

## ELEMENTARY VOCATIONAL COURSES

### CONSTRUCTION

- Interior design in construction.

### AGRICULTURE

- Gardening

## INTERMEDIATE VOCATIONAL COURSES

### HOSPITALITY AND TOURISM

- Cookery
- Bar and Restaurant services

### FOOD INDUSTRIES

- Bakery, Patisserie and Confectionery Studies

### ADMINISTRATION

- Administration Management

### VEHICLE AND AIRCRAFT MAINTENANCE

- Vehicle / racing vehicles Maintenance
- Car body work

### CONSTRUCTION

- Construction and Decoration work inside buildings

### ELECTRICITY

- Electrical and Automatic Installations.

### SPORTS AND RECREATIONAL ACTIVITIES

- Sports and recreation management
- Soccer Coach

### AGRICULTURE

- Gardening

### INFORMATION AND COMMUNICATION TECHNOLOGY

- Computing systems and networking

### **Entry requirements:**

- Applicants should have their Compulsory Secondary Education Certificate
- Also all applicants who will be 17 before 31st december(current year) can obtain entry through an entrance exam.

## ADVANCED VOCATIONAL COURSES

### HOSPITALITY AND TOURISM

- Kitchen Management
- Bar and Restaurant service Management

### ADMINISTRATION

- Administration and Finance

### VEHICLE AND AIRCRAFT MAINTENANCE

- Vehicle maintenance
- Aircraft maintenance
- Avionic maintenance

### CONSTRUCTION

- Construction Projects

### ELECTRICITY/ ELECTRONICS

- Electrotechnical and Automated Systems
- Industrial Automation and Robotics

### HEALTH

- Clinical Diagnosis Laboratory
- Health/Medical Information and Documentation

### INFORMATION TECHNOLOGY

- Computing Network Systems Management
- Multiplatform Applications Development

### SPORTS AND RECREATIONAL ACTIVITIES

- Sports and recreational activities

### AGRICULTURE

- Forestry and environmental management

### Entry requirements:

- Applicants should have completed the two years of High School after their required Secondary Education Certificate, or have a certificate from another advanced vocational course.
- Also all applicants who will be 19 before 31st december(current year) can obtain entry through an entrance exam.
- Also all applicants who will be 18 before 31st december(current year) can obtain entry through an entrance exam if they have completed an intermediate vocational course from the same department.

## **INTERMEDIATE VOCATIONAL COURSES SUBJECTS**

### **GARDENING**

#### First Course (1000 hours)

- Fundamentals of Agronomy
- Agricultural Mechanics
- Agricultural Structures and Installations
- Principles of Vegetable Health
- Installations of Gardens and Green zones
- Plant production in Greenhouses
- Technical English

#### Second Course (1000 hours)

- Insect/plague control methods
- Conservation of gardens and green zones
- Floral arrangements and interior gardening
- Installations for agricultural purposes
- Flower Establishments
- Sales techniques in Gardening and Flower Sector
- Entrepreneurial Studies
- Technical English
- Work Experience

### **ADMINISTRATION MANAGEMENT**

#### First Course (1000 hours)

Computer programs in the office  
Administrative operations and Documentation of Purchases and Sales  
Business communication and Customer service  
Accounting  
Relation between the companies and the public administration  
English  
Professional training and guidance

#### Second Course (1000 hours)

Treasury Management  
Administrative operations in Human Resources  
Handling Accounting Documentation

Company simulation in the classroom  
Technical English  
Work Experience

## **CAR BODY WORK**

### **First Course (1000 hours)**

Removable parts  
Metal and man made parts  
Fixed parts  
Basic Mechanics  
Technical English  
Professional training and guidance

### **Second Course (1000 hours)**

Surface preparation  
Structural parts of the vehicle  
Car Surface Restoration  
Entrepreneurial studies  
Technical English  
Work Experience

## **VEHICLES / RACING VEHICLES MAINTENANCE**

### **First Course (1000 hours)**

Motors  
Power, suspension and steering circuits  
Electromechanical circuits, charge and ignition of the vehicle  
Vehicle maintenance mechanic techniques  
Comfort and safety systems  
Technical English  
Professional training and guidance

### **Second Course (1000 hours)**

Auxiliary motor systems  
Brake and transmisión system  
Auxiliary electrical circuits of vehicles  
Entrepreneurial studies  
Technical English

## Work Experience

### **ELECTRICAL AND AUTOMATIC INSTALLATIONS**

#### First Course (1000 hours)

- Electrotechnics
- Interior electric installations.
- Electronics
- Industrial automatisms
- Professional training and guidance
- Technical English

#### Second Course (1000 hours)

- Distributed electrical installations.
- House and building telecom infrastructure.
- Installations for “intelligent homes”.
- Solar energy installations.
- Entrepreneurial studies.
- Technical English.
- Work experience.

### **COOKERY**

#### First Course (1000 hours)

Food preparation and conservation  
Culinary Techniques  
Bakery and Pastry basic processes  
Food handling health and safety  
Technical English  
Professional training and guidance

#### Second Course (1000 hours)

Gastronomic Offers  
Culinary products  
Pastries in culinary services  
Technical English  
Work Experience

## **BAR AND RESTAURANT SERVICES**

### **First Course (1000 hours)**

Basic bar / café operations  
Basic restaurant operations  
Wine studies and services  
Food handling health and safety  
English  
Professional training and guidance

### **Second Course (1000 hours)**

Bar /café services  
Restaurant and special event services  
Gastronomic offerings  
Communication Technics in bars and restaurants  
Entrepreneurial studies  
Technical English  
Work Experience

## **BAKERY, PASTRY AND CONFECTIONERY STUDIES**

### **First Course (1000 hours)**

Base materials and confectionery processes  
Pastry and bakery production  
Basic cake and pastry studies  
Storeroom operations and management in the food industry  
Health and safety in food handling  
Presentation and sale of bakery and pastry products  
Professional training and guidance  
Technical English

### **Second Course (1000 hours)**

Confectionery and other specialties  
Desserts  
Baked Goods  
Entrepreneurial Studies  
Technical English  
Work Experience

## **COMPUTING SYSTEMS AND NETWORKING**

### First Course (1000 hours)

Hardware set-up and maintenance  
Local networks  
Office programs(Excel, Acces, Word)  
Single user-operative systems  
Professional training and guidance  
Technical English

### Second Course (1000 hours)

Operating systems networking  
Safety in computing  
Network services  
Web applications  
Entrepreneurial studies  
Technical English  
Work Experience

## **SPORTS AND RECREATIONAL MANAGEMENT**

### First Course (1000 hours)

Hiking and trekking in safety conditions  
Guiding for biking  
Guiding for horseback riding and basic horse care studies  
Entrepreneurial studies  
Basic Biology and First Aid studies  
Physical activities for the handicapped  
Team building methodologies  
Professional training and guidance

### Second Course (400 hours)

Work Experience

## **CONSTRUCTION AND INSIDE DECORATION WORK INSIDE BUILDINGS**

### First Course (1000 hours)

## Construction

Interpretation of maps in construction  
Floor materials, tiles and their installation  
Premade panelings  
Continuous surface coverings  
Technical English  
Professional Training and guidance

### Second Course (1000 hours)

Light surface coverings  
Laminate surfaces.  
Panelled ceilings  
Decorative Painting in construction  
Management of final construction process (interior surfaces)  
Entrepreneurial Studies  
Technical English  
Work Placement

## **ADVANCED VOCATIONAL COURSES SUBJECTS**

### **CONSTRUCTION PROJECTS**

#### First Course (1000 hours)

Construction Structures 6 ECTS  
Construction Representations 18 ECTS  
Construction Work Setting out 7 ECTS  
Design and Building Construction 9 ECTS  
Installations in Construction 8 ECTS  
Professional Training and Guidance 5 ECTS  
Technical English

#### Second Course (1000 hours)

Constructions Measurements and Assessments 6 ECTS  
Construction Scheduling 6 ECTS  
Energy Efficiency in Construction 4 ECTS  
Development of Residential Construction Projects 11 ECTS  
Development of Non-Residential Construction Projects 9 ECTS  
Entrepreneurial Studies 4 ECTS  
Project on Construction 5 ECTS  
Technical English



Work Experience 22 ECTS

## **KITCHEN MANAGEMENT**

### First Course (1000 hours)

Basic materials supply control  
Culinary processes  
Food preparation and conservation processes  
Food handling health and safety  
English  
French  
Professional training and guidance

### Second Course (1000 hours)

Pastry preparations in cookery  
Management of the production in culinary establishments  
Gastronomy and Nutrition  
Human Resources and management of the Staff Team in Bars and Restaurants  
Administrative and commercial Management in Bars and Restaurants  
Technical English  
Entrepreneurial studies  
Project on Kitchen Management  
Work Experience

## **BAR AND RESTAURANT SERVICE MANAGEMENT**

### First Course (1000 hours)

Raw materials Stock Control  
Cafe-Bar Service Processes  
Restaurant service processes  
Food quality, Safety and Hygiene management  
Professional Training and guidance  
English

### Second Course (1000 hours)

Sommelier Service  
Catering services and events planning and management  
Gastronomy and Nutrition  
Administrative and commercial Management in Catering  
Human resources and team Leadership in Catering  
Project on Catering Services management  
Entrepreneurial studies  
Technical English

## Work Experience

### **SPORTS AND RECREATIONAL ACTIVITIES**

#### First Course (1000 hours)

Free time games and activities  
Individual Recreational/Athletic activities  
Recreational/Athletic activities with equipment  
Basic health and basic physical conditioning  
Group and Team Work Studies Animación  
Teaching Methods for Recreational/Athletic activities

#### Second Course (1000 hours)

Team Recreational/Athletic activities  
Entrepreneurial Studies  
First-aid and lifeguarding  
Recreational activities for people with disabilities  
Professional training and guidance  
Work Experience

### **CLINICAL DIAGNOSIS LABORATORY**

#### First Course (1000 hours)

Organization and Management of an assigned work area in a diagnostic/clinical laboratory office or unit  
Collection, preparation and preservation of human biological samples  
Fundamentals and techniques of blood and cell analysis  
Professional training and guidance

#### Second Course (1000 hours)

Fundamentals and techniques of biochemical analysis  
Fundamentals and techniques of microbiological analysis  
Work experience

### **HEALTH/ MEDICAL INFORMATION AND DOCUMENTATION**

#### First Course (1000 hours)

Clinical File Organization  
Defining and Processing of Clinical Papers  
Coding of clinical and non-clinical information.  
Validation and Operation of Health Databases.  
General Information Technology Applications  
Work Environment  
Professional training and guidance

### Second Course (440 hours)

Work Experience

## **ADMINISTRATION AND FINANCE**

### First Course (1000 hours)

Management of Legal and Financial Documents  
Human Resources and corporate, social responsibility  
Accounting and Fiscal studies  
Communication and customer service  
Office Applications and Keyboarding  
English  
Commercial activity process  
Professional training and guidance

### Second Course (1000 hours)

Accounting and taxation system  
Financial Management  
Logistic and commercial management  
Business Project  
Human Resources Management  
Technical English  
Administration and Finance Project  
Work Experience

## **INDUSTRIAL AUTOMATION AND ROBOTS**

### First Course (1000 hours)

Electrical, Pneumatic and Hydraulic Systems  
Programmable Sequential Systems  
Measurement and Control Systems  
Power Systems  
Technical documentation

Industrial Computing  
Professional training and guidance  
Technical English

### Second Course (1000 hours)

Advanced Programmable systems  
Industrial Robotics  
Industrial Communication  
Integration of Industrial Automation  
Entrepreneurial Studies  
Technical English  
Project on industrial Automation and Robotics  
Work experience

## **ELECTROTECHNICAL AND AUTOMATED SYSTEMS**

### First Course (1000 hours)

Electrical Installations Configuration  
Electrical systems and circuits  
Technical Documentation in Electrical Installations  
Management of the Assembly and the Maintenance of Electrical Installations  
Configuration of Domestic and Automatic Installations  
Development of Electrical Networks and Electrical Substations  
Technical English  
Professional training and guidance

### Second Course (1000 hours)

Processes in Common Telecommunications Infrastructure Installations  
Electrical Installations techniques and Processes  
Techniques and Processes in Home Automation and Automatic Installations  
Project on Electrotechnical and Automated Systems  
Entrepreneurial Studies  
Technical English  
Work Experience

## **VEHICLE MAINTENANCE**

### First Course (1000 hours)

Electrical Comfort and safety systems

Transmission power and wheel system  
Thermodynamics and auxiliary systems  
Non-structural, removable and fixed parts  
Professional training and guidance  
Technical English

### Second Course (1000 hours)

Surface preparation and restoration of vehicles  
Vehicle structure  
Management and logistics of car maintenance  
Communication and Relation Techniques  
Entrepreneurial Studies  
Technical English  
Automotive Project  
Work Experience

## **AIRCRAFT MAINTENANCE**

### First Course (1000 hours)

Piston Motors , propellers and their systems  
Aircraft systems I.  
Aircraft electrical systems  
Low and organization in Maintenance  
Hidraulics and pneumatics.  
Basic mechanic maintenance techniques  
Aircraft maintenance safety.  
Aircraft Constitucion and Navegation.  
Technical English  
Maths  
Physics

### Second Course (1000 hours)

Digital techniques  
Jet engine, its systems and . (U.P.A)  
Aircraft Systems II.  
Aircraf materials and structures.  
Work environment.  
Vocational Training and guidance  
Human Factors  
Work Experience

## **AVIONIC MAINTENANCE**

### First Course (1000 hours)

Maths

Physics

Aircraft electrical systems associated components.

Power plant and aircraft electrical systems

Communication systems, aircraft navigation systems and associated components

Legislation and organization in maintenance

Basic electromechanic maintenance techniques

Aircraft maintenance safety.

Aircraft constitution and navigation

Work environment

Technical English

### Second Course (1000 hours)

Automatic flights systems.: Automatic pilot, flight management and flight environment

Education and guidance at work.

Work Experience

Flight data registration and centralised maintenance of the aircraft and its components

Aircraft computers, operational theory and their maintenance

Human factors

## **COMPUTER NETWORK SYSTEMS MANAGEMENT**

### First Course (1000 hours)

Operating Systems Implementation 15 ECTS

Network Planning and Management 12 ECTS

Hardware Fundamentals 6 ECTS

Database management 11 ECTS

Mark-up languages and Information Management Systems 7 ECTS

Professional training and guidance 4 ECTS

Technical English

### Second Course (1000 hours)

Operating Systems Management 8 ECTS

Database management Systems Administration 5 ECTS

Web Applications Implementation 6 ECTS

Network and Internet Services 8 ECTS

Safety and High Availability 6 CTS

Technical English

Computing Systems Network Management Project 5 ECTS

Entrepreneurial Studies 4 ECTS

Work Experience 22 ECTS

## **MULTIPLATFORM APPLICATIONS DEVELOPMENT**

### First Course (1000 hours)

Computer Systems 10 ECTS  
Mark-up Languages and Information Management Systems 7 ECTS  
Programming 14 ECTS  
Development Environment 6 ECTS  
Data bases 11 ECTS  
Technical English  
Professional training and guidance 4 ECTS

### Second Course (1000 hours)

Data access 9 ECTS  
Interface Development 9 ECTS  
Multimedia programming and mobile devices 7 ECTS  
Programming of Services and processes 5 ECTS  
Company Managing Systems 6 ECTS  
Entrepreneurial Studies 4 ECTS  
Technical English  
Project on Multiplatform Applications Development 5 ECTS  
Work Experience 22 ECTS

## **FORESTRY AND ENVIRONMENTAL MANAGEMENT**

### First Course (1000 hours)

Agronomy in Botanics  
Phytopathology  
Topography in Agriculture  
Machinery and Farming and Forestry Installations  
Forest Greenhouse management  
Professional Training and Guidance  
Technical English

### Second Course (1000 hours)

Management of Natural parks with Hunting Animals.  
Continental Fishing Management  
Management of the Natural Environment Conservation  
Mountain Management

Fire Defense

Entrepreneurial Studies

Project on Forest management and natural Environment Conservation

Technical English

Work Experience