solidworks)	4
ETI	1931	Special Topics in Mechanical Design	1
Total Program Credits			**12**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

Program Contact
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Department Head
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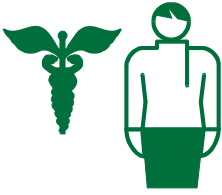**Need help with Admissions and Registration?**
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Medical Assisting

If you are a person who is cooperative, enjoys working with other people, is organized, and likes to work indoors, this career may suit you. Persons in this career are sometimes described as friendly, kind, sympathetic, and careful.

Typical Tasks Include . . .

- Interview and process incoming/outgoing patients.

- Use a computer for medical practice and patient record/account management.

- Prepare patients for examination, take and record patients' vital signs, give injections, draw blood.

- Assist the physician during physical examinations and minor surgical and medical procedures.

Beyond Graduation . . .

Employers may have preferences to hire experienced workers or certified applicants who have passed a national examination, indicating that the medical assistant meets certain standards of competence.

Medical assisting may lead to opportunities such as business office manager, clinical manager, or practice administrator for private physicians' offices.

Graduates from the Medical Assisting program may choose to further their education by pursuing an Associate degree in Registered Nursing, Medical Office Management, or another health care related field at Pensacola State.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Medical Assisting program work in physicians' offices, clinics, offices of other health practitioners, and hospitals. The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Medical Assistants

Are multi-skilled persons who assist in many aspects of medical practice under the direction of a physician. Medical office assistants execute administrative and clinical procedures, often perform managerial and supervisory functions and assist with patient care management. Administrative duties may include processing insurance claims, typing medical documents, processing incoming/outgoing patients (scheduling, collecting fees or arranging for payment), performing recordkeeping functions related to patient accounts, managing medical records, and using a computer for practice management.

Clinical duties may include taking and recording vital signs and blood pressure, giving injections, drawing blood for laboratory analysis (venipuncture), assisting the physician with physical examinations and minor surgical and medical procedures, and teaching patients with regard to treatment regimens.

Medical assistants are employed in the offices of physicians and other health practitioners such as optometrists, podiatrists, and chiropractors.

Other Occupations Include

EKG Aide
Medical Office Receptionist
Medical Specialist
Patient Care Attendant
Pharmacy Technician
Phlebotomist

For more information, explore:

American Association of Medical Assistants www.aama-ntl.org
American Society of Podiatric Medical Assistants www.aspma.org/

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
OccupatMedical Assistants	998	1,138	33	$11.88

Medical Assisting is listed among the **TOP 50 fastest growing jobs** in Florida and in Escambia plus Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Medical Assisting

Career and Technical Certificate

MEDAS-VC

Accreditation Status
Accredited by the Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**) follows the guidelines and standards of the American Association of Medical Assistants (**www.aama-ntl.org**).

Certifications and Credentials for Employment
Courses in this program prepare the student to take industry recognized certification exam(s).

Entrance Requirements
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Work Experience Related to Program
The six-week preceptorship prior to graduation provides an avenue to possible employment.

Required Courses

Semester I
			Clock Hours
HSC	0003C	Basic Healthcare Worker	90
MEA	0500	Medical Office Receptionist	100
MEA	0521C	Phlebotomist, MA	75
MEA	0543C	EKG Aide, MA	75
MEA	0550	Medical Assistant I	110

Semester II
MEA	0551C	Medical Assisting II	450

Semester III
MEA	0552C	Medical Assisting III	420

Total Program Clock Hours   1320

SPECIAL REQUIREMENTS
All program requirements must be met before a student is eligible for admission. One class of 25 students per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

NOTE: *Students are encouraged to apply early for the program. It is the responsibility of the applicant to make sure all requirements are on file by the deadline date. It is to the student's advantage to contact the department periodically about his/her file.*

Program Contact
Ms. Marie Hattabaugh (850) 484-2304
mhattabaugh@pensacolastate.edu

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

Financial Aid/Scholarships
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Health Services Management

People who have leadership ability, good communication skills, organizational skills, and like working with other people will find this career suitable. Persons who enter this field are described as sociable, sympathetic, and practical.

Typical Tasks Include . . .

- Direct clerical functions such as typing, filing, bookkeeping, and other office procedures.

- Organize the activities of the workers in the office.

- Develop ways to improve efficiency.

- Review work records.

- Help to prepare budgets.

- Coordinate physicians' schedules.

- Maintain office policies and procedures.

- Serve as Human Resources Manager.

Beyond Graduation . . .

This program is designed for established medical office employees to advance into office manager, administrative assistant, or management positions. Formal education is usually necessary for advancement.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Health Care Management.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Health Services Management program work in hospitals, clinics, outpatient care facilities, doctors' offices, insurance companies, and pharmaceutical firms.

Health Care Office Managers

Combine business and management skills with knowledge of the health care industry, in administrative support areas of the health field. Positions include professional duties in hospitals, clinics, insurance companies, pharmaceutical firms, and offices of physicians specializing in areas such as cardiology, dermatology, family practice, general surgery, OB/GYN, ophthalmology, pediatrics, and urology, for example.

In facilities such as hospitals and clinics, these professionals may have little or no direct patient contact. Here they may manage or work within individual functions such as insurance, payroll, patient admissions, billing, regulatory reports, marketing, or auxiliary services.

In the offices of small, medical or dental, group or solo, practices, health care office managers often have direct patient contact and may be responsible for all managerial, administrative, and supervisory functions. Other job title: practice administrator.

Other Occupations Include:
Activities Assistant
Department Assistant
Health Service Supervisor
Health Service Technician
Medical Coordinator
Office Manager

For more information, explore:
American College of Healthcare Executives **www.ache.org**
Institute for Diversity in Health Management **www.diversityconnection.org/**

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Medical and Health Services Managers	149	168	6	$49.27

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Health Services Management

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Semester I – Fall

			Credits
ENC	1101	English Composition (Category I)	3
CGS	1570†	Computer Concepts and Applications	3
HSC	1531	Medical Terminology	3
BSC	1080	Essentials of Anatomy & Physiology	3
BSC	1080L	Essentials of Anatomy & Physiology Lab	1

Semester II – Spring

ACG	2001	Accounting I	3
HSA	1172	Medical Billing and Third Party Payers	2
COM	2100**††	Business Communications	3
HSC	1590	AIDS/OSHA for Health Professionals	1
HSC	2550**	Pathophysiology	3

Semester III – Summer

____	____*	Humanities/Fine Arts (Category II)	3
MAC	1105*	College Algebra (Category IV)	3
HIM	1442	Pharmacology	2

Semester IV – Fall

OST	1464	Computerized Medical Office Systems	3
HIM	2229C**	Intro to Coding and Classification Systems	3
HIM	2620**	Medical Statistics and Financial Applications	3
HIM	2512	Health Information Management & Supervision	3
HSC	2641	Health Care Law	3

Semester V – Spring

HIM	2500C	Performance Improvement in Healthcare	2
OST	1461**	Medical Office Practice	3
HIM	2253C**	Outpatient Reimbursement Methodologies	3
SLS	1353††	Generations at Work (Category V)	3
ECO	2013	Macroeconomics (Category III)	3

Total Program Credits   **62**

Electives based on general education requirements.
  * *Electives based on general education requirements.*
Certain course are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course sequence.

 ** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
 † *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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cruber@pensacolastate.edu

Financial Aid/Scholarships
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Office Administration
(Medical Office Administration)

People who prefer to work indoors and like to organize things, are sociable, friendly, and self confident are good candidates for this program. Enjoying working with words, numbers, and people are required within this career.

Typical Tasks include . . .

- Compose, type, and file information for managers or other professional staff.

- Transcribe and maintain proficiency in microcomputers and various software programs.

- Answer phones and work as a team member assisting with administrative and clerical work as required.

Beyond Graduation . . .

Advancement for medical office administrative assistants generally comes about by promotion to a position with more responsibilities.

Qualified office personnel who broaden their knowledge of the company's operations and enhance their skills may be promoted to other positions such as senior or executive office administrator, clerical supervisor, or office manager. As office personnel gain experience, they can earn the title of Certified Professional Secretary after they have passed a stringent test proving their knowledge and skills.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Health Care Management.

Job Placement Levels . . .

Primary Employers and Occupations

Graduates from the Medical Office Administration program are employed in health care organizations. Most work in services such as education, health, legal, and business. Banks, insurance and real estate firms, and governmental systems are also important employers.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Medical Office Administrators

Transcribe dictation, prepare correspondence, and assist physicians with reports, speeches, articles, and conference proceedings. Medical office workers may record simple medical histories, arrange for patients to be hospitalized, or order supplies. Medical office workers may also need to know insurance rules, billing practices, and be familiar with hospital or laboratory procedures. Other occupations include: admitting officers, insurance clerks, medical administrative assistants, medical record clerks.

Office Administrators

Perform a variety of administrative, clerical and interactive duties that are necessary to run and maintain organizations efficiently. They schedule appointments and conferences, receive clients, transmit staff instructions, give information to callers, organize and maintain files, take and transcribe dictation, and type correspondence, reports, and memos.

Administrative Assistants

Work for managers and executives performing duties similar to those of high-level office workers but may include more long-range assignments. They may help prepare reports, attend meetings, collect and research documents, and may do much of the writing themselves. Administrative assistants often need computer skills to deal with budgets, word processing, and desktop publishing.

For more information, explore:

International Association of Administrative Professionals **www.iaap-hq.org**
International Virtual Assistants Association **www.ivaa.org/**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Medical Secretaries	483	581	18	$13.85

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Office Administration
(Medical Office Administration)

Associate of Science Degree

MDSC-AS

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

FIRST YEAR

Semester I – Fall

			Credits
ENC	1101	English Composition(Category I)	3
CGS	1570†	Computer Concepts and Applications	3
OST	1713	Word Processing	3
HIM	1442	Pharmacology	2
HSC	1531	Medical Terminology	3

Semester II – Spring

COM	2100**††	Business Communications	3
HSC	2641	Health Care Law	3
____	____*	Humanities (Category II)	3
BSC	1080	Essentials of Anatomy and Physiology	3
BSC	1080L	Essentials of Anatomy and Physiology Lab	1

Note: Check the college catalog for details.
Certain course are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course sequence.

* * See General Education Course Requirements of current college catalog for options.
* ** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
* † Course meets Computer Competence Requirement.
* †† Course meets Oral Communications Requirements.

SECOND YEAR

Semester I – Fall

HIM	2253C*	Outpatient Reimbursement and Methodologies	4
____	____*	Natural Science/Math (Category IV)	3
HSC	1590	AIDS/OSHA for Health Professionals	1
ECO	2013	Macroeconomics (Category III)	3
OST	1464	Computerized Medical Office Systems	2

Semester II – Spring

ACG	2021	Financial Accounting	3
SLS	1353*	Generations at Work (Category V)	3
OST	1461**	Medical Office Practice	3
OST	1135	Medical Documents	2
OST	1611**	Medical Transcription I	3

Semester III – Summer

OST	1612**	Medical Transcription II	3
OST	1613**	Medical Transcription III	3
OST	1614	Medical Transcription IV	3

Total Program Credits   63

Program Contact
Ms. Donna Flynn (850) 484-2223
dflynn@pensacolastate.edu

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

Medical Records Transcribing

People in this career usually have clerical abilities, good English grammar skills, and a good eye for detail. They prefer to work indoors, and like to organize things.

Typical Tasks include . . .

- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.

- Sets up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries, and clinical resumes.

Beyond Graduation . . .

This year-long certificate, college-credit program is designed to prepare students for employment as medical transcribers. Students wishing to continue their education may take additional courses to earn a two-year Associate of Science (A.S.) degree in Health Services Management or Medical Office Administration at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Medical Records Transcribing program work in hospitals, physicians' offices, transcription service offices, clinics, laboratories, medical libraries, government medical facilities, or at home. Many medical transcriptions telecommute from home-based offices as employees or subcontractors for hospitals and transcription services or as self-employed, independent contractors.

Medical Transcriptionists

Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and returns reports in either printed or electronic form for review and signature, or correction.

For more information, explore:

International Association of Administrative Professionals www.iaap-hq.org
International Virtual Assistants Association www.ivaa.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Medical Transcriptionist	192	201	4	$16.00

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Medical Records Transcribing

Applied Technical Diploma

Entrance Requirements

Class size is limited. Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Semester I – Fall

			Credits
LIN	1670C	Traditional English Grammar or higher	3
CGS	1570	Computer Concepts and Applications or	
OST	1713	Word Processing I	3
HSC	1531	Medical Terminology	3
BSC	1080	Essentials of Anatomy & Physiology	3
BSC	1080L	Essentials of Anatomy & Physiology Lab	1

Semester II – Spring

OST	1611**	Medical Transcription I	3
OST	1461**	Medical Office Practice	3
OST	1135	Medical Documents	2
HSC	1590	AIDS/OSHA for Health Professionals	1
HIM	1442	Pharmacology	2

Semester III – Summer

OST	1612**	Medical Transcription II	3
OST	1613**	Medical Transcription III	3
OST	1614	Medical Transcription IV	3

Total Program Credits   33

NOTE: Check the college catalog for details. Certain course are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course sequence.

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

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Department Head
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Nursing, R.N.

Energetic people who have initiative and can work independently, prefer working in a job where duties often change, enjoy working with people, and are sympathetic and understanding of people's needs may find this career is suitable for them.

Typical Tasks Include . . .

- Provide care for the sick or injured and help people stay well.

- Observe and record symptoms, reactions, and progress of patients.

- Give medication to patients and instruct them and their families on proper health care.

- Work as a team member with the physician and other health care personnel.

Nursing also has hazards including being exposed to infectious diseases such as hepatitis and AIDS. Lifting and moving patients is also required in nursing duties. Nursing usually involves shift work and weekend work.

Beyond Graduation . . .

Pensacola State College offers an Advanced Technical Certificate in Perioperative Nursing. For details, contact the Nursing Department.

Graduates of Associate Degree Nursing (ADN) programs, who hold a Registered Nursing (RN) license, may continue their education and training through the college's B.S.N. Degree (Bachelor of Science in Nursing) with additional skills in management, leadership, theory, and research to succeed and be promoted within the nursing profession.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Nursing (Associate Degree) R.N. program work in hospitals, offices and clinics of medical doctors, nursing homes, schools, and home health care services.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Registered Nurses/Associate Degree Nurses (A.D.N.)
Provide care to individual patients experiencing acute or chronic health problems. Nursing practice includes utilizing communication skills, acting as a health teacher, directing other health workers in selected aspects of care and providing direct patient care. R.N.s are typically concerned with the "whole person" providing for the physical, mental, and emotional needs of their patients. They advise patients, help in rehabilitation, promote good health, and prevent illnesses. Graduates of A.D.N. programs qualify for entry level positions as staff nurses and may advance in management to assistant head nurse or head nurse. Usually the work setting determines day to day job duties.

Hospital Nurses
Form the largest group of nurses. Most are staff nurses who provide bedside nursing care and carry out the medical regimen prescribed by physicians. They may also supervise licensed practical nurses and aides. Hospital nurses usually are assigned to one area such as surgery, maternity, pediatrics, emergency room, intensive care, or treatment of cancer patients or may rotate among departments.

Private Duty Nurses
Care for patients needing constant attention. They work directly for families on a contract basis or for a nursing or temporary help agency which assigns them to patients. Private duty nurses provide services in homes, hospitals, nursing homes, and rehabilitation centers.

Head Nurses or Nurse Supervisors
Direct nursing activities. They plan work schedules and assign duties to nurses and aides, provide or arrange for training, and visit patients and observe nurses to insure that care is properly carried out. Head nurses may also insure that records are maintained and that equipment and supplies are ordered.

For more information, explore:
American Nurses Association www.ana.org
National League for Nursing www.nln.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Registered Nurses	4,919	5,674	180	$26.89

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Nursing, R.N.

Associate of Science Degree

RN-AS

Accreditation Status

Fully accredited by the
National League for Nursing
and Accrediting Commission
Florida Board of Nursing

Certifications and Credentials for Employment

Courses in this program
prepare the student to
take industry recognized
certification exam(s). If
you possess an industry
certification in this career
area, you may be eligible
to **receive college credit**
towards this program. For
more information, see the
program contact or the
department head.

Entrance Requirements

Consult Program Contact
or Department Head for
entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

			Credits
ENC	1101	English Composition I (Category I)	3
DEP	2004	Human Growth and Development	3
BSC	1093	Anatomy and Physiology I	3
BSC	1093L	Anatomy and Physiology I Laboratory	1
BSC	1094	Anatomy and Physiology II	3
BSC	1094L	Anatomy and Physiology II Laboratory	1
MAC	1105	College Algebra or	
STA	2023	Elementary Statistics (Category IV) (STA 2023 is recommended for anyone who may be interested in pursuing a Bachelor of Science in Nursing)	3

Semester I

NUR	1020C†	Introduction to Nursing	8
NUR	1511	Mental Health Nursing I	1
HUN	1201	Elements of Nutrition (Category V)	3

Semester II

NUR	1211C	Adult Health Nursing I	8
MCB	1000	Applied Microbiology	3
MCB	1000L	Applied Microbiology Laboratory	1

Semester III

NUR	2212C	Adult Health Nursing II	6

Semester IV

NUR	2440C	Maternal-Child Health Nursing	6
NUR	2213C	Adult Health Nursing III	6

Semester V

NUR	2523C	Mental Health II	3
SYG	2000	Introduction to Sociology (Category III)	3
____	____	Humanities (Category II)	3
NUR	2811L††	Transitional Practice/Preceptorship	4

Total Program Credits — 72

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

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Department Head
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total
cost to attend, at: **www.pensacolastate.edu**,
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Nursing Assistant

People who enjoy working with people, are understanding and sympathetic, cooperate with others, and are able to work in duties that often change, may be suited to this career.

Typical Tasks Include . . .

- Assist the nursing staff in caring for patients.

- Instruct dysfunctional patients trying to regain basic living skills such as dressing, personal hygiene and communicating.

- Assist in examinations, treatments, and giving patient care.

- Lift and carry patients.

Beyond Graduation . . .

Graduates from the Nursing Assistant program are eligible to take the certification examination for nursing assisting. Opportunities for advancement within these occupations are limited. To enter other health occupations, aides generally need additional formal training. Graduates may choose to go on to obtain their certificate in Practical Nursing, then an Associate in Science for Registered Nursing. Graduates of these programs are eligible to sit for the appropriate licensing exam.

Primary Employers and Occupations

Graduates from the Nursing Assistant program work in nursing homes or residential care facilities, mental health settings, and hospitals.

Nursing Assistants/Nursing Aides

Work under the supervision of nursing and medical staff, assisting in the general overall care of patients. They help care for physically or mentally ill, injured, disabled, or infirm individuals confined to hospitals, nursing or residential care facilities, and mental health settings. Nursing aides answer patients' call bells, deliver messages, serve meals, make beds, and feed, dress, and bathe patients. Aides may also give massages, provide skin care to patients who cannot move, take temperatures, pulse, respiration, and blood pressure, and help patients get in and out of bed and walk. They may also escort patients to operating and examining rooms, keep patients' rooms neat, set up equipment, or store and move supplies. Aides observe patients' physical, mental, and emotional conditions and report any change to the nursing or medical staff.

Nursing aides employed in nursing homes are sometimes called geriatric aides. They are often the principal caregivers in nursing homes and have a great deal of contact with the residents. Since residents may stay in a nursing home for months or even years, aides are expected to develop ongoing relationships with them and respond to them in a positive, caring way.

For more information, explore:
National Association for Home Care and Hospice **www.nahc.org**
National Council of State Boards of Nursing Inc. **www.ncsbn.org**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Nursing Aides, Orderlies and Attendants	2,108	2,497	75	$11.16

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Nursing Assistant

Certifications and Credentials for Employment
Certification examination, State of Florida

Entrance Requirements
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

			Clock Hours
HSC	0003C	Basic Healthcare Worker	90
HCP	0121C	Nursing Assistant	75
Total Program Clock Hours			**165**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Practical Nursing

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People who enjoy working with people, are cooperative and patient, and like to work in duties that often change will be suited to this career. Persons in this occupation usually have social skills and are interested in human relationships.

Typical Tasks Include . . .

- Care for sick, injured, convalescing, or disabled people under the direction of a physician or registered nurse.

- Take temperatures, blood pressure, pulse, and respiration.

- Keep records on the condition of the patient.

L.P.N.s may also help patients with dressing, bathing, and personal hygiene. Health hazards may be involved with nursing including exposure to infectious diseases, lifting and carrying patients, and working shifts and weekends.

Beyond Graduation . . .

Graduates from the Practical Nursing program are eligible to take the State Board Licensure examination. Graduates may choose to continue their education to obtain the Associate degree in Registered Nursing at Pensacola State College.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Practical Nursing program work in hospitals, nursing and personal care facilities, and offices and clinics of doctors of medicine.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Licensed Practical Nurses

Care for the sick, injured, convalescing, and handicapped, under the direction of physicians and registered nurses. Most L.P.N.s provide basic bedside care. They take patients' vital signs, help patients with bathing, dressing, and personal hygiene, and care for their emotional needs. Some experienced L.P.N.s supervise nursing assistants and aides. In nursing homes, L.P.N.s may help evaluate residents' needs, develop care plans, and supervise nursing aides in addition to providing routine bedside care. In doctors' offices and clinics, including health maintenance organizations, they may also make appointments, keep records, and perform other clerical duties. L.P.N.s who work in home health may also prepare meals and teach family members simple nursing tasks.

For more information, explore:
American Nurses Association www.ana.org
National League for Nursing www.nln.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Licensed Practical and Licensed Vocational Nurses	1,070	1,266	52	$18.70

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Practical Nursing

Accreditation Status
Florida Board of Nursing

Certifications and Credentials for Employment
Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Semester I		Clock Hours
HSC 0003C	Basic Health Care Worker	90
HCP 0121C	Nursing Assistant	75
PRN 0091C	Practical Nursing I	285

Semester II		
PRN 0092C	Practical Nursing II	450

Semester III		
PRN 0096C	Practical Nursing III	450

| **Total Program Clock Hours** | | **1350** |

NOTE: *Students whose career goal is to become an RN, should contact an academic advisor for assistance with appropriate general education course selections.*

careerPathways

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Department Head
Ms. Dusti Sluder (850) 484-2341
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$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

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Surgical Technology

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Persons who enjoy working with a team, are cooperative and efficient, and like to work in a constantly challenging environment will be suited for this career. If you are organized and efficient, enjoy working with your hands, and are motivated to help people, this career field would be very rewarding for you.

Typical Tasks Include . . .

- Complete pre-operative activities in the operating room.

- Position, transfer patients onto operating table.

- Prepare patients for surgery.

- Provide surgeons with instruments needed during surgery.

- Work in a sterile environment.

Health hazards include standing for long periods of time, lifting and moving patients, working long shifts, and being on call.

Beyond Graduation . . .

Certifications within the field are available and are required by some employers. Higher level health care programs, such as an Associate degree in Registered Nursing, are available at Pensacola State College.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Careers in the field of surgical technology are found in hospital operating rooms, emergency rooms, ambulatory surgery suites, cast rooms, delivery rooms and surgi-centers. Private scrub technologists are also employed by surgeons in surgical clinics, opthalmology offices and dental offices.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Surgical Technologists

Are members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery.

The role of the Certified Surgical Technologist (CST) includes such preoperative duties as preparing the operating room (OR) by supplying it with the appropriate supplies and instruments, adjusting and testing equipment, preparing the patient for surgery, and helping to connect surgical equipment and monitoring devices. The CST, usually the first member of the OR team to "scrub" and put on gown and gloves, prepares the sterile setup for the appropriate procedure and assists other members of the team with gowning and gloving. During the operation, CSTs have primary responsibility for maintaining the sterile field. In order that surgery may proceed smoothly, CSTs anticipate the needs of surgeons, passing instruments and providing sterile items in an efficient manner. As directed by the surgeon, technicians may sponge or suction the operative site, prepare suture material, dispense appropriate fluids and drugs, and prepare specimens for subsequent pathologic analysis. After the operation, CSTs are responsible for applying dressings and preparing the OR for the next case.

Certified Surgical Technologists (CST) may also function in the nonsterile role of circulator. This can involve keeping a written account of the surgical procedure, assisting the anesthesiologist, and helping account for sponges, needles, and instruments before, during, and after surgery.

For more information, explore:

Association of Surgical Technologists **www.ast.org**
Commission on Accreditation of Allied Health Education Programs (CAAHEP) **www.caahep.org/**
National Board of Surgical Technology and Surgical Assisting **www.lcc-st.org**

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Surgical Technologists	147	160	4	$18.17

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Surgical Technology

Accreditation Status

Accredited by the Commission on Accreditation of Allied Health Education Programs (**www.caahep.org**).

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s).

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Semester I			Clock Hours
HSC	0003C	Basic Health Care Worker	90
STS	0015C	Central Supply Technician	210
STS	0010	Surgical Technology I	150

Semester II			
STS	0011C	Surgical Technology II	450

Semester III			
STS	0012C	Surgical Technology III	435

Total Program Clock Hours			**1335**

** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*

careerPathways

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Department Head
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$ Financial Aid/Scholarships
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For more information call the Program Contact or visit: workforce.pensacolastate.edu

Office Administration

People who prefer to work indoors and like to organize things, are sociable, friendly, and self confident are good candidates for this program. Enjoying working with words, numbers, and people are required within this career.

Typical Tasks include . . .

- Compose, type, and file information for managers or other professional staff.

- Transcribe and maintain proficiency in microcomputers and various software programs.

- Answer phones and work as a team member assisting with administrative and clerical work as required.

Beyond Graduation . . .

Those who broaden their knowledge of company operations and enhance their skills may be promoted to other positions such as senior or executive office administrator, clerical supervisor, or office manager. As office personnel gain experience, they can earn the title of Certified Professional Secretary after they have passed a stringent test proving their knowledge and skills.

Office personnel can also specialize in Legal Administration, or Administrative Assistant. With additional training, legal office personnel can be certified as an Accredited Legal Secretary or as a Professional Legal Secretary.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Organizational Administration.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Office Administration program are employed in organizations of every description. Most work in services such as education, health, legal, and business. Banks, insurance and real estate firms, and governmental systems are also important employers. Legal office administrators work primarily for law firms.

TARGETED OCCUPATION
HIGH DEMAND, HIGH SKILL OR HIGH WAGE

Administrative Assistants
Work for managers and executives performing duties similar to those of high-level office workers but may include more long-range assignments. They may help prepare reports, attend meetings, collect and research documents, and may do much of the writing themselves. Administrative assistants often need computer skills to deal with budgets, word processing, and desktop publishing.

Legal Office Administrators
Work under the supervision of an attorney to prepare legal documents and correspondence such as subpoenas and summonses. They also assist in legal research by reviewing law journals or taking notes on other related cases.

Office Managers, Clerical Supervisors
Coordinate the activities of clerical personnel in a business office. They analyze and plan office operations and procedures, allocate work assignments, and evaluate office production and personnel performance. They also review office records and files for accuracy and completeness.

Office Administrators
Perform a variety of administrative, clerical and interactive duties that are necessary to run and maintain organizations efficiently. They schedule appointments and conferences, receive clients, transmit staff instructions, give information to callers, organize and maintain files, take and transcribe dictation, and type correspondence, reports, and memos.

For more information, explore:
International Association of Administrative Professionals www.iaap-hq.org
International Virtual Assistants Association www.ivaa.org/

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Executive Secretaries and Administrative Assistants	1,144 1,283	32	$20.08

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Office Administration

Associate of Science Degree

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Program includes an internship. Students may earn credits through the Cooperative Education program. Contact Student Job Services.

Foundation Courses

			Credits
CGS	1570†	Computer Concepts and Application (Category V)	3
OST	1100**	Keyboarding I	3
ENC	1101	English Composition (Category I)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Natural Sciences/Mathematics (Category IV) (Prefixes: AST, BSC, ESC, OCB, PCB or CHM)	3
____	____*	Mathematics (Category V) (Prefixes: MAC, MGF, or STA)	3
SPC	1608††	Public Speaking	3
SLS	1353	Generations at Work	3

Intermediate Courses

OST	1110**	Keyboarding II	3
COM	2100††	Business Communications	3
OST	1713**	Word Processing I	3
ECO	2013	Macroeconomics (Category III)	3
ACG	2001	Accounting I	3
CGS	2510**	Spreadsheet	3
OST	1355	Records Management	3

Advanced Courses

OST	1821	Business Applications for Desktop Publishing	3
BUS	2241	Business Law	3
OST	2717**	Word Processing II	3
OST	2402**	Office Procedures	3
CGS	1584**	PowerPoint Presentations for Business	3
OST	2943	Office Systems Internship or	
OST	2949	Office Systems Co-op	3

Total Program Credits   63

+ **Business Elective** — Choose any OST or CGS prefix course.
* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

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Department Head
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$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

? Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

Office Management

People who prefer to work indoors and like to organize things, are sociable, friendly, and self-confident are good candidates for this program. Enjoying working with words, numbers, and people are required within this career.

Typical Tasks Include . . .

- Compose, type, and file information for managers or other professional staff.

- Maintain proficiency in microcomputers and various software programs.

- Answer phones and work as a team member assisting with administrative and clerical work as required.

Hours are normally regular except when overtime is required.

Beyond Graduation . . .

General office clerks who exhibit strong communication, interpersonal, and analytical skills may be promoted to supervisory positions. Advancement to professional occupations within an establishment usually requires more formal education including a college degree.

Graduates from this program may choose to obtain their Associate of Science (A.S.) degree in Office Administration at Pensacola State College and transfer into jobs with higher pay and greater potential.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Office Management program are employed in organizations of every description. Most work in services such as education, health, legal, and business. Banks, insurance and real estate firms, and governmental systems are also important employers.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Office Systems Specialists

Produce neat, typed copies of reports, memorandums, or letters written by other workers. Other general office duties include filing, sorting mail, using calculators, and answering phones.

Other Occupations Include

Clerk Typist
Data Entry Clerk
Information Clerk
Receptionist
Secretary
Software Applications Specialist

For more information, explore:
International Association of Administrative Professionals www.iaap-hq.org
National Association of Legal Secretaries www.nals.org
International Virtual Assistants Association www.ivaa.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Office Clerks, General	2,683	3,117	101	$12.05

Many occupations in this field are listed among the **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Office Management

Technical Certificate

Certifications and Credentials for Employment

If you possess an industry certification in this career area, you may be eligible to **receive college credit** toward this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Foundation Courses

			Credits
CGS	1570	Computer Concepts and Applications	3
ENC	1101	English Composition I	
		or	
LIN	1670C	Traditional English Grammar	3
OST	1100	Keyboarding I	3

Intermediate Courses

COM	2100	Business Communications	3
OST	1713	Word Processing I	3
OST	1110**	Keyboarding II	3
CGS	2510**	Spreadsheet	3
OST	1355	Records Management or	3
CTS	1401**	Database with Microsoft Access	

Advanced Courses

OST	1821	Business Applications for Desktop Publishing	3
OST	2402	Office Procedures	3

Total Program Credits 30

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

$ **Financial Aid/Scholarships**
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S T A T E   C O L L E G E

Paralegal Studies
(Legal Assisting)

Persons who may enjoy the legal environment, and would rather work with people than things, may be interested in this program. If you are sociable, tactful, extroverted, efficient, and conscientious you have the personal characteristics needed to be successful in this career.

Typical Tasks Include . . .

- Draft court pleadings and related documents.

- Perform legal research and investigations.

Duties may be specialized and change often depending on the areas of law. Hours may include overtime often.

Beyond Graduation . . .

With additional coursework, graduates from the Paralegal Studies Associate of Science (A.S.) degree program at Pensacola State College can choose to transfer to a four-year institution. This degree prepares students to assume administrative responsibilities in the paralegal field.

Paralegals do not need to be certified, but the National Association of Legal Assistants has established standards for voluntary certification as a Certified Legal Assistant. This designation is a sign of competence in the field and may enhance employment and advancement opportunities.

Many students will continue their education and training by enrolling in Pensacola State College's Baccalaureate Degree of Applied Science with an emphasis in Organizational Administration.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Paralegal Studies program support the legal services industry which may include attorneys, governmental systems, insurance, banks, and freelancing.

**TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Legal Assistants/Paralegals

Work directly under the supervision of a lawyer, performing many of the same legal tasks as lawyers. They investigate the facts and research the law involved in a case. Specializations include litigation, corporate law, criminal law, real estate, probate, and family law. Legal assistants work for private law firms, corporations, government agencies, and in community legal service projects.

Other Occupations include

Banking Trust Assistant
Deputy/Assistant Clerk of Courts
Human Resources Assistant
Investigation Specialist
Legal Document Clerk
Legal Research Assistant
Litigation Specialist
Real Estate Closing Specialist
Title Clerk

For more information, explore:

American Association for Paralegal Education www.aafpe.org/
National Association of Legal Assistants www.nala.org
National Federation of Paralegal Associations www.paralegals.org

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Paralegals and Legal Assistants	414	518	19	$19.74

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Paralegal Studies
(Legal Assisting)

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Internships may be available for students' last term. Students may also earn credit through the Cooperative Education program. Contact Student Job Services.

Foundation Courses

			Credits
CGS	1570†	Computer Concepts & Applications	3
ENC	1101	English Composition I (Category I)	3
PLA	1003	The Legal Profession	3
____	____*	Social/Behavioral Sciences (Category III)	3
____	____*	Natural Sciences/Mathematics (Category IV)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	General (Category V)	3
SPC	1006C††	Basic Speaking and Listening Skills	1
PLA	1104**	Legal Research and Writing I	3
PLA	1273**	Torts I	3

Intermediate Courses

PLA	1303**	Criminal Law and Procedure	3
PLA	1700	Legal Ethics	3
PLA	2423**	Contracts	3
PLA	2601**	Probate	3
PLA	2880**	Constitutional Law	3
PLA	1203**	Civil Litigation I	3

Advanced Courses

PLA	2114A**	Legal Research and Writing II	3
PLA	2610**	Real Estate Law	3
PLA	2800**	Domestic Relations	3
PLA	2730**†	Computers in Legal Drafting and Research	3
PLA	____	Electives	6

Total Program Credits   64

**Courses may be offered more often than stated above.
Summer offerings vary year to year.**

+ Electives

CJJ	2002	Juvenile Justice	3
CJJ	2002	Juvenile Justice	3
PLA	2276	Torts II	3
PLA	2260	Evidence	3
PLA	2433	Business Organizations	3
PLA	2364	Forensic Science Survey	3
PLA	2943***	Law Office Internship or	
PLA	2949***	Legal Assisting Co-op	3

++ *Permission required*
  * *See General Education Course Requirements of current college catalog for options.*
 ** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
*** *Permission Required. Only one may be taken for credit.*
  † *Course meets Computer Competence Requirement.*
 †† *Course meets Oral Communications Requirements.*

Program Contact
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Pharmacy Management

People who enter this career are very organized and enjoyed hands-on work. They also enjoy working as a part of a team.

Typical Tasks Include . . .

- Receives written prescription or refill requests and verifies that information is complete and accurate.

- Establishes and maintains patient profiles, including lists of medications taken by individual patients.

- Maintains proper storage and security conditions for drugs.

Beyond Graduation . . .

Pharmacy Management graduates work as a Pharmacy Technician and assume entry-level management responsibilities in a pharmacy.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates of the Pharmacy Management program work as Lead Pharmacy Technicians in hospitals, clinics, pharmacies, and grocery stores.

Pharmacy Technicians
Work under the supervision and direction of a registered pharmacist. They must maintain good organizational skills in a field and environment where keeping things neat and organized is essential. Technicians receive and store incoming supplies, and maintain proper storage and security conditions for drugs. They answer telephones, responding to questions or requests and help customers by answering simple questions or referring them to the pharmacist. They receive written prescription or refill requests and verify the information. They file prescriptions that have been filled and establish and maintain patient profiles, including lists of medications taken by individual patients.

Medical and Health Services Manager
Plans, directs or coordinates medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

For more information, explore:
National Pharmacy Technician Association www.pharmacytechnician.org
American Association of Pharmacy Technicians www.pharmacytechnician.com/

TARGETED OCCUPATION
**HIGH DEMAND,
HIGH SKILL OR HIGH WAGE**

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	EMPLOYMENT 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Pharmacy Technicians	398	439	12	$13.36

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

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Pharmacy Management

Associate of Science Degree

PHRM-AS

Certifications and Credentials for Employment

Courses in this program prepare the student to take state and industry recognized licensure and certification exam(s). For more information, contact the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident

Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Required practicum coursework in the program will take place in regional clinical settings.

Semester I – Fall

			Credits
CHM	1025	Intro to College Chemistry (Category IV)	3
CHM	1025L	Intro to College Chemistry Lab (Category IV)	1
SPC	2300††	Interpersonal Communication	3
MAC	1105	College Algebra (Category IV)	3
PHI	2600	Ethics (Category II)	3
SLS	1353	Generations at Work (Category V)	3

Semester II –Spring

GEB 1011		Introduction to Business	3
BSC 1080		Essentials of Anatomy & Physiology (Category V)	3
ENC 1101		English Composition (Category I)	3
CGS 1570†		Computer Concepts & Applications	3
HSC 1531		Medical Terminology	3

Semester III – Summer

BSC 2033		Ethical Issues in Biology	2
PTN 1001		Introduction to Pharmacy	3
PTN 1017		Pharmacy Tech Math	3
PTN 1121		Therapeutic Agents I	3
PTN 1132C		Basic Business Skills for the Pharmacy Technician	1

Semester IV – Fall

PTN	1122C	Therapeutic Agents II	3
PTN	1131	Applied Pharmacy Practice	3
PTN	1131L	Applied Pharmacy Practice Lab	3
PTN	1930	Pharmacy Seminar	1
PTN	1940L	Pharmacy Practicum I	2
PSY	2012	General Psychology (Category III)	3

Semester V – Spring

MAN 2021		Principles of Management	3
ACG 2001		Accounting I	3
PTN 1941L		Pharmacy Practicum II	3
PTN 1942L		Pharmacy Practicum I	3

Total Program Credits   70

† *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

Program Contact
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Department Head
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Financial Aid/Scholarships
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S T A T E   C O L L E G E

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Pharmacy Technician

People who enter this career are often described as "doers." They are organizers who like physical hands-on activities and working with charts and reports. They enjoy a friendly environment, have a cooperative attitude, and want to be of service to others. This career attracts persons who are reliable and dependable and are willing to take on responsibilities and challenges.

Typical Tasks Include . . .

- Fill orders for unit doses and prepackaged pharmaceuticals.

- Fill bottles according to prescriptions and enter date for labeling of prescribed medicine.

- Clean equipment and sterilizing glassware according to prescribed methods

- Count stock and entering data in a computer to maintain inventory records

Beyond Graduation . . .

Pharmacy Technicians are required to pass a state board licensing exam. Licensing requirements vary from state.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Pharmacy Technician program work in hospitals and drug, general merchandise, and grocery stores.

Pharmacy Technicians

Work under the supervision and direction of a registered pharmacist. They must maintain good organizational skills in a field and environment where keeping things neat and organized is essential. Technicians receive and store incoming supplies, and maintain proper storage and security conditions for drugs. They answer telephones, responding to questions or requests and help customers by answering simple questions or referring them to the pharmacist. They receive written prescription or refill requests and verify the information. They file prescriptions that have been filled and establish and maintain patient profiles, including lists of medications taken by individual patients.

For more information, explore:
American Association of Pharmacy Technicians www.pharmacytechnician.com/
American Society of Health System Pharmacists www.ashp.org/
National Pharmacy Technician Association www.pharmacytechnician.org
Pharmacy Technician Certification Board (PTCB) https://www.ptcb.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Pharmacy Technicians	398	439	12	$13.36

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Pharmacy Technician

Advanced Technical Diploma

Certifications and Credentials for Employment

Courses in this program prepare the student to take state and industry recognized licensure and certification exam(s). For more information, contact the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident

Work Experience Related to Program

Required practicum coursework in the program will take place in regional clinical settings.

Term I

		Credits
BSC 1080	Essentials of Anatomy & Physiology	3
ENC 1101	English Composition I	3
CGS 1570	Computer Concepts & Applications	3
HSC 1531	Medical Terminology	3

Term II

PTN 1001	Introduction to Pharmacy	3
PTN 1017	Pharmacy Technician Math	3
PTN 1121	Therapeutic Agents I	3
PTN 1132C	Basic Business Skills for Pharmacy Tech	1

Term III

PTN 1122C	Therapeutic Agents II	3
PTN 1131	Applied Pharmacy Practice	3
PTN 1131L	Applied Pharmacy Practice Lab	3
PTN 1930	Pharmacy Seminar	1
PTN 1940L	Pharmacy Practicum I	2

Term IV

PTN 1941L	Pharmacy Practicum II	3
PTN 1942L	Pharmacy Practicum III	3

Total Program Credits   40

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Financial Aid/Scholarships
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Phlebotomy

People in this career prefer to work indoors, enjoy the human relationship, and have good eye and hand coordination. They must be sociable and cooperative. People in this career are sometimes described as analytic, patient, tactful.

Typical Tasks Include . . .

- Draw blood.
- Assemble the equipment to draw blood.
- Verify and record data.
- Sometimes interview patients.

Beyond Graduation . . .

Graduates from the Phlebotomy program may advance in career by earning certification from the American Society of Clinical Pathologists (ASCP). They may also pursue an associate degree in a medical technology or nursing program at Pensacola State College.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Phlebotomy program support the health industry in hospitals, nursing and convalescent homes, blood centers, and offices and clinics of physicians.

Phlebotomists/Phlebotomy Technicians

Duties of the phlebotomist include drawing blood by applying a tourniquet to the arm, locating the accessible vein, swabbing the puncture area with antiseptic, and inserting the needle to draw the blood. After withdrawal, the blood is labeled, stored, or forwarded to laboratories for analysis. The phlebotomist may also prick fingers to draw blood, take vital signs, and screen patients for various conditions and information.

Other Occupations include

Hemodialysis Technician
Home Health Phlebotomist

For more information, explore:

American Society for Clinical Laboratory Science www.ascls.org
American Society for Clinical Pathology www.ascp.org/

Workforce Development Trends Escambia and Santa Rosa Counties			
OCCUPATION	EMPLOYMENT 2012 / 2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Healthcare Support Workers and All Other	367 381	8	$13.75

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services   Go to: Page 5

Phlebotomy

Entrance Requirements
Consult Program Contact or Department Head for entrance requirements.

Estimated Cost
Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses			Credits
HSC	0003C	Basic Healthcare Worker	90
MEA	0520C	Phlebotomy	75
MEA	0522L	Phlebotomy Clinical	120
Total Program Clock Hours			**285**

Program Contact
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Photographic Technology

People in this career usually have artistic skill, enjoy creating original work and have a good imagination. They generally have social skills as well as good eye/hand coordination. They have been described as impulsive, ambitious, imaginative, intuitive, and patient.

Typical Tasks Include . . .

- Take original photographs for artistic, journalistic, commercial, or industrial use.

- Use computer software to create, alter, enhance, and restore photographs

- Develop, print, and color-correct negatives for journalistic, commercial, or freelance uses.

Beyond Graduation . . .

Photographers may start out as assistants to experienced photographers. Assistants acquire the technical knowledge needed to be a successful photographer and also learn other skills necessary to run a portrait or commercial photography business. Freelance photographers should develop an individual style of photography to differentiate themselves from the competition. Some photographers enter the field by submitting an unsolicited portfolio of photographs to magazines and to art directors at advertising agencies; for freelance photographers, a good portfolio is critical.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Photography in all its forms has a tremendous impact in the creative, illustrative, and commercial fields and, consequently, is in great demand. Now, in addition to all the traditional uses of photography, digital imaging and the internet have added another fast-growing dimension to this field. Graduates from the Photographic Technology program may be employed by newspapers, magazines, advertising agencies, photo labs, public relations offices, realtors, printers, publishers, museums, and graphic designers.

Photojournalists
Work for publications such as magazines, newspapers and other print and electronic media. Their focus is generally on the documentation of events in a clear, illustrative way that speaks for itself as well as enhancing text. A Photojournalist's work takes them into the field to cover news events, sports, and human interest stories, among others. Photojournalists may also work as freelancers.

Creative Photographers
Are artist/photographers whose work is directed at personal artistic expression and is often shown in art galleries, museums, and competitions.

Photo Restorers
Take old or damaged photos and restore them by using digital scanning and Adobe Photoshop.

Portrait Photographers
Are skilled at the studio techniques of lighting and backdrops to produce a variety of portraits of lasting interest in black/white and color.

Freelance Photographers
Are in business for themselves and are employed, usually on short assignments, by many different clients and might entail any type of photographic situation. While a freelancer has considerable leeway in managing their own schedule, being successful means building a group of clients, having a knowledge of business practices, understanding effective advertising, and knowing how to promote themselves.

Other Occupations Include

Commercial Photographer	Photo preparer	Sports Photographer
Photo Conservator	(in prepress companies	
Photo Illustrator	or the printing industry)	

For more information, explore:
American Society of Media Photographers www.asmp.org/
National Press Photographers Association www.nppa.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Photographers	228	239	3	$14.91

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

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The Center for Advising & Career Services

Photographic Technology

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience

A limited number of internships are available on a competitive basis. Students may earn credits through the Cooperative Education Program. Contact Student Job Services.

Foundation Courses

			Credits
ART	1201C	Two Dimensional Design	3
ENC	1101	English Composition (Category I)	3
PGY	2401C	Photography I	3
GRA	2151C†	Computer Graphics I	3
ART	1300C	Drawing I	3
____	____*	General (Category V)	3

Intermediate Courses

PGY	1000	History of Photography (Category II)	3
PGY	1110C**	Color, Materials and Methods	3
PGY	2404C**	Photography II	3
PGY	2220C**	Commercial Photography I	3
PGY	2801C**	Digital Photography I	3
____	____*	Social/Behavioral Sciences (Category III)	3
____	____*	Natural Sciences/Mathematics (Category IV)	3
GRA	2770C	Creative Design and Communication	3
ARH	2000`	Humanities Art (Category II)	
SPC	1608††	Public Speaking	
		or	
SPC	2300	Interpersonal Communication	3

Advanced Courses

PGY	2802C**	Digital Photography II	3
PGY	2107C**	Large Format Camera	3
PGY	2221C**	Commercial Photography II	3
PGY	2272C**	Photography Seminar	3
ART	2905	Portfolio	3
____	____	Art Electives (PGY, ART, GRA)	1

Total Program Credits   64

+ **Art Elective**—*Choose any PGY, ART, or GRA course.*
 * *See General Education Course Requirements of current college catalog for options.*
 ** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
 † *Course meets Computer Competence Requirement.*
 †† *Course meets Oral Communications Requirements.*

Program Contact
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Department Head
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Financial Aid/Scholarships
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Physical Therapist Assistant

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People who enjoy this career prefer working with people rather than data and things. They normally have leadership and good interpersonal communication skills. People in this career are sometimes described as energetic, patient, and understanding.

Typical Tasks Include . . .

- Help with therapeutic exercises.

- Administer ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold pack treatments.

- Give instructions to patients in usage of equipment.

Because this work requires hands-on assistance with people, lifting, pulling, and pushing are physical job requirements.

Beyond Graduation . . .

With the increasing number of individuals with disabilities or limited function, the demand for services of physical therapy assistants will tend to rise. The large baby-boom generation is entering the prime age for age-related infirmities, heart attacks and strokes, further increasing the demand for physical therapy and rehabilitation. In addition, future medical developments will require that PTAs stay current with these advancements in care. Most employers recognize this need for continuing education and offer opportunities for continued professional development.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Physical Therapist Assistant program work in chiropractors' and physical therapists' offices, offices and clinics of medical doctors, hospitals, nursing homes, rehabilitation centers, and home health care services.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Physical Therapist Assistants

Carry out planned physical therapy programs under the direction and supervision of a licensed physical therapist. Using techniques such as therapeutic exercise, therapeutic massage, and treatments involving heat, cold, water, light, electricity, traction, sound, or ultra sound, physical therapy assistants help restore physical functions to patients with impaired use of their muscles, nerves, joints, and bones. They instruct, motivate, and assist patients with functional activities, and assist physical therapists with patient evaluation. Physical therapy assistants are employed in a variety of health care settings.

For more information, explore:
American Physical Therapy Association **www.apta.org**

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Physical Therapist Assistants	112	134	5	$26.32

Many occupations in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Accreditation Status

Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (**www.apta.org**).

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Preliminary Courses

			Credits
BSC	1093	Anatomy & Physiology I (Category V)	3
BSC	1093L	Anatomy & Physiology I Lab (Category V)	1
ENC	1101	English Composition I (Category I)	3
MAC	1105	College Algebra (Category IV)	3
HLP	1081	Concepts of Life Fitness	3
___	____	Humanities/Fine Arts (Category II)	3
SPC	1006C††	Public Speaking and Listening Skills	1

Semester I – Fall

PHT	1000	Introduction to Physical Therapy	3
PHT	1120	Functional Anatomy & Kinesiology	3
PHT	1120L	Functional Anatomy & Kinesiology Lab	2
PHT	1251	Basic Skills in Patient Care	2
PHT	1251L	Basic Skills in Patient Care Lab	2
LIS	1004†	Introduction to Internet Research	1
DEP	2004	Human Growth & Development (Category III)	3

   * See General Education Course Requirements of current college catalog for options.

 ** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

   † Course meets Computer Competence Requirement.

†† Course meets Oral Communications Requirements.

Semester II – Spring

PHT	1210C	Therapeutic Modalities	3
PHT	1253	Neuromuscular Therapeutic Techniques I	1
PHT	1253L	Neuromuscular Therapeutic Techniques I Lab	2
PHT	1224	Musculoskeletal Therapeutic Techniques I	2
PHT	1224L	Musculoskeletal Therapeutic Techniques I Lab	2
PHT	1801	PTA Clinic I	1
HSC	1590	AIDS/OSHA/ME/DV	1
BSC	1094	Anatomy & Physiology II	3
BSC	1094L	Anatomy & Physiology II Lab	1
____	____	CPR (CEU)	

Semester III – Fall

PHT	2162	Neuromuscular Therapeutic Techniques II	1
PHT	2162L	Neuromuscular Therapeutic Techniques II Lab	2
PHT	2933C	Special Topics in Rehabilitation I	2
PHT	2227C	Musculoskeletal Therapeutic Techniques II	2
PHT	2810	PTA Clinic II	6

Semester IV – Spring

PHT	2932	Transition Seminar	2
PHT	2401	Psychosocial Issues of the Disabled	2
PHT	2934C	Special Topics in Rehabilitation II	2
PHT	2820	Clinic III	6

Total Program Credits   74

Program Contact
Dr. Cena Harmon (850) 484-2303
charmon@pensacolastate.edu

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

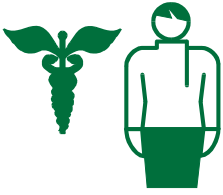**Need help with Admissions and Registration?**
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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S T A T E   C O L L E G E

Psychiatric Technology

People who enjoy working in this field enjoy helping others and like physical activities.

Typical Tasks Include . . .

- Monitor patients' physical and emotional well-being and reports unusual behavior or physical ailments to medical staff.

- Provide nursing, psychiatric and personal care to mentally ill, emotionally disturbed or mentally retarded patients.

- Observe and influence patients' behavior, communicating and interacting with them and teaching, counseling and befriending them.

A person can expect to work rotating shifts and weekends.

Beyond Graduation . . .

Graduates of the program are eligible to take an examination to qualify as a Nationally Certified Psychiatric Technician through the American Association of Psychiatric Technicians.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Psychiatric Technology program will seek employment at psychiatric treatment facilities, residential treatment program, and other similar programs.

Psychiatric Technicians

May care for mentally impaired or emotionally disturbed individuals, following physician instructions and hospital procedures. Monitors patients' physical and emotional well-being, and reports to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral medications and hypodermic injections.

For more information, explore:

American Society of Radiologic Technologists www.asrt.org
Radiological Society of North America www.rsna.org/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Psychiatric Technicians	6,346	7,092	199	$12.24

Many jobs in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services

Psychiatric Technology

Career and Technical Certificate

PSYT-VC

Accreditation Status

Joint Review Committee of Education in Radiologic Technology (**www.jrcert.org**)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Per Vocational Credit:
$85.80, Florida Resident
$86.80, Alabama Resident
Additional expenses may apply

Required Courses

Semester I		Clock Hours
HSC 0003C	Basic Healthcare Worker	90
HCP 0852	Psychiatric Aide	180

Semester II		
HCP 0852L	Psychiatric Aide Clinical Practice	180

Total Program Clock Hours		**450**

   * *See General Education Course Requirements of current college catalog for options.*
** *Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.*
  † *Course meets Computer Competence Requirement.*
†† *Course meets Oral Communications Requirements.*

$ Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

? Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

Department Head
Dr. Christa Ruber (850) 484-2308
cruber@pensacolastate.edu

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Radiography

If you have scientific abilities, like to solve problems, like working with people, and have the ability to work with equipment, this career may suit you. People in this career may be described as analytical, curious, tactful, and sympathetic.

Typical Tasks Include . . .

- Take x-rays for use in diagnosing and treating medical problems.

- Explain procedures and position patient's body so that the correct areas can be radiographed.

- Shield exposed areas with a lead apron to prevent unnecessary exposure to radiation.

Beyond Graduation . . .

With experience and additional training , staff technologists may become specialists, performing CT scanning, ultrasound, angiography, and magnetic resonance imaging. Experienced technologists may also be promoted to supervisors, chief radiologic technologist, and, ultimately, department administrator or director.

With additional education, available at major cancer centers, radiation therapy technologists can specialize as medical radiation dosimetrists. Radiographers and radiation thera-pists are required to fulfill 24 hours of continuing education every other year and provide documentation to prove that they are complying with these requirements.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Radiography program work in hospitals, and physicians' and radiological centers. Three out of five radiographers work in hospitals.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Radiographers

Produce X-ray images of parts of the human body for use in diagnosing medical problems. They prepare and place the patient in the correct position between the radiation source and the image receptor, protecting body areas not to be exposed to radiation. After making the exposure, they evaluate the image. Experienced radiographers may perform more complex imaging tests such as flouroscopy, magnetic resonance imaging (MRI), computed tomography scans (CT) and special procedures.

For more information, explore:
American Society of Radiologic Technologists www.asrt.org
Radiological Society of North America www.rsna.org/
Joint Review Committee on Education in Radiologic Technology www.jrcert.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Radiologic Technologists and Technicians	495	564	16	$24.15

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Radiography

Associate of Science Degree

Accreditation Status

Joint Review Committee of Education in Radiologic Technology (**www.jrcert.org**)

Certifications and Credentials for Employment

Courses in this program prepare the student to take industry recognized certification exam(s). If you possess an industry certification in this career area, you may be eligible to **receive college credit** towards this program. For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

			Credits
MAC	1105	College Algebra or higher (Category IV)	3
PSY	2012	General Psychology (Category III)	3
ENC	1101	English Composition (Category I)	3
____	____	Natural Sciences Course (Category V) (BSC 1005 preferred)	3
____	____*	Humanities/Fine Arts (Category II)	3

FIRST YEAR

Summer

| W | 00753 | CPR for Health Care Providers | |
| RTE | 1000C | Introduction to Radiologic Technology | 2 |

Fall

RTE	1111C	Radiographic Nursing Procedures	3
RTE	1613	Radiographic Physics	1
RTE	1503**	Radiographic Positioning I	2
RTE	1702**	Radiographic Anatomy and Physiology I	2
RTE	1804	Radiography Clinic I	5

Spring

RTE	1513	Radiographic Positioning II	2
RTE	1712**	Radiographic Anatomy and Physiology II	2
RTE	1418C	Principles of Radiographic Exposure	3
RTE	2212†	Computer Applications in Radiology	1
RTE	1814**	Radiography Clinic II	5

Summer

RTE	1562	Radiographic Special Procedures	2
RTE	1824**	Radiography Clinic III	2
RTE	1834**	Radiography Clinic IV	3

SECOND YEAR

Fall

RTE	2931††	Radiographic Critique I	2
RTE	2722	Radiographic Anatomy and Physiology III	2
RTE	2523	Radiographic Positioning III	2
RTE	2563	Advanced Radiographic Procedures II	3
RTE	2601**	Radiographic Imaging I	2
RTE	2844**	Radiography Clinic V	4

Spring

RTE	2572	Advanced Radiographic Procedures I	2
RTE	2473	Introduction to Radiation Safety and Quality Assurance	1
RTE	2602**	Radiographic Imaging II	2
RTE	2782	Applied Radiographic Pathophysiology	2
RTE	2385	Radiation Biology	1
RTE	2854	Radiography Clinic VI	4

Total Program Credits   77

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Program Contact
Dr. Marilyn Coseo (850) 484-2305
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Department Head
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Recreation Technology

People considering this career should have good social skills and interest in human relationships. Individuals in this field may be described as energetic, extroverted, sociable and confident. This program would be beneficial, as well, for persons previously or currently employed in related occupations.

Typical Tasks Include . . .

- Organize and direct leisure and athletic programs.

- Provide arts and craft activities.

- Supervision of facilities and sites.

- Equipment maintenance.

- Teaching, directing, and instructing.

Beyond Graduation . . .

This degree prepares students for employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. The degree program would also be beneficial to persons who might desire to obtain a bachelor's degree in a human performance or a recreational major at a later date.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Recreation Technology program will find employment as workers, leaders, managers, and instructors, with parks and recreation departments of governmental systems, civic and social agencies, day care programs, hotels and resorts, health and athletic clubs, retirement communities, and apartment complexes.

Recreation Workers

Entry level workers may help people pursue their interests in crafts, the arts, or sports by leading activities. They organize teams and leagues and teach the correct use of equipment and facilities. They are often responsible for a program's daily operations and organize and direct participants and other staff members. They may conduct classes, coach, or instruct in specialized activities such as art, music, drama, swimming, strength training, tennis, etc.

Position Titles may include

Activities Director
Arts Director
Facilities Manager
Recreation Director
Recreation Leader
Recreation Manager
Recreation Supervisor
Recreation Therapist
Recreation Worker
Sports Manager

For more information, explore:

National Recreation and Park Association www.nrpa.org
World Leisure and Recreation Association www.worldleisure.org/

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Recreation Workers	425	443	9	$11.21

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Recreation Technology

Associate of Science Degree

REC-AS

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Students may earn credit through the Cooperative Education Program. Contact Student Job Services.

Foundation Courses

Course		Title	Credits
ENC	1101	English Composition I (Category I)	3
LEI	1141	Introduction to Recreation and Leisure Services	3
____	____*	Natural Sciences/Mathematics (Category IV)	3
____	____†	Computer Competence Requirement	1
PEO	1011	Team Sports	3
____	____*	Humanities/Fine Arts (Category II)	3
HLP	1081	Concepts of Life Fitness	3
PEO	1031	Individual Sports	3
PEO	2013C	Sports Officiating	3
____	____	Recreation Technology Electives (select from HLP, PEL, PEM, PEQ, PET, SLS)	3

Intermediate Courses

Course		Title	Credits
____	____*	Social/Behavioral Sciences (Category III)	3
____	____*	General (Category V)	3
____	____*††	Oral Communication Requirement	1
HSC	2400	First Aid and Injuries	3
LEI	1541	Outdoor Recreation Management	3
____	____	Recreation Technology Electives (select from HLP, PEL, PEM, PEQ, PET, SLS)	8

Advanced Courses

Course		Title	Credits
PET	2604	Basic Care and Prevention of Athletic Injuries	3
LEI	2730	Adaptive/Therapeutic Recreation or	
____	____+	Recreational Technology Elective (select from HSC 2100, HUN, 1201, HUS 2400, MAR 2011, MNA 1161, OST 1821)	9

Total Program Credits — 64

+ Recreation Technology Electives

HLP 2947	HUS 2400	PEL 2341	PEM 1171
HLP 2948	MAR 2011	PEL 2342	PEM 1181
HLP 2949	MNA 1161	PEM 1102	PEQ 2105C
HSC 2100	PEL 1121	PEM 1131	PET 2941
HUN 1201	PEL 2122	PEM 1132	PET 2942
		PET 2943	SLS 1101

NOTE: In addition to the Recreation Technology Electives listed above, other courses may be approved as electives. Students should consult program contact regarding elective choices.

* See General Education Course Requirements of current college catalog for options.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Program Contact
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Department Head
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

This publication is to provide general career and program information and is not to be construed as a contract between the student and Pensacola State College. The student is encouraged to work closely with counselors and the department to verify the appropriateness of courses for registration.

PSC PENSACOLA STATE COLLEGE

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2013-2015 CAREERVISION **155**

Sonography
(Diagnostic Medical Sonography)

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If you have scientific abilities, like solving problems and working with people, and have the ability to work with equipment, this career may suit you. People in this career maybe described as analytical, curious, tactful, and sympathetic.

Typical Tasks Include . . .

- Explain the procedures and position the patient's body so that the correct areas can be seen on an ultrasound screen.

- Perform sonograms and record normal anatomy and pathologic data for interpretation by the physician.

- Analyze and present diagnostic data for use in interpretation and diagnosis by the physician.

- Provide patient education on the diagnostic use of medical ultrasound.

Beyond Graduation. . .

With additional training and experience, sonographers may become specialists in different areas of ultrasound. Experienced sonographers may also be promoted to supervisors, administrators or directors in departments or units. Some sonographers take jobs as sales representatives or instructors with equipment manufacturers.

Job Placement Levels . . .
Page 156

Primary Employers and Occupations

Graduates from the Sonography (Diagnostic Medical Sonography) program may work in hospitals, physicians' offices, diagnostic imaging centers, ambulatory care facilities, research facilities, and mobile units.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Sonographers
Also known as ultrasound technologists, use non-ionizing equipment to transmit high frequency sound waves into the patient's body, then collect the reflected echoes to form an image. This image, which results from the reflection of sound from the body is viewed on a screen and may be recorded on film for permanent record and used in interpretation and diagnosis by physicians. Sonographers prepare and position the patient, obtain the images utilizing their skills and knowledge to collect the optimum diagnostic data, then present their study. Sonographers may specialize in abdomen and OB/GYN, echocardiography, or vascular technology.

Other Occupations include
Diagnostic Sonographer
Echocardiographer
General Sonographer
Vascular Technologist

For more information, explore:
Society of Diagnostic Medical Sonography www.sdms.org

Workforce Development Trends Escambia and Santa Rosa Counties				
OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Diagnostic Medical Sonographers	125	157	6	$24.85

Many occupations in this field are listed among the **fastest growing occupations** in Escambia and Santa Rosa counties.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

The Center for Advising & Career Services   Go to: Page 5

Sonography
(Diagnostic Medical Sonography)

Associate of Science Degree

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Prerequisites

			Credits
BSC	1093**	Anatomy and Physiology I	3
BSC	1093L**	Anatomy and Physiology I Laboratory	1
MAC	1105***	College Algebra (Category IV)	3
PHY	1025**	Introduction to Fundamentals of Physics	3
ENC	1101	English Composition I (Category I)	3

Semester I

BSC	1094**	Anatomy and Physiology II	3
BSC	1094L**	Anatomy and Physiology II Laboratory	1
PHI	2600	Ethics (Category V)	3
____	____*	Humanities/Fine Arts (Category II)	3
____	____*	Social/Behavioral Sciences (Category III)	3
SON	1004C**	Basic Procedures	3

Semester II

SON	1100C**	Principles and Protocols of Sonography	4
SON	1170**	Sonography of the Circulatory System	3

Semester III

SON	1211**	Medical Sonography Physics I	3
SON	1111**	Abdominal Sonography I	3
SON	1121**	OB/GYN Sonography I	3
SON	1214**††	Practical Aspects of Sonography I	3
SON	1804**	Sonography Clinic I	3

Semester IV

SON	1212**	Medical Sonography Physics II	3
SON	1112**	Abdominal Sonography II	3
SON	1122**	OB/GYN Sonography II	3
SON	1215**†	Practical Aspects of Sonography II	3
SON	1814**	Sonography Clinic II	3

Semester V

SON	1144**	Superficial Structures	3
SON	1824L**	Sonography Clinic III	3

Total Program Credits 72

* See General Education Course Requirements of current college catalog for options.
** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.
† Course meets Computer Competence Requirement.
†† Course meets Oral Communications Requirements.

Program Contact
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Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**
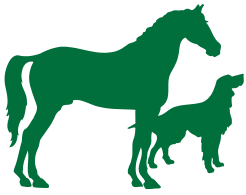
Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Veterinary Technology

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People who enter this career are often described as "doers;" they like physical hands-on activities and projects. They are good "thinkers," and like to analyze problems and look at different ways to solve them.

Typical Tasks Include . . .

- Assist veterinarians or other professional persons in the examination, treatment, and care of animals.

- Hold and restrain animals during treatment.

- Prepare examination and treatment rooms

Persons in this field often work weekend and irregular hours.

Beyond Graduation. . .

Veterinary Technicians and Technologists usually begin work as trainees in routine positions under the direct supervision of a veterinarian or a Certified Veterinary Technician (CVT).

Entry-level workers whose training or educational background encompasses extensive hands-on experience with a variety of laboratory equipment, including diagnostic and medical equipment, usually require a shorter period of on-the-job training.

Job Placement Levels . . . Page 156

Primary Employers and Occupations

Graduates from the Veterinary Technology program work in veterinary clinics, shelters or rescue organizations, medical and pharmaceutical research facilities, wildlife rehabilitation facilities, zoological parks and governmental agencies.

TARGETED OCCUPATION
HIGH DEMAND,
HIGH SKILL OR HIGH WAGE

Veterinary Technicians

Care for clinical instruments and equipment, prepare animals for treatment or surgical procedures and fill prescriptions prescribed by the veterinarian. Veterinary Technicians complete routine laboratory tests, and record the results. They give medicines to animals, and perform post-operative medical treatment as needed.

Veterinary Technologists

Observe the behavior and condition of animals, and monitor their clinical symptoms. They maintain controlled drug inventory and related log books. They also perform laboratory tests on blood, urine, and feces, such as urinalyses and blood counts, to assist in the diagnosis and treatment of animal health problems. They collect, prepare, and label samples for laboratory testing, culture, or microscopic examination as well as assist professional staff with research projects in veterinary medicine, public health, or research laboratories.

Other Occupations Include:

Laboratory Animal Caretaker
Veterinary Assistant

For more information, explore:

National Association of Veterinary Technicians in America (NAVTA) www.navta.net/
Professional Association for Veterinary Technicians http://thefvta.net/
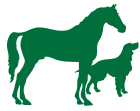**Alabama Veterinary Technician Association** www.alabamavettech.com/

Workforce Development Trends Escambia and Santa Rosa Counties

OCCUPATION	EMPLOYMENT 2012	2020	ESTIMATED ANNUAL OPENINGS	AVERAGE ENTRY LEVEL HOURLY SALARY
Veterinary Technologists and Technicians	6,770	8,996	390	$14.30

Many occupations in this field are listed among the **fastest growing occupations** and **TOP 50 occupations gaining the most new jobs** in Florida.

Source: Florida Department of Economic Opportunity — **www.floridajobs.org**

Sources are listed to provide additional information on related jobs, specialties, and/or industries and are provided for your convenience. Their publication does not constitute an endorsement.

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Veterinary Technology

Associate of Science Degree

VET-AS

Accreditation Status

The college is pursuing accreditation from the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)

Certifications and Credentials for Employment

Courses in this program prepare the student to take state and industry recognized licensure and certification exam(s). For more information, see the program contact or the department head.

Entrance Requirements

Consult Program Contact or Department Head for entrance requirements.

Estimated Cost

Per College Credit:
$104.58, Florida Resident
$105.58, Alabama Resident
Additional expenses may apply

Work Experience Related to Program

Required coursework in the program will take place in regional clinical settings.

General Education Courses

			Credits
MAC	1105	College Algebra (or higher math) and	3
ENC	1101	English Comp I (Category I)	3
BSC	1010	Principles of Biology & Principles of Biology Lab (Category V)	4

The following general education courses must be completed prior to graduation from the program with a "C" or better.

____	____	Humanities/Fine Arts (Category II) (PHI 2600 recommended)	3
____	____	Social/Behavioral Sciences (Category III) (HSC 2100 or DEP 2004 or PSY 2012 recommended)	3

Semester I

ATE	1110	Animal Anatomy and Physiology	3
ATE	1110L	Animal A&P Lab	1
ATE	1650C	Introduction to Clinical Procedures	3
ATE	1311+	Veterinary Office Procedures and Terminology	3
ATE	1050++	Canine and Feline Behavior	2

Semester II

ATE	1636	Large Animal Clinical Procedures	3
ATE	1636L	Large Animal Clinical Procedures Lab	1
ATE	2618	Small Animal Diseases	3
ATE	2632	Small Animal Clinical Procedures II	3
ATE	2632L	Small Animal Clinical Procedures Lab II	1
ATE	1612	Large Animal Medicine	3
ATE	1941L	Clinical Work Experience I	1

Semester III

ATE	2722	Avian, Exotic, Small Mammals and Fish	2
ATE	2671	Laboratory Animal Medicine	2
ATE	1942L	Clinical Work Experience II	1

Semester IV

ATE	2634	Small Animal Clinical Procedures III	3
ATE	2634L	Small Animal Clinical Procedures Lab III	1
ATE	2630	Pharmacology	4
ATE	2710	Veterinary Emergency Medicine	3
ATE	2943L	Clinical Work Experience III	1

Semester V

ATE	2020	Contemporary Clinical Issues	3
ATE	2635	Small Animal Clinical Procedures IV	3
ATE	2635L	Small Animal Clinical Procedures Lab IV	1
ATE	2501	Professional Development Seminar	2
ATE	2511	The Human Animal Bond	2
ATE	2944L	Clinical Work Experience IV	1

Total Program Credits 73

* See General Education Course Requirements of current college catalog for options.

** Course has pre- or co-requisites. See Course Descriptions Section of current college catalog.

† Course meets Computer Competence Requirement.

†† Course meets Oral Communications Requirements.

Note: Clinical Work Experience will require that the student spend four hours per week at an approved clinical site each semester.

Program Contact
Ms. Jeannie Peden (850) 471-4673
jpeden@pensacolastate.edu

Department Head
Dr. Matthew Drum (850) 484-1167
mdrum@pensacolastate.edu

Financial Aid/Scholarships
Learn about financial aid, scholarships, and total cost to attend, at: **www.pensacolastate.edu**, then "Quick Link" to **Financial Aid**

Need help with Admissions and Registration?
Learn more about New Student Services on **Page 4**.

For more information call the Program Contact or visit: workforce.pensacolastate.edu

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Job Placement Levels

PROGRAM	2009	2010	2011
Accounting Technology (A.S.)	**100%**	**100%**	**100%**
**The Accounting Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Accounting Technology A.A.S.			
Accounting Technology Management	**80%**	**100%**	**100%**
Architectural Design and Construction Technology (A.S.)	**—**	**—**	**—**
Building Construction Technology	100%	100%	100%
Civil Engineering Technology	100%	N/A	100%
Drafting and Design Technology	100%	0%	100%
**The Architectural Design and Construction Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Building Construction Technology Civil Engineering Technology, and Draft and Design Technology A.A.S programs.			
AutoCAD Foundations	**100%**	**0%**	**75%**
Building Construction Specialist	**100%**	**100%**	**67%**
Drafting	**89%**	**100%**	**33%**
Carpentry	**0%**	**100%**	**100%**
Electricity	**50%**	**71%**	**100%**
Heating, Ventilation and Air Conditioning	**100%**	**100%**	**100%**
Plumbing Technology	**0%**	**100%**	**100%**
Business Administration (A.S.)	**—**	**—**	**—**
Business Administration A.A.S.	100%	100%	100%
Business Administration A.S.	100%	100%	100%
**The Business Administration A.S. degree has been merged with the Business Administration A.A.S. program to create a new program. The above data is reflective of the Job Placement Levels for the Business Administration A.A.S and Business Administration A.S. programs.			
Computer Programming and Analysis (A.S.)	**—**	**—**	**—**
Computer Programming and Analysis A.A.S.	100%	100%	100%
Computer Programming and Analysis A.S.	N/A	100%	100%
**The Computer Programming and Analysis A.S. degree has been merged with the Computer Programming and Analysis A.A.S. program to create a new program. The above data is reflective of the Job Placement Levels for the Computer Programming and Analysis A.A.S and Computer Program and Analysis A.S. programs.			
Computer Programming	**—**	**—**	**—**
*The Computer Programming Technical Certificate is a new program and no placement data is available.			
Web Development Specialist	**100%**	**N/A**	**100%**
Advanced Aesthetics	**—**	**—**	**—**
*The Advanced Esthetics Certificate is a new program and no placement data is available.			
Barbering	**67%**	**0%**	**83%**
Cosmetology	**76%**	**83%**	**88%**

PROGRAM	2009	2010	2011
Facials Specialty	**67%**	**89%**	**53%**
Nails Specialty	**67%**	**62%**	**53%**
Criminal Justice Technology (A.S.)	**100%**	**50%**	**60%**
**The Criminal Justice Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Criminal Justice Technology A.A.S.			
Crime Scene Technician	**N/A**	**100%**	**85%**
Culinary Arts	**—**	**—**	**—**
*The Culinary Arts Certificate is a new program and no placement data is available.			
Culinary Management (A.S.)	**100%**	**100%**	**82%**
**The Culinary Management A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Culinary Management A.A.S.			
Dental Hygiene (A.S.)	**88%**	**100%**	**93%**
**The Dental Hygiene A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Dental Hygiene A.A.S.			
Early Childhood Education (A.S.)	**100%**	**100%**	**82%**
Florida Child Care Professional Credential (FCCPC)	**100%**	**92%**	**100%**
Early Childhood Teacher	**100%**	**100%**	**100%**
Early Childhood Intervention	**100%**	**100%**	**100%**
Infant/Toddler Specialization	**100%**	**100%**	**100%**
EKG Technician			
*The EKG Technician Certificate is a new program and no placement data is available.			
Electronics Engineering Technology (A.S.)	**100%**	**67%**	**92%**
** The Electronics Engineering Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Electronics Engineering Technology A.A.S.			
Electronics Aide	**100%**	**88%**	**100%**
Emergency Medical Services (A.S.)	**100%**	**100%**	**100%**
**The Emergency Medical Services A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Emergency Medical Services A.A.S.			
Emergency Medical Technician	**79%**	**92%**	**84%**
Paramedic	**100%**	**100%**	**89%**
Public Safety Telecommunicator			
*The Public Safety Telecommunication Certificate is a new program and no placement data is available.			
Graphic Design Technology (A.S.)	**90%**	**91%**	**100%**
**The Graphic Design Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Graphic Design Technology A.A.S.			
Health Information Technology (A.S.)	**100%**	**90%**	**60%**
**The Health Information Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Health Information Management A.A.S.			
Medical Information Coder/Biller	**73%**	**82%**	**80%**
Health Unit Coordinator	**89%**	**90%**	**67%**

Job Placement Levels

PROGRAM	2009	2010	2011
Hospitality and Tourism Management (A.S.)	—	—	
Hospitality and Tourism Management A.A.S.	100%	100%	100%
Hospitality and Tourism Management A.S.	89%	100%	100%

**The Hospitality and Tourism Management A.S. degree has been merged with the Hospitality and Tourism Management A.A.S. program to create a new program. The above data is reflective of the Job Placement Levels for the Hospitality and Tourism Management A.A.S and Hospitality and Tourism Management A.S. programs.

PROGRAM	2009	2010	2011
Event Planning Management	N/A	100%	100%
Food and Beverages Management	N/A	100%	N/A
Guest Services Specialist	67%	0%	83%
Rooms Division Management	N/A	100%	N/A
Industrial Management Technology (A.S.)	100%	100%	100%
Information Technology (IT) (A.S.)	—	—	—

The Information Technology Security Degree is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Computer Information Technology (A.S.)	100%	100%	100%

**The Computer Information Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Computer Information Management A.A.S.

PROGRAM	2009	2010	2011
Cyber Forensics (A.S.)	—	—	—

*The Cyber Forensics Degree is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Cable Technician (Voice and Data Cabling)	100%	100%	100%
Network Communications (LAN)	100%	100%	100%
Wireless Communications	N/A	N/A	N/A
Landscape and Horticulture Management (A.S.)	50%	100%	50%

**The Landscape and Horticulture Management A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Landscape and Horticulture Technology A.A.S.

PROGRAM	2009	2010	2011
Landscape and Horticulture Specialist	100%	100%	100%
Landscape and Horticulture Professional	100%	100%	100%
Landscape and Horticulture Technician	100%	100%	100%
Massage Therapy	62%	100%	78%
Mechanical Design and Fabrication (A.S.) (Engineering Technology)	100%	100%	100%

**The Mechanical Design and Fabrication A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Engineering/Mechanical Design and Fabrication Technology A.A.S.

PROGRAM	2009	2010	2011
CNC Machinist/Fabricator	75%	100%	100%

PROGRAM	2009	2010	2011
Computerized Woodworking	100%	100%	100
Mechanical Designer/Programmer	—	—	—

*The Mechanical Designer/Programmer certificate is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Medical Assisting	83%	88%	85%
Health Services Management (A.S.)	33%	100%	89%

**The Health Services Management A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Health Services Management A.A.S.

PROGRAM	2009	2010	2011
Office Administration (A.S.)	N/A	N/A	N/A
Medical Records Transcribing	88%	75%	86%
Nursing, R.N. (A.S.)	99%	100%	97%
Nursing Assistant	—	—	—

*The Nursing Assistant certificate is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Practical Nursing	96%	100%	100%
Surgical Technology	100%	100%	64%
Office Administration (A.S.)	100%	100%	100%

**The Office Administration A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Office Administration A.A.S.

PROGRAM	2009	2010	2011
Office Management	100%	75%	100%
Paralegal Studies (A.S.) (Legal Assisting)	80%	100%	89%
Pharmacy Management (A.S.)	—	—	—

*The Pharmacy Management A.S. degree is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Pharmacy Technician	—	—	—

*The Pharmacy Technician certificate is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Phlebotomy	79%	92%	82%
Photographic Technology (A.S.)	75%	71%	75%

**The Photographic Technology A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Photography Technology A.A.S.

PROGRAM	2009	2010	2011
Physical Therapist Assistant (A.S.)	100%	100%	100%

**The Physical Therapist Assistant A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Physical Therapist Assistant A.A.S.

PROGRAM	2009	2010	2011
Psychiatric Technology	—	—	—

*The Psychiatric Technology is a new program and no placement data is available.

PROGRAM	2009	2010	2011
Radiography (A.S.)	100%	100%	75%

**The Radiography A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Radiography A.A.S.

PROGRAM	2009	2010	2011
Recreation Technology (A.S.)	100%	50%	100%
Sonography (A.S.) (Diagnostic Medical Sonography)	100%	83%	80%

**The Diagnostic Medical Sonography A.S. degree is a new program. The above data is reflective of the Job Placement Levels for the Diagnostic Medical Sonography A.A.S.

PROGRAM	2009	2010	2011
Veterinary Technology (A.S.)	N/A	N/A	100%

Notes

Program Award Listing

Associate of Science Degree (A.S.)

Accounting Technology
Architectural Design and Construction Technology
Business Administration
Computer Information Technology
Computer Programming and Analysis
Criminal Justice Technology
Culinary Management
Cyber Forensics
Dental Hygiene
Early Childhood Education
Electronics Engineering Technology
Emergency Medical Services
Graphic Design Technology
Health Information Technology
Health Services Management
Hospitality and Tourism Management
Industrial Management Technology
Information Technology (IT) Security
Landscape and Horticulture Management
Mechanical Design and Fabrication
Medical Office Administration
Nursing, R.N.
Office Administration
Paralegal Studies
Pharmacy Management
Photographic Technology
Physical Therapist Assistant
Radiography
Recreation Technology
Sonography
Veterinary Technology

Technical Certificate (CT)

AutoCAD Foundations
Building Construction Specialist
Cable Technician (Voice and Data Cabling)
CNC Machinist/Fabricator
Computer Programming
Computerized Woodworking
Crime Scene Technician
Culinary Arts
Drafting
Early Childhood Intervention
Early Childhood Teacher
Electronics Aide
Event Planning Management
Florida Child Care Professional Credential
Food and Beverages Management
Guest Services Specialist
Infant/Toddler Specialization
Landscape and Horticulture Professional
Landscape and Horticulture Specialist
Landscape and Horticulture Technician
Mechanical Designer/Programmer
Medical Information Coder/Biller
Network Communications (LAN)
Office Management
Paramedic
Rooms Division Management
Web Development Specialist
Wireless Communications

Career and Technical Certificate (VC)

Advanced Aesthetics
Barbering
Carpentry
Cosmetology
EKG Technician
Electricity
Facials Specialty
Health Unit Coordinator
Heating, Ventilation and Air Conditioning
Massage Therapy
Medical Assisting
Nails Specialty
Nursing Assistant
Phlebotomy
Plumbing Technology
Practical Nursing
Psychiatric Technology
Public Safety Telecommunicator
Surgical Technology

Advanced Technical Diploma (ATD)

Emergency Medical Technician
Medical Records Transcribing
Pharmacy Technician

Index of Programs

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Pensacola, FL 32504-8998	Milton, FL 32583-1798	Pensacola, FL 32507-1097
Downtown Center	**Century Center**	**South Santa Rosa Center**
418 West Garden Street	440 East Hecker Road	5075 Gulf Breeze Parkway
Pensacola, FL 32501-4731	Century, FL 32535	Gulf Breeze, FL 32563

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