

# PROGRAMS OF STUDY

1969-1970

- **Associate Degree Programs**  
Offering  
The First Two Years of  
Bachelor's Degree Work for  
Students Transferring to  
Senior Colleges
  
- **Associate Degree Programs**  
in  
Career Education  
for Students desiring to  
Prepare for Gainful Employment  
In a Two Year Period.
  
- **Certificate Programs**  
of  
Less than Two Years in Length
  
- **Diploma and Certificate Programs**  
Offered Through the Division of  
Vocational, Technical and General  
Adult Education



## UNIVERSITY PARALLEL PROGRAMS

### Courses of Study Leading to Advanced Degrees

The following programs of study are designed primarily as the first two years of four-year degree programs for students expecting to transfer to senior institutions. Satisfactory completion of one of these two-year programs of study will qualify the student for the Associate in Arts degree.

The study of one foreign language is highly recommended as an elective, though not required, for those seeking the Associate in Arts degree.

Any student expecting to transfer to a senior college from the Florida Junior College at Jacksonville is advised to write the Registrar of that college for information concerning special course requirements that should be met while attending the Florida Junior College at Jacksonville. Students desiring majors not represented in the programs which follow or who find that the College does not offer a sufficient number of courses in those majors (ie, home economics, agriculture, architecture) are advised to transfer after one year to a senior college offering the desired courses and programs. Catalogs of various senior colleges are on file, and counselors are available to assist the student in working out his academic program. Final responsibility for choice of program however, rests with the student.

## GENERAL COLLEGE

This curriculum is designed for those students who have not yet chosen a major area of study but who wish to meet the general education and graduation requirements of the College for the Associate in Arts degree.

Freshman Year		Credits
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	6
SC 101	Life in its Biological Environment	3
Mathematics	Any 3-credit course designated MS except MS 127	3
PE	Physical Education	2
SCH 105	Fundamentals of Speech	3
	*Approved Electives	9
		32
Sophomore Year		
HS 203-204	Humanities	8
SC 102-103	Life in its Physical Environment	6
PSY 105	General Psychology	3
PE	Physical Education	2
	*Approved Electives	13
		32



*\*For the Associate in Arts degree, only those courses designed for transfer to senior colleges should be elected.*

## EXPERIMENTAL COLLEGE

### The Universal Man: Interdisciplinary Studies

The "Universal Man" interdisciplinary studies are designed to present the General Education course content required for the Associate in Arts degree in a stimulating individually-oriented liberal arts program. A common core of experiences is gained through scheduled lectures, core seminars, and assigned readings and studies. Considerable effort is made to help the student "know himself" through diagnostic, achievement, and inventory testing. Students having specific needs in subject content will be assigned work in disciplined seminars and programmed studies. Students demonstrating proficiencies in a required subject will not need to repeat material already mastered, but may participate in exploratory seminars and will be encouraged to pursue independent research. Lectures and seminars are assigned by the Curriculum Coordinator. All students must satisfactorily complete both written and oral examinations in each General Education required subject area. Students will pursue electives in their major interest or selected program of studies to complete the Associate in Arts degree.

The "Universal Man" interdisciplinary studies are offered through two programs in the Experimental College. These are the Alpha Program and the Beta Program.

**The Alpha Program:** Students are accepted by special application through the Dean or Special Education's office on the basis of (1) high academic ability, (2) demonstrated talent or leadership qualities, or (3) on special recommendation. Students are expected to produce high quality work. A grade of "A", "B", "I" (incomplete), or "X" (audit) will be assigned courses for students in the "Alpha" program. The program continues for terms I and II of a two-year sequence, with admission open each fall term. Courses should be taken in sequence: IDS 101 (9 credits), IDS 102 (9 credits), IDS 201 (10 credits), and IDS 202 (10 credits).

**The Beta Program:** The Experimental College is developing a second phase or "Beta program in interdisciplinary studies which will be open to all students on a non-selective basis. The scope of this program will be a re-organization of General Education requirements into six 7-credit courses. The "Beta" interdisciplinary program, while limited in total enrollment, will be open to all students entering the college. Advanced applications will be accepted through the Dean of Special Education's office on a "first come — first served" basis. Students entering the program for the first time should contact a faculty-counselor in the Experimental College prior to registration for counseling concerning their initial registration in the program. Com-

pletion of the six 7-credit courses in the "Beta" program will certify the General Education requirement for the Associate in Arts degree program. A grade of "A", "B", "C", "I" (incomplete), or "X" (audit) will be assigned at the conclusion of each study unit. Electives should not include a duplication of courses designed to meet General Education requirements.

### **Special Experimental Studies**

In order to promote educational excellence, certain sections or courses may incorporate special experimental aspects which may differ from traditional approaches or from college adopted course outlines. Single sections or courses which deviate from standard college approved curricular outlines and which are deemed experimental in nature will be designated by the suffix "X" which follows the course number. (e.g., EH 101-X "English Composition — Experimental or Modified")

### **Individualized Studies**

Experimental studies which involve considerable emphasis on independent and programmed learnings will be conducted in subject areas for which adequate programmed materials are assembled and prepared, and for which adequate personnel is available. Individualized or programmed studies will be designed by the suffix "Y" added to the regular course number. (e.g., MS 101-Y "College Mathematics — Individualized Study or guided programmed learning study")

### **Radio-Television Studies**

Florida Junior College is developing special course offerings to be produced via radio or television media. The amounts of on-campus time required for satisfactory completion of these courses will vary according to the organization of the offering. Studies presented primarily via radio will be designated by the suffix "R" added to the regular course number. (e.g., PLS 202-T "State and Local Government — via television")

### **Continuing Education Studies**

Continuing Education studies are courses designed in cooperation with supervisory professional agencies for particular in-service growth or up-dating of professional personnel.

Continuing Education studies designed to meet teacher certificate renewal requirements or to provide incentive growth and basic proficiencies for teachers are developed in cooperation with county and state school supervisory personnel. The content of courses open to teaching personnel will be structured to meet specific needs of school personnel, accreditation standards and published guides.

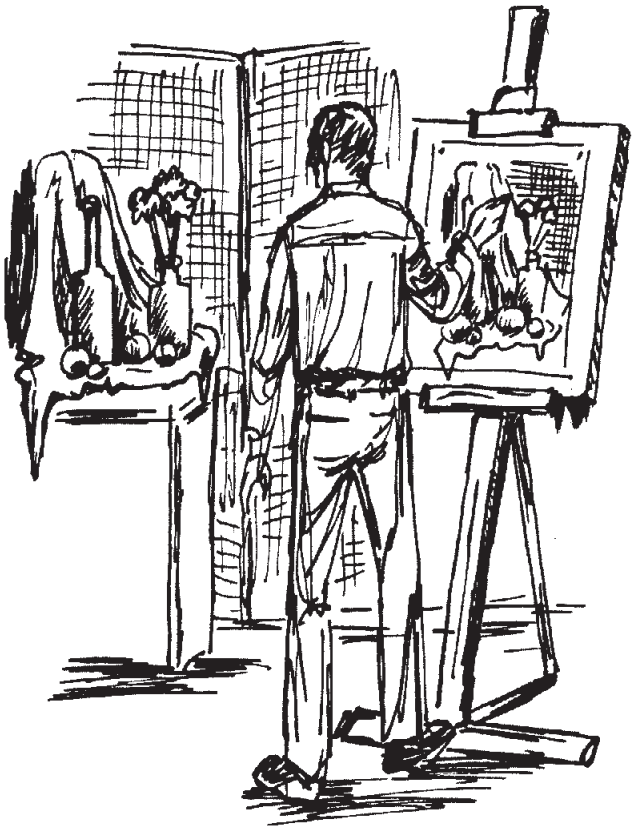
## **Community Cultural Studies**

Courses for cultural advancement of the fine arts in the community will be offered as the need for them is determined. Certificates or credits recognizing proficiency or associate of science degrees will be awarded depending upon the depth of the program. Persons interested in these programs should contact the Office of Special Education.

## ART

Freshman Year		Credits
EH 101-102	English Composition	6
Art 101-102	Drawing I and II	6
Art 103-104	Design I and II	6
SLS 101-102	Origins of American Society	6
SC 101	Life in its Biological Environment	3
Mathematics	Any 3-credit course designated MS except, MS 127	3
PE	Physical Education	2
		32

Sophomore Year		
HS 203-204	Humanities	8
Art 203-204	Art History I and II	6
Art 205-206	Painting I and II	6
SC 102-103	Life in its Physical Environment	6
PE	Physical Education	2
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
		34



## BUSINESS ADMINISTRATION

Freshman Year	Credits
TERM I	
EH 101	English Composition 3
MS 105	College Algebra 3
SC 101	Life in its Biological Environment 3
BAN 101	Introduction to Business 3
SLS 101	Origins of American Society 3
PE	Physical Education 1
	16
TERM II	
EH 102	English Composition 3
MS 127	Elementary Statistics 3
SCH 105	Fundamentals of Speech 3
Approved Elective	3
PE	Physical Education 1
SLS 102	Origins of American Society 3
	16
Sophomore Year	
TERM I	
SC 102	Life in its Physical Environment 3
BAC 201	Principles of Accounting 3
ES 201	Principles of Economics 3
PE	Physical Education 1
HS 203	Humanities 4
BMG 211	Principles of Management 3
	17
TERM II	
SC 103	Life in its Physical Environment 3
BAC 202	Principles of Accounting 3
ES 202	Principles of Economics 3
PE	Physical Education 1
HS 204	Humanities 4
PSY 105	General Psychology 3
	17





## FIRE SCIENCE AND PREVENTION

The program is under the guidance of an Advisory Committee composed of community leaders and administrators from local fire departments. The faculty are experienced, knowledgeable and well known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career as a fireman.

Classes in Fire Science and general education subjects are offered on a primary day and night basis.

Freshman Year		Credits by Term	
		I	II
EH 101-102	English Composition	3	3
PLS 201-202	American Federal Government and State and Local Government	3	3
PSY 105	General Psychology	3	
FSP 100	Introduction to Fire Science	3	
FSP 101	Fire Company Organization and Procedure	3	
FSP 103	Fundamentals of Fire Prevention		3
MS 101	College Mathematics		3
SC 104	Principles of Biology		4
*PE	Physical Education	1	1
		16	17
<b>Sophomore Year</b>			
HS 203-204	Humanities	4	4
SLS 101-102	Origins of American Society	3	3
SC 102-103	Life in its Physical Environment	3	3
FSP 200	Fire Fighting Tactics and Strategy	3	
FSP 201	Fire Investigation	3	
SCH 105	Fundamentals of Speech		3
FSP 202	Fire Codes and Building Construction		3
*PE	Physical Education	1	1
<b>Total 67</b>		17	17

*\*Full-time employees of Fire Prevention agencies are not required to take physical education. They should consult with the Department of Fire Science and Prevention and substitute a suitable course.*

## FORESTRY

This program is designed for students interested in general forestry, industrial forestry, timber management, forest science, forest recreation, and wildlife. With slight alteration, it also prepares students for training in forest products technology. Consultation with senior schools of forestry for details about various programs of study is recommended.

Freshman Year		Credits
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	6
CY 101-102	College Chemistry	
or		
CY 103-104	General Chemistry and Qualitative Analysis	8
MS 105	College Algebra	3
MS 110	Trigonometry	4
BY 101	Botany	4
PE	Physical Education	2
		33
<b>Sophomore Year</b>		
HS 203-204	Humanities	8
*ES 201-202	Principles of Economics	6
PS 201-202	General Physics	8
MS 131	Calculus with Analytic Geometry	4
PE	Physical Education	2
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
		34

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*\*Students planning to study forest products technology should omit ES 201-202 and take MS 232-233; EG 101-102.*

*The above program is recommended by the School of Forestry of the University of Florida.*

## HEALTH, PHYSICAL EDUCATION, AND RECREATION

Freshman Year		Credits
EH 101-102	English Composition	6
MS 101	College Mathematics	3
SC 101	Life in its Biological Environment	3
SLS 101-102	Origins of American Society	6
PE	Physical Education	2
SCH 105	Fundamentals of Speech	3
HH 105	Personal and Community Health	3
HH 107	First Aid I	1
HH 108	First Aid II	1
PE 151	Introduction to Physical Education	3
		31
<b>Sophomore Year</b>		
BY 207	Anatomy and Physiology	4
HS 203-204	Humanities	8
	Approved Electives	5
SC 102-103	Life in its Physical Environment	6
EN 105	Introduction to Education	3
PSY 105	General Psychology	3
PE 207	Sports Officiating	3
PE	Physical Education	2
		34

## MARINE SCIENCES

Freshman Year		Credits
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	6
MS 115	College Algebra with Trigonometry	4
PE 101-102	Physical Education	2
MS 131	Calculus with Analytic Geometry I	4
CY 101-102	Introductory Chemistry	8
SCH 105	Fundamentals of Speech	3
		33

### Sophomore Year

HS 203-204	Humanities	8
PSY 105	General Psychology	3
PE 201-202	Physical Education	2
PS 201-202	General Physics	8
	*Approved Science or Math	8
	Elective	3
		32

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### *\*Marine Biology*

BY 103	Zoology I	4
BY 104	Zoology II	4

### *\*Physical Oceanography*

SC 104	Biology	4
MS 232	Calculus with Analytic Geometry II	4
		16

## MEDICAL TECHNOLOGY

Freshman Year		Credits
EH 101-102	English Composition	6
MS 105	College Algebra	3
SC 101	Life in its Biological Environment	4
BY 207	Anatomy and Physiology	4
SLS 101-102	Origins of American Society	6
PE	Physical Education	2
CY 101-102	Introductory Chemistry	8
		33

### Sophomore Year

HS 203-204	Humanities	8
SCH 105	Fundamentals of Speech	3
PSY 105	General Psychology	3
PS 201-202	General Physics	8
PE	Physical Education	2
BY 209	Microbiology	4
*	Approved Electives	3
		31

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*\*BY 103, BY 225, SCH 105, HH 105, BEN 101.*

## MUSIC OR MUSIC EDUCATION

Freshman Year		Credits
MSC 107-108	Music Theory	6
MSC 109-110	Sight Singing and Ear Training	2
	Performing Music Organization	2
	*Music Skills and Techniques Classes (two courses chosen from Class Brass, Percussion, Piano, Voice, Strings, and Woodwinds) or Applied Music, Principal Instrument	4
EH 101-102	English Composition	6
PE	Physical Education	2
SLS 101-102	Origins of American Society	6
MSC 199	Applied Music, Repertory Class	0
PSY 105	Psychology	3
	Mathematics any 3-credit course designated MS except, MS 127	3
		34
<b>Sophomore Year</b>		
MSC 207-208	Music Theory	6
MSC 209-210	Sight Singing and Ear Training	2
MSC 217-218	Keyboard Harmony	2
	Performing Music Organization	2
	Music Skills and Techniques Class	1
	Applied Music, Principal Instrument	4
MSC 199	Applied Music, Repertory Class	0
SC 101	Life in its Biological Environment	3
PE	Physical Education	2
HS 203-204	Humanities	8
MSC 235	Music History	3
		33

**NOTE:**

*\*Any music major must complete four terms or 8 credits of study in applied music — Principal instrument; Placement must be by audition. Students must evidence minimum skills in each techniques area (String, Bass, Woodwinds, Percussion, Voice, Piano).*

*Satisfactory completion of the above program entitles the student to graduation from the college. However, completion of the General Education program cannot be certified unless the student satisfies the graduation requirements listed earlier.*

## NURSING

Freshman Year		Credits
EH 101-102	English Composition	6
SLS 101-102	Origins of American Society	6
MS 101	Mathematics any 3-credit course designated MS except, MS 127	3
PE	Physical Education	2
BY 103	Zoology I	4
BY 207	Anatomy and Physiology	4
CY 101-102	Introductory Chemistry	8
		33

Sophomore Year		Credits
PS 201-202	General Physics	8
HS 203-204	Humanities	8
PE	Physical Education	2
PSY 205	Child Psychology	3
BY 209	Microbiology	4
PSY 105	General Psychology	3
SY 201	Introductory Sociology	3
SCH 105	Fundamentals of Speech	3
		34





## OCCUPATIONAL THERAPY

Freshman Year		Credits
EH 101-102	English Composition	6
MS 101	College Mathematics	3
PSY 105	General Psychology	3
SLS 101-102	Origins of American Society	6
HH 105	Personal and Community Health	3
PE	Physical Education	2
SC 102-103	Life in its Physical Environment	6
SCH 105	Fundamentals of Speech	3
		32

Sophomore Year		Credits
HS 203-204	Humanities	8
PSY 205	Child Psychology	3
ART 103-104	Design I and II	6
BY 101	Botany	4
BY 103	Zoology I	4
PE	Physical Education	2
*	Approved Electives	5
		32

*Music, PSY 101, SCH 105, SLS 203, SY 201.*



## PHARMACY

Freshman Year		Credits
EH 101-102	English Composition	6
MS 115	College Algebra and Trigonometry	4
MS 131	Calculus with Analytic Geometry I	4
BY 101	Botany	4
PE	Physical Education	2
CY 103-104	General Chemistry and Qualitative Analysis	8
SLS 101-102	Origins of American Society	6
		34
<b>Sophomore Year</b>		
PS 201-202	General Physics	8
HS 203-204	Humanities	8
PE	Physical Education	2
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
CY 201-202	Organic Chemistry	8
BY 103	Zoology	4
		36

## PHYSICAL THERAPY

Freshman Year		Credits
EH 101-102	English Composition	6
MS 105	College Algebra	3
MS 110	Trigonometry	3
SLS 101-102	Origins of American Society	6
PE	Physical Education	2
HH 105	Personal and Community Health	3
PSY 105	General Psychology	3
BY 103	Zoology I	4
BY 207	Anatomy and Physiology	4
		34
<b>Sophomore Year</b>		
HS 203-204	Humanities	8
SCH 105	Fundamentals of Speech	3
HH 107-108	First Aid I and II	2
PSY 205	Child Psychology	3
CY 101-102	Introductory Chemistry	8
SC 102-103	Life in its Physical Environment	6
PE	Physical Education	2
		32

## POLICE SCIENCE AND ADMINISTRATION

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local law enforcement agencies. The faculty are experienced, knowledgeable and well known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career as a law enforcement officer.

Classes in law enforcement and general education subjects are offered on a day or evening interchangeable basis.

Freshman Year		Credits by Term	
		I	II
EH 101-102	English Composition	3	3
PLS 201	American Federal Government	3	
PLS 202	State and Local Government		3
PSY 105	General Psychology	3	
PSA 100	Introduction to Law Enforcement	3	
*PSA 101	Police Organization and Administration	3	
**PSA 103	Policing Techniques		3
MS 101	College Mathematics		3
SC 101	Life in its Biological Environment		4
PE	Physical Education	1	1
		16	17
Sophomore Year			
‡PSA 200	Criminal Law I	3	
PSA 201	Introduction to Criminalistics	3	
PSA 203	Criminal Investigation		3
SCH 105	Fundamentals of Speech		3
SC 102-103	Life in its Physical Environment	3	3
SLS 101-102	Origins of American Society	3	3
HS 203-204	Humanities	4	4
PE	Physical Education	1	1
TOTAL 67		17	17

\*PSA 101 — *Police Organization and Administration was formerly listed as "Police Organization and Administration I."*

\*\*PSA 103 — *Policing Techniques was formerly listed as "The Law Enforcement Role in Crime and Delinquency."*

‡PSA 200 — *Criminal Law I was formerly listed as "Criminal Law."*

*Full-time employees of law enforcement agencies are not required to take physical education. They should consult with the Department of Police Science and Administration and substitute a suitable course.*

## PRE-DENTAL, PRE-MEDICAL, PRE-OPTOMETRY, AND PRE-VETERINARY MEDICINES

Freshman Year		Credits
EH 101-102	English Composition	6
MS 115	Algebra-Trigonometry	4
MS 131	Calculus, Analytic Geometry I	4
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
CY 103-104	General Chemistry & Quantitative Analysis	8
PE	Physical Education	2
SLS 101-102	Origins of American Society	6
		36

### Sophomore Year

CY 201-202	Organic Chemistry	8
PS 201-202	General Physics	8
HS 203-204	Humanities	8
BY 101	Botany	4
BY 103	Zoology I	4
PE	Physical Education	2
		34





## PRE-ENGINEERING

Freshman Year	Credits	
<b>TERM I</b>		
EH 101	English Composition	3
EG 101	Engineering Drawing	3
MS 115	College Algebra and Trigonometry	4
SC 101	Life in its Biological Environment	3
SLS 101	Origins of American Society	3
PE	Physical Education	1
		17
 <b>TERM II</b>		
EH 102	English Composition	3
EG 102	Descriptive Geometry	3
MS 131	Calculus with Analytic Geometry	4
SLS 102	Origins of American Society	3
PE	Physical Education	1
SCH 105	Fundamentals of Speech	3
		17
 <b>TERM III</b>		
PSY 105	General Psychology	3
 <b>Sophomore Year</b>		
<b>TERM I</b>		
CY 103	General Chemistry and Quantitative Analysis	4
PS 201	General Physics	4
MS 232	Calculus with Analytic Geometry	4
PE	Physical Education	1
HS 203	Humanities	4
		17

## PRE-LAW

Freshman Year		Credits
EH 101-102	English Composition	6
Mathematics	Any 3 credit course designated MS except MS 127	3
SC 101	Life in its Biological Environment	3
SLS 101-102	Origins of American Society	6
PSY 105	General Psychology	3
SCH 105	Fundamentals of Speech	3
PE	Physical Education	2
	*Approved Electives	6
		32
<b>Sophomore Year</b>		
HS 203-204	Humanities	8
SC 102-103	Life in its Physical Environment	6
HY 201-202	United States History	6
PLS 201-202	American Federal and State and Local Government	6
PE	Physical Education	2
	*Approved Electives	4
		32

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*\*Approved Electives: Foreign Language (if taking Associate in Arts degree); ES 201-202, BAN 101, BAN 201-202, if taking a Business Administration degree.*

## TEACHER EDUCATION

Freshman Year		Credits
EH 101-102	English Composition	6
EN 105	Introduction to Education	3
Mathematics	Any 3-credit courses designated MS except MS 127	3
SC 101	Life in its Biological Environment	3
SLS 101-102	Origins of American Society	6
PSY 105	General Psychology	3
PE	Physical Education	2
*	Approved Electives	5
		31

Sophomore Year		
HS 203-204	Humanities	8
SC 102-103	Life in its Physical Environment	6
PSY 209	Educational Psychology	3
PE	Physical Education	2
SCH 105	Fundamentals of Speech	3
GY 105	World Geography	3
*	Approved Electives	8
		33

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*\*Approved Electives: Electives should be chosen from the student's field of specialization, with the approval of the faculty advisor and/or the division chairman.*





## ASSOCIATE IN SCIENCE DEGREE PROGRAMS IN CAREER EDUCATION

The Technical-Occupational Education Programs are designed to prepare the student who, at the completion of a program of study listed in this section of the bulletin, is planning to enter his chosen career at the semi-professional level, or who plans to transfer to a four year university offering baccalaureate degree in engineering technology.

Occupational patterns in industry have changed significantly in the past twenty years. The rate of change is increasing. The growth of automation, new materials, new processes, and improved techniques of measurement and control have combined to increase the need for technically competent persons with special abilities who can support and supplement the efforts of engineers, scientists, and managers.

The expansion of educational services will help meet the need for technically competent persons. The Florida Junior College at Jacksonville accepts the challenge of trying to provide Technical-Occupational Education in those areas where the greatest need for competent personnel has been determined.

Advisory committees representing business and industry, and survey information that has helped to identify areas of manpower needs have provided assistance in the development of the various programs of study. The broad area of Technical-Occupational Education at the Florida Junior College at Jacksonville, in all of its philosophy, concepts, and functions, reflects the image of the worth of the individual, the needs of the individual and industry, and is conceived as one means of providing a quality program of education which not only recognizes the importance of essential skills and knowledges, but in addition, recognizes the need for desirable attitudes and habits.

The central concern of Technical Education is with a body of knowledge rather than with specific jobs. The term "technician" refers to scope of training, work capabilities, and job requirements, calling for broad technical competence based on proficiency in the application of mathematics and physical science principles and extensive understanding and knowledge in technology.

## ACCOUNTING

The Accounting program is primarily designed for those students who intend to seek immediate employment in some area of accounting and is also intended and most beneficial to those individuals who are presently using accounting and/or accounting information in their employment. The aim of the accounting program is to prepare students for positions of leadership and responsibility in industry; federal, state and local government; and public accounting.

This program is based upon the development of a thorough knowledge of accounting principles and the theory and then seeks to develop the student's ability to apply this knowledge to problem situations. An intensive study of accounting and related business subjects is combined with general education courses to provide a well-balanced program.

Accounting graduates are among the most sought after college graduates and in Jacksonville and the surrounding areas the opportunities are unlimited.

Future courses to be included in the accounting curriculum based on need shown by the community at large might include: Federal Income Tax Accounting, Auditing, Advanced Accounting, and an Accounting Internship.

Freshman Year	Credits by Term	
	I	II
EH 101	English Composition	3
BAN 101	Introduction to Business	3
BAC 201	Principles of Accounting	3
*BEN 101 or 102	Typewriting	2
BEN 129	Calculating Machines	2
SLS 103	Human Institutions	3
PE	Physical Education	1
EH 102	English Composition	3
BAC 202	Principles of Accounting	3
BMG 211	Principles of Management	3
PSY 101	Human Relations	3
SCH 105	Fundamentals of Speech	3
PE	Physical Education	1
	17	16
Sophomore Year	Credits	
BAC 203	Intermediate Accounting	3
BFI 210	Principles of Finance	3
BAN 225	Business Law	3
ES 201	Principles of Economics	3
PE	Physical Education	1
HS 201	Humanities	3
BAC 204	Intermediate Accounting	3
BAC 205	Accounting	3
BAN 226	Business Law	3
BEN 215	Business Communications	3
ES 207	Principles of Economics	3
PE	Physical Education	1
	16	16

\*Students will be placed in the proper level.

## CHILD CARE SCIENCE

Students completing the program will have had the opportunity to observe and participate in the Child Study Laboratory at the North Campus. Graduates of the program will be qualified to perform professional duties in establishments working with pre-school children.

Freshman Year		Credits by Term	
		I	II
EH 103	English Composition	3	
CD 101	Child Growth and Development	4	
FS 110	Child Nutrition	2	
CD 104	Community Relationships	2	
SCH 105	Fundamentals of Speech	3	
CD 105	Principles of Pre-School Education	3	
HS 201	Humanities		3
CD 102	Advanced Child Growth and Development		4
CD 106	Music for Young Children		3
HH 105	Personal and Community Health		3
HH 107	First Aid		1
	Approved Elective		2
		17	16

### Sophomore Year

SLS 103	Human Institutions	3	
CD 201	Observing and Recording Child Behavior	3	
CD 107	Literature for Young Children	3	
CD 202	Teaching of Elementary Games	2	
PSY 105	General Psychology	3	
	Approved Elective	2	
PSY 209	Educational Psychology		3
CD 205	Supervised Student Participation	8	
SY 202	Social Problems		3
SY 203	Marriage and Family		3
		16	17

### Approved Electives

CD 103	Creative Art Activities	2	
CD 203	Creative Science Activities	2	
CD 204	Education of the Culturally Deprived Child		2
CD 206	New Mathematics for Young Children		2

## CIVIL ENGINEERING TECHNOLOGY

The course of instruction in Civil Engineering Technology is designed toward providing engineering assistants in the Technical-Occupational areas of construction, road building, surveying, hydraulics and instrumentation. Upon successful completion of the curriculum the student is awarded the Associate Degree in Science. At this time he is prepared to enter his chosen vocation at the semi-professional level.

### Freshman Year Credits

#### TERM I

TEG 100	Introduction to Engineering Technologies	3
TEG 101	Technical Math I	3
EH 103	English Composition	3
SLS 103	Human Institutions	3
PE	Physical Education	1
EG 101	Engineering Drawing	3
		16

#### TERM II

EG 102	Descriptive Geometry	3
TEG 102	Technical Math II	3
EG 105	Engineering Calculations (Slide Rule)	1
TEM 101	Engineering Materials & Processes	4
TEE 100	Fundamentals of General Electricity	3
HS 201	Humanities	3
		17

### Sophomore Year

#### TERM I

TED 203	Civil Drafting	3
TEM 205	Engineering Mechanics	3
TED 201	Architectural Drafting	3
PSY 101	Human Relations	3
HH 107	First Aid	1
PE	Physical Education	1
TEC 201	Surveying	3
		17

#### TERM II

TEG 203	Technical Report Writing	3
PE	Physical Education	1
TEC 202	Building Construction	3
TEG 204	Planning & Estimating	3
TEM 206	Testing & Strength of Materials	4
TEM 202	Fluid Mechanics	3
		17

## DATA PROCESSING

This program is designed for students who are interested in a career in data processing. The first courses are intended as orientation towards our increasingly automated society. Efforts will be made to encourage students to gain practical experience while completing the program.

Freshman Year	Credits
<b>TERM I</b>	
BAN 101	Introduction to Business 3
BDP 100	Introduction to Data Processing 3
EH 103	English 3
MS 103	Intermediate Algebra 3
PE	Physical Education 1
SLS 103	Human Institutions 3
	<hr style="width: 100%; border: 0.5px solid black;"/> 16
<b>TERM II</b>	
BAC 201	Principles of Accounting 3
BAN 125	Business Mathematics 3
BDP 102	Basic Computer Concepts 3
BDP 106	Data Processing Applications 4
MS 127	Elementary Statistics 3
PE	Physical Education 1
	<hr style="width: 100%; border: 0.5px solid black;"/> 17
<b>Sophomore Year</b>	
<b>TERM I</b>	
BAC 202	Principles of Accounting II 3
BMG 211	Principles of Management 3
BDP 203	Programming I 5
BDP 209	Systems Development & Design 4
PE	Physical Education 1
	<hr style="width: 100%; border: 0.5px solid black;"/> 16
<b>TERM II</b>	
BDP 206	Programming II 5
BDP 210	Advanced Computer and Programming Systems 3
HS 201	Humanities 3
PSY 101	Human Relations 3
TEG 203	Technical Report Writing 3
	<hr style="width: 100%; border: 0.5px solid black;"/> 17

## DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design Technology program is designed to train technicians who can be assistants to Engineers and Architects. They will translate ideas, rough sketches, specifications and calculations into complete and accurate working drawings. They must have a knowledge of the fundamentals of design and be able to complete designs for which the basic calculations have been made.

Freshman Year		Credits
<b>TERM I</b>		
TEG 100	Introduction to Engineering Technologies	3
EG 101	Engineering Drawing	3
EH 103	English Composition	3
TEG 101	Technical Math I	3
SLS 103	Human Institutions	3
PE	Physical Education	1
		16
<b>TERM II</b>		
EG 102	Descriptive Geometry	3
TED 102	Mechanical & Electrical Drafting	3
TEG 102	Technical Math II	3
TEM 101	Engineering Materials & Processes	4
TEE 100	Fundamentals of General Electricity	3
EG 105	Engineering Calculations (Slide Rule)	1
		17
<b>Sophomore Year</b>		
<b>TERM I</b>		
TED 201	Architectural Drafting	3
TED 203	Civil Drafting	3
TEM 205	Engineering Mechanics	3
PSY 101	Human Relations	3
HH 107	First Aid I	1
PE	Physical Education	1
HS 201	Humanities	3
		17
<b>TERM II</b>		
TED 204	Industrial Design	3
TED 206	Advanced Drafting	3
TEM 206	Testing & Strength of Materials	4
TEG 203	Technical Report Writing	3
PE	Physical Education	1
		14

## ELECTRICAL ENGINEERING TECHNOLOGY

That portion of the industrial field represented by petroleum refining, production of chemicals, cement, and electrical power requires technicians with sophisticated skills to maintain the complex controls processes in a high state of operating efficiency.

An evaluation of the task performed by these technicians clearly points to the need for an educational program which places emphasis on quality instruction on both the theoretical and practical aspects of technician education. This program in Electrical Technology is dedicated to that end.

Freshman Year	Credits
<b>TERM I</b>	
TEG 100	Introduction to Engineering Technologies 3
EH 103	English Composition 3
TEG 101	Technical Math I 3
PE	Physical Education 1
TEE 101	D. C. Theory & Circuits 5
HH 107	First Aid I 1
	16
<b>TERM II</b>	
TEE 105	Electrical Controls 3
TEE 102	A. C. Theory & Circuits 5
TEG 102	Technical Math II 3
EG 105	Engineering Calculations (Slide Rule) 1
PE	Physical Education 1
TEM 101	Industrial Materials 4
	17
Sophomore Year	Credits
<b>TERM I</b>	
TED 221	Mechanical & Electrical Drafting 3
HS 201	Humanities 3
PSY 101	Human Relations 3
TEE 201	Electronics I 5
TEE 209	Electrical Installation Plan 3
	17
<b>TERM II</b>	
TEG 203	Technical Report Writing 3
PE	Physical Education 1
SLS 103	Human Institutions 3
TEE 204	Industrial Electronics 5
TEE 208	Electrical Power Systems 5
	17

## ELECTRONIC ENGINEERING TECHNOLOGY

In analyzing the forecast of growth of the electronics industry, the immediate and long term future for electronics technicians looks particularly bright. Computers and data processing systems, communications, instrumentation, electronic industrial controls, navigation aids, medical and therapeutic electronics, closed-circuit and educational television, and many other new electronic applications will increase at a rapid rate in industrial use.

The electronics industry's record as a creator of jobs has been outstanding. Employment in the industry has more than doubled in the past decade. Since it is a realistic expectation that the electronics industry will more than double in volume between 1968 and 1978 employment opportunities will continue excellent, especially for electronic technicians.

The program is designed to provide the technician with the theoretical and practical skills demanded by modern technology.

Freshman Year		Credits
<b>TERM I</b>		
TEE 101	D. C. Theory and Circuits	5
TEG 100	Introduction to Engineering Technologies	3
EH 103	English Composition	3
TEG 101	Technical Math 1	3
PE	Physical Education	1
HH 107	First Aid I	1
		16
<b>TERM II</b>		
TEE 102	A. C. Theory and Circuits	5
TEE 105	Electrical Controls	3
TEM 101	Industrial Materials & Processes	4
TEG 102	Technical Math II	3
EG 105	Engineering Calculations (Slide Rule)	1
PE	Physical Education	1
		17
<b>Sophomore Year</b>		<b>Credits by Term</b>
<b>TERM I</b>		
TEE 201	Electronics 1	5
TEE 206	Advanced Electronics Circuit Analysis	3
TED 221	Electrical & Electronic Drafting	3
PSY 101	Human Relations	3
SLS 103	Human Institutions	3
		17
<b>TERM II</b>		
TEE 203	Electronics II	5
TEE 207	Semiconductor Circuit Design	4
TEG 203	Technical Report Writing	3
PE	Physical Education	1
HS 201	Humanities	3
		16



## ENGINEERING SALES

The two-year Associate Degree Program in Engineering Sales is designed to prepare an individual for job entry into the sales division of companies marketing industrial and engineering equipment and supplies. The program involves the basic courses of engineering technology combined with selected business courses.

### Freshman Year Credits

#### TERM I

BAN 101	Introduction to Business	3
EH 103	English Composition	3
EG 101	Engineering Drawing	3
TEG 101	Technical Math 1	3
*BEN 101	Typewriting	2
PE	Physical Education	1
		15

#### TERM II

TED 102	Mechanical and Electrical Drafting	3
TEM 101	Engineering Materials and Processes	4
TEG 102	Technical Math II	3
EG 105	Engineering Calculations (Slide Rule)	1
SLS 103	Human Institutions	3
TEE 100	Fundamentals of General Electricity	3
		17

### Sophomore Year

#### TERM I

BAC 201	Principles of Accounting	3
TEM 205	Engineering Mechanics	3
SCH 105	Fundamentals of Speech	3
BMG 211	Principles of Management	3
PSY 101	Human Relations	3
PE	Physical Education	1
		16

#### TERM II

TEG 203	Technical Report Writing	3
HS 201	Humanities	3
TEG 204	Planning and Estimating	3
BMK 213	Principles of Marketing	3
BMK 210	Salesmanship	3
PE	Physical Education	1
		16

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\*Students will be placed in the appropriate level based on their background.

## FINANCE & INSURANCE

The Finance and Insurance program will provide students with a background of principles and terminology characteristic of the industries serving the financial needs of the community. The program concentrates on the study of banking, investment, finance, savings, and insurance institutions which constitute the backbone of our complex money economy.

Many career opportunities await the student who has demonstrated ability and interest in this field. Because of the complexity and diversity of the activities of these financial institutions, many companies have instituted training programs for which the graduate of the two-year Finance and Insurance program would be a logical candidate.

As a result, careers in these companies lead to positions which are among the most rewarding in the business world—both in terms of responsibility and in terms of personal financial success.

Freshman Year		Credits by Term	
		I	II
EH 101	English Composition	3	
BAN 101	Introduction to Business	3	
BAC 201	Principles of Accounting	3	
*BEN 101 or 102	Typewriting	2	
BEN 129	Calculating Machines	2	
SLS 103	Human Institutions	3	
PE	Physical Education	1	
EH 102	English Composition		3
BAC 202	Principals of Accounting		3
BIN 116	Principles of Insurance		3
PSY 101	Human Relations		3
SCH 105	Fundamentals of Speech		3
PE	Physical Education		1
		17	16

Sophomore Year			
BIN 201	Property & Liability Insurance	3	
BFI 210	Principles of Finance	3	
BAN 225	Business Law	3	
HS 201	Humanities	3	
BMG 211	Principles of Management	3	
PE	Physical Education	1	
BIN 202	Marine & Inland Insurance		3
BAN 226	Business Law		3
BEN 215	Business Communications		3
ES 202	Principles of Economics		3
PE	Physical Education		1
	Elective		3
		16	16

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\*Students will be placed in the proper level based on their background.

## FIRE SCIENCE AND PREVENTION

The program is under the guidance of an Advisory Committee composed of community leaders and administrators from local fire departments. The faculty are experienced, knowledgeable and well known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career as a fireman.

Classes in Fire Science and general education subjects are offered on a primary day and night basis.

Freshman Year		Credits by Term	
		I	II
EH 101-102	English Composition	3	3
PLS 201-202	American Federal Government and State and Local Government	3	3
PSY 105	General Psychology	3	
FSP 100	Introduction to Fire Science	3	
FSP 101	Fire Company Organization and Procedure	3	
BEN 125	Business Mathematics		3
BEN 101	Typing (40 WPM Typing Test Score Can be Substituted)		(2)
SY 201	Sociology		3
FSP 103	Fundamentals of Fire Prevention	3	
*PE	Physical Education	1	1
		16	16
<b>Sophomore Year</b>			
HS 201	Humanities	3	
FSP 102	Fire Operations	3	
FSP 201	Fire Investigation	3	
FSP 203	Hazardous Materials	3	
FSP 205	Fire Fighting Equipment and Apparatus	3	
FSP 200	Fire Fighting Tactics and Strategy		3
FSP 202	Fire Codes and Building Con- struction		3
FSP 204	Physical Science for Firemen	3	
FSP 206	Rescue Practices	3	
SCH 105	Fundamentals of Speech		3
SLS 103	Human Institutions		3
*PE	Physical Education	1	1
TOTAL 67		16	19

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*\*Full-time employees of Fire Prevention agencies are not required to take Physical Education. Check with advisor on Physical Education requirements.*

## FOOD SERVICE TECHNOLOGY

Students completing the two year course of study are prepared to assume supervisory or management positions within the food service industry.

Students wishing to receive a certificate in Food Service Technology may do so by taking just the required Food Service courses.

Freshman Year		Credits
TERM I		
EH 103	English	3
PE	Physical Education	1
BAN 101	Introduction to Business	3
FS 101	Orientation to Food Service	3
FS 102	Nutrition I	3
FS 105	Equipment	3
		16
TERM II		
HS 201	Humanities	3
PE	Physical Education	1
BAN 125	Business Mathematics	3
FS 103	Nutrition II	3
FS 104	Basic Food Preparation	3
FS 106	Food Accounting and Cost Control	3
		16
Sophomore Year		
TERM I		
SLS 103	Human Institutions	3
BEN 101	Beginning Typewriting	2
FS 201	Sanitation and Safety	3
FS 202	Quantity Food	3
FS 203	Supervision and Management	3
FS 204	Food Purchasing and Storage	3
		17
Term II		
HH 105	Personal and Community Health	3
PSY 101	Human Relations	3
BMG 211	Principles of Management	3
*FS 205	Area of Specialization	3
FS 206	Food Merchandising	3
		15

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\**Restaurant Management*      *School Food Service Adm.*  
*Cafeteria Management*      *Hospital Supervision*  
*Nursing Home Supervision*   *Private Club Management*

## GENERAL BUSINESS

The two-year general business program is designed to prepare those who complete the program for new business professions or advancement within their chosen professions. The program is designed to thoroughly prepare the student for work in these areas in which there is demonstrated shortage of competent personnel. It is not intended to be a substitute for a four-year business administration program.

Emphasis in the general business program is not any specific subject, but on those areas which would be most useful to those students planning a career in business and those individuals already actively participating in business who wish to increase their business skills. Courses emphasized are accounting, economics and finance, operation of business machines and business communications.

Freshman Year		Credits by Term	
		I	II
EH 101	English Composition	3	
BAN 101	Introduction to Business	3	
*BAC 201	Principles of Accounting	3	
**BEN 101 or 102	Typewriting	2	
BAN 125	Business Mathematics	3	
BEN 129	Calculating Machines	2	
PE	Physical Education	1	
EH 102	English Composition		3
*BAC 202	Principles of Accounting		3
BIN 116	Principles of Insurance		3
PSY 101	Human Relations		3
SLS 103	Human Institutions		3
PE	Physical Education		1
		17	16
<b>Sophomore Year</b>			
ES 201	Principles of Economics	3	
BMG 211	Principles of Management	3	
BAN 225	Business Law	3	
BFI 210	Principles of Finance	3	
SCH 105	Fundamentals of Speech	3	
PE	Physical Education	1	
ES 202	Principles of Economics		3
BAN 226	Business Law		3
BEN 215	Business Communications		3
HS 201	Humanities		3
PE	Physical Education		1
	Elective		3
		16	16

\*BAC 111-112 may be substituted with permission of the advisor.

\*\*Students will be placed in the proper level based on their background.

## MARKETING

The marketing program provides the student with a background that will assist him in preparing for a career in such areas as Sales Management, Sales Promotion, Advertising, Wholesaling, Retailing, and Market Research.

The classroom experiences provide for a broad understanding of the marketing process as well as specialized courses designed to train the individual for careers in the various areas of marketing.

General education courses included in the program contribute to the development of the individual's total familiarization of the principle in the marketing processes.

Candidates for careers in these fields are in constant demand and can attain levels of income that compare favorably with those of any other area.

Freshman Year	Credits
Term I	
BAN 101            Introduction of Business	3
BAC 201            Principles of Accounting	3
EH 101             English Composition	3
*BEN 101 or 102   Typewriting	2
PE                  Physical Education	1
SCH 105            Fundamentals of Speech	3
BEN 129            Calculating Machines	2
	17
Term II	
BAC 201            Principles of Accounting	3
BAN 125            Business Mathematics	3
SLS 103            Human Institutions	3
PSY 101            Human Relations	3
PE                  Physical Education	1
EH 102            English Composition	3
	16
Sophomore Year	
Term I	
ES 201            Principles of Economics	3
PE                  Physical Education	1
BAN 225            Business Law	3
BMK 213            Principles of Marketing	3
BMG 211            Principles of Management	3
BFI 210            Principles of Finance	3
	16
Term II	
ES 202            Principles of Economics	3
PE                  Physical Education	1
BMK 210            Salesmanship	3
BAN 226            Business Law	3
HS 201             Humanities	3
BMK 214            Marketing Practices	3
	16

*\*Students will be placed in the proper level based on their background.*

## MECHANICAL ENGINEERING TECHNOLOGY

The course in Mechanical Engineering Technology is designed to prepare a student for the occupational profession of engineering aide or Technical assistant. The curriculum includes the basic course in math, graphics, humanities, and sciences, with additional specialized courses in the field of Mechanical Engineering. The approach to the subject is to attain broad coverage thus enabling the student a fundamental knowledge in a diversified field which includes drafting, design, production, instrumentation, heat engines, fluid flow, repair and maintenance.

Freshman Year		Credits
Term I		
TEG 100	Introduction to Engineering Technology	3
EG 101	Engineering Drawing	3
EH 103	Comprehensive English	3
TEG 101	Technical Math I	3
SLS 103	Human Institutions	3
PE	Physical Education	1
		<hr/> 16

Term II		
EG 102	Descriptive Geometry	3
TED 102	Mechanical Electrical Drafting	3
TEG 102	Technical Math II	3
TEM 101	Engineering Materials & Processes	4
TEE 100	Fundamentals of General Electricity	3
EG 105	Engineering Calculations (Slide Rule)	1
		<hr/> 17

Sophomore Year		Credits
Term I		
TED 203	Civil Drafting	3
TEM 205	Engineering Mechanics	3
PSY 101	Human Relations	3
PE	Physical Education	1
HH 101	First Aid I	1
HS 101	Humanities	3
TEG 201	Technical Math III	3
		<hr/> 17

Term II		
TEG 203	Technical Report Writing	3
PE	Physical Education	1
TEM 206	Testing and Strength of Materials	4
TEM 202	Fluid Mechanics	3
TED 204	Industrial Design	3
TEM 210	Fabrication Processes	3
		<hr/> 17

## MEDICAL ASSISTING

Medical Assistants are prepared to assist physicians and other members of the medical team in an office, clinic, or hospital.

The program is designed to provide courses in business and general education, as well as study and practice in the field of medical assisting. Laboratory periods offer experiences for students in offices, hospitals, or clinics to practice those skills necessary in learning to assist the physician.

Prior to acceptance in the program, applicants will be expected to have:

1. A complete physical examination.
2. An interview with a member of the nursing faculty.
3. Basic knowledge in the natural sciences.

Freshman Year		Credits by Term	
		I	II
BEN 101	Beginning Typewriting	2	
EH 101 or 103	English Composition	3	
SLS 103	Human Institutions		3
HH 105	Personal and Community Health	3	
MA 100	Introduction to Medical Assisting	2	
PE	Physical Education	1	1
BEN 102	Intermediate Typewriting		2
BEN 215	Business Communications		3
BY 207	Anatomy and Physiology		4
MA 101	Medical Terminology		2
BEN 111	Secretarial Accounting	3	
BEN 125	Business Mathematics	3	
		17	15
<b>Sophomore Year</b>			
BEN 127	Office Applications	2	
MA 102	Medical Office Practices and Procedures		3
MA 201	Laboratory Techniques and Procedures	3	
MA 205-206	Practicum in Medical Assisting	3	3
PSY 105	General Psychology		3
PE	Physical Education	1	1
	*Approved Electives		4
MA 202	Clinical Practices and Procedures		3
MA 204	Seminar in Medical Assisting		3
HS 201	Humanities	3	
		16	16

*\*Approved Electives: Business Administration, Medical Shorthand, Biology, Microbiology, Chemistry, General Psychology, Introductory Sociology, Fundamentals of Speech.*



## MEDICAL LABORATORY TECHNOLOGY

Graduates, majoring in Medical Laboratory Technology, are required to take an examination for national certification by the American Medical Association and to be examined by the State Board of Health for licensure to practice in Florida.

The program is designed to assure students a strong foundation for the skills unique to the supportive role in the Medical Laboratory. The curriculum is oriented around courses in Medical Laboratory techniques, but includes the academic disciplines related to the major field of study. Courses in Medical Laboratory Technology must be taken in sequence.

In order to ascertain seriousness of purpose, the student is admitted after personal interview with the Director of the Department of Medical Laboratory Technology.

Freshman Year		Credits by Term		
		I	II	III
EH 103	English	3		
MS 101	Mathematics	3		
CY 101	Chemistry	4		
PS	Physical Education	1		
CLT 101	Medical Laboratory Technology	5		
HS 201	Humanities		3	
SC 101	Life in its Biological Environment		4	
CY 102	Chemistry		4	
PS	Physical Education		1	
CLT 102	Medical Laboratory Technology		5	
CLT 201	Medical Laboratory Technology (10 hours per week)			3
		16	17	3

### Sophomore Year

CLT 202	Clinical Chemistry	5		
BY 209	Microbiology	4		
SLS 103	Human Institutions	3		
PSY 101	Human Relations	3		
CLT 203	Clinical Clerkship available in four hospitals belonging to JHEP (Jacksonville Hospitals Educational Program, Inc.) with participation in weekly seminar on campus.		16	
			15	16

## POLICE SCIENCE AND ADMINISTRATION

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local law enforcement agencies. The faculty are experienced, knowledgeable and well known in their field.

The student is assured of modern, up-to-date instruction which will aid him in his chosen occupation or in seeking a career as a law enforcement officer.

Classes in law enforcement and general education subjects are offered on a day or evening interchangeable basis.

Freshman Year		Credits by Term	
		I	II
EH 101-102	English Composition	3	3
PLS 201-202	American Federal Government and State and Local Government	3	3
PSY 105	General Psychology	3	
PSA 100	Introduction to Law Enforcement	3	
*PSA 101	Police Organization and Administration	3	
**PSA 102	Police Operations		3
BEN 125	Business Mathematics		3
†PSA 103	Policing Techniques		3
††PE 101	Life Saving		1
		15	16
Sophomore Year			
‡PSA 200	Criminal Law I	3	
PSA 201	Introduction to Criminalistics	3	
PSA 202	Criminal Court Procedure and Evidence	3	
PSA 203	Criminal Investigation		3
PSA 204	Police Supervision		3
PSA 205	Seminar in Police Problems		3
PSA 208	Criminal Law II		3
SCH 105	Fundamentals of Speech	3	
SY 201	Sociology	3	
HS 201	Humanities		3
BEN 101	Typing (40 WPM Typing Test Score Can be Substituted)	(2)	
SLS 103	Human Institutions		3
††PE 102	Swimming		1
	TOTAL	65	16 18

\*PSA 101 — Police Organization and Administration was formerly listed as "Police Organization and Administration I."

\*\*PSA 102 — Police Operations was formerly listed as "Police Organization and Administration II."

†PSA 103 — Policing Techniques was formerly listed as "The Law Enforcement Role in Crime and Delinquency."

††Full-time employees of Law Enforcement agencies are not required to take Life Saving, Swimming. They should consult with the PS&A Department and substitute a suitable course.

‡PSA 200 — Criminal Law I was formerly listed as "Criminal Law."

Full-time employees of law enforcement agencies are not required to take physical education. They should consult with the Police Science and Administration Department and substitute a suitable course.

It is the responsibility of the student to contact the college to which he will transfer and make sure that this program meets the requirements of that institution.

## RETAIL MERCHANDISING

The major objective of the Retail Merchandising Program is to prepare persons for gainful employment in distributive occupations. The program provides education to the entry, supervisory, and managerial levels of businesses in the marketing and distributive occupations. This program should result in immediate increase of job efficiency, eventual promotion, and better understanding of the field of economics activity in which workers are engaged.

Freshman Year		Credits by Term	
		I	II
EH 103	English Composition	3	
PE	Physical Education	1	
BAC 201	Principles of Accounting	3	
BAN 101	Introduction to Business	3	
BMK 213	Principles of Marketing	3	
DER 100	Retail Practicum	4	
HS 201	Humanities		3
PE	Physical Education		1
BMK 210	Salesmanship		3
ES 201	Principles of Economics		3
BAN 125	Business Mathematics		3
DER 101	Retail Practicum		4
		17	17

Sophomore Year			
SLS 103	Human Institutions	3	
BMG 211	Principles of Management	3	
DER 101	Sales Promotion	3	
BAN 225	Business Law	3	
DER 102	Retail Practicum	4	
PSY 101	Human Relations		3
BDP 100	Introduction to Data Processing		3
BMK 210	Marketing Practices		3
DER 102	Retail Merchandising		3
DER 103	Retail Practicum		4
		16	16

## SECRETARIAL SCIENCE

The two-year Secretarial Science Program is designed to fill the career needs of the student who is preparing for a top-level secretarial position. The program is a combination of general education, business education, and special education to develop the skills necessary for the secretarial position.

Students are given classroom experiences to aid them in successfully coping with the different phases of secretarial work: dictation and transcription; office practice, procedures, and management; and problems in typewriting at the vocational competency level. The program equips the students with the fundamental requirements for a secretarial position without special emphasis on one facet of business.

Future courses in the secretarial science area at the Florida Junior College will include special instruction for the legal and medical fields.

Freshman Year		Credits
<b>TERM I</b>		
EH 101	English Composition	3
BAN 125	Business Math	3
*BEN 105	Beginning Shorthand	3
*BEN 101	Beginning Typewriting	2
PE	Physical Education	1
BAN 101	Introduction to Business	3
		15
<b>TERM II</b>		
EH 102	English Composition	3
*BEN 106	Intermediate Shorthand	3
BEN 102	Intermediate Typewriting	2
PE	Physical Education	1
SCH 105	Fundamentals of Speech	3
SLS 103	Human Institutions	3
	Elective	2
		17
<b>Sophomore Year</b>		
<b>TERM I</b>		
PSY 101	Human Relations	3
BAC 111	Secretarial Accounting	3
BAN 225	Business Law	3
PE	Physical Education	1
BEN 129	Calculating Machines	2
BEN 202	Advanced Typewriting	2
BEN 205	Advanced Shorthand	3
		17
<b>TERM II</b>		
BAC 112	Secretarial Accounting	3
HS 201	Humanities	3
BEN 215	Business Communications	3
BEN 217	Secretarial Practice	3
BEN 127	Office Applications	2
BEN 206	Dictation & Transcription	3
		17

\*Students will be placed in the proper level.

## TECHNICAL NURSING

Graduates of the Technical Nursing Program are prepared to function with intellectual and technical competency in giving direct care to patients in hospitals and other comparable health agencies. Upon completion of the program they are eligible to write the State Board Examination to qualify for licensure to practice as a Registered Nurse (R. N.).

The program is a combination of nursing education, general education, and courses related to the major field. Nursing courses must be taken in sequence. Students must earn a "C" in a nursing course to be eligible to enroll in the next course in the sequence. One credit hour represents one hour of class or three hours of guided laboratory practice in giving nursing care to patients in the local hospitals.

Both single and married men and women may be admitted to the program. There is no age limit. Prior to acceptance in the nursing program, applicants will be expected to have:

1. A report of a complete physical examination.
2. An interview with a member of the nursing faculty.
3. Chemistry or a course in the natural sciences.

Freshman Year		Credits by Term	
		I	II
EH 101-102	English Composition	3	3
PSY 105	General Psychology	3	
PSY 205	Child Psychology		3
BY 207	General Anatomy and Physiology	4	
BY 209	Microbiology		4
NUR 101	Fundamentals of Nursing	6	
NUR 102	Maternal-Child Nursing		6
PE	Physical Education	1	1
		17	17
<b>Sophomore Year</b>			
SY 201	Introductory Sociology	3	
SLS 103	Human Institutions	3	
NUR 201	Physical-Mental Illness I	7	
NUR 202	Physical-Mental Illness II		10
NUR 203	Nursing Seminar		3
HS 201	Humanities	3	
	*Elective		3
		16	16

*\*Electives Should be chosen with the approval of the Director of Nursing.*

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FLORIDA  
COMMUNITY  
COLLEGE  

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AT JACKSONVILLE



## CERTIFICATE PROGRAMS

The Florida Junior College at Jacksonville provides a number of educational programs of less than two years duration for which certificates are awarded upon satisfactory completion.

### BUSINESS

The one-year programs in business are designed to prepare students for immediate employment as typists, clerks, and stenographers. These programs are a combination of specific skill courses that increase the student's vocational competence and selected business courses designed to expand the student's knowledge of general business activities and terminology.

#### Clerical

Course		Credits by Term			
		I	II	III	
BAN 101	Introduction to Business	3			
BAC 201-202	Principles of Accounting	3	3		
BMG 211	Principles of Management		3		
BAN 225	Business Law			(3)	
BEN 102-202	Intermediate & Advanced Typewriting	2	2		
BEN 127	Office Applications		2		
BEN 129	Calculating Machines		2		
BAN 125	Business Mathematics	3			
BEN 215	Business Communications		3		
EH 103	English Composition	3			
ES 201	Principles of Economics			(3)	
PE	Physical Education	1	1		
PSY 101	Human Relations			(3)	
<b>TOTAL</b>		<b>37</b>	<b>15</b>	<b>15</b>	<b>6</b>



## Stenography

Course		Credits by Term		
		I	II	III
BAN 101	Introduction to Business	3		
BAN 225	Business Law			(3)
BEN 102-202	Intermediate & Advanced Typewriting	2	2	
BEN 106-205	Intermediate & Advanced Shorthand	3	3	
BAC 111-112	Secretarial Accounting	3	3	
BAN 125	Business Mathematics	3		
BEN 129	Calculating Machines			(2)
BEN 206	Dictation and Transcription			(3)
BEN 127	Office Applications	3		
BEN 215	Business Communications		3	
BEN 217	Secretarial Practice		3	
EH 103	English Composition	3		
ES 201	Principles of Economics			(3)
PE	Physical Education	1	1	
PSY 101	Human Relations			(3)
	TOTAL 40 or 41	18	17	5-6



## FIRE SCIENCE AND PREVENTION

The Certificate in Fire Science and Prevention may be awarded to a candidate after the completion of eleven courses of Fire Science and Prevention and the audit of PLS 201—American Federal Government and PLS 202—State and Local Government.

The student wishing to enroll in the Certificate Program will so indicate at time of registration so that special designation can be made on the class rolls.

The credits earned in the Certificate Program will not be transferrable.

The standards of academic excellence needed for successful completion of the Certificate Program will be set by the Department of Fire Science and Prevention.

Curriculum for the certificate in Fire Science and Prevention is as follows:

Course		Credits
PLS 201	American Federal Government	3
PLS 202	State and Local Government	3
FSP 100	Introduction to Fire Science	3
FSP 101	Fire Company Organization and Procedure	3
FSP 102	Fire Operations	3
FSP 103	Fundamentals of Fire Prevention	3
FSP 200	Fire Fighting Tactics and Strategy	3
FSP 201	Fire Investigation	3
FSP 202	Fire Codes and Building Construction	3
FSP 203	Hazardous Materials	3
FSP 204	Physical Science for Firemen	3
FSP 205	Fire Fighting Equipment and Apparatus	3
FSP 206	Rescue Practices	3
	<b>TOTAL</b>	<b>39</b>

## POLICE SCIENCE AND ADMINISTRATION

The Certificate in Police Science and Administration may be awarded a candidate after the completion of eleven courses of Police Science and Administration and the audit of PLS 201—American Federal Government and PLS 202—State and Local Government.

The student wishing to enroll in the Certificate Program will so indicate at time of registration so that special designation can be made on the class rolls.

The credits earned in the Certificate Program will not be transferrable.

The standards of academic excellence needed for successful completion of the Certificate Program will be set by the Department of Police Science and Administration.

Curriculum for the certificate in Police Science and Administration is as follows:

		Credits
PLS 201	American Federal Government	3
PLS 202	State and Local Government	3
PSA 100	Introduction to Law Enforcement	3
*PSA 101	Police Organization and Administration	3
**PSA 102	Police Operations	3
***PSA 103	Policing Techniques	3
****PSA 200	Criminal Law I	3
PSA 201	Introduction to Criminalistics	3
PSA 202	Criminal Court Procedure and Evidence	3
PSA 203	Criminal Investigation	3
PSA 204	Police Supervision	3
PSA 205	Seminar in Police Problems	3
PSA 208	Criminal Law II	3
		39

\*PSA 101—*Police Organization and Administration was formerly listed as "Police Organization and Administration I."*

\*\*PSA 102—*Police Operations was formerly listed as "Police Organization and Administration II."*

\*\*\*PSA 103—*Policing Techniques was formerly listed as "The Law Enforcement Role in Crime and Delinquency."*

\*\*\*\*PSA 200—*Criminal Law I was formerly listed as "Criminal Law."*



## VOCATIONAL-TECHNICAL AND ADULT EDUCATION

Vocational-Technical and Adult Education Programs are offered where there is community need and interest. The Florida Junior College at Jacksonville is offering Vocational-Technical and Adult Education Programs and courses in forty-six (46) different locations throughout Duval and Nassau Counties. Many programs, courses, and services are offered on a continuing basis. Short courses, which exceed 16 clock hours duration, in-service training programs, and courses of specific interest may be initiated by request from individuals and groups in the community.

The Vocational-Technical and Adult Education Division cooperates with the public schools, health and welfare groups, civic and community clubs, law enforcement and fire service agencies, business and industry and other adult agencies to provide educational services.

Adults in the community have the opportunity to grow in basic knowledge, improve in home and community life, train and update themselves for employment, develop leadership and civic responsibilities, expand knowledge in general education and develop creativity in the fine arts.

### ADULT GENERAL EDUCATION SECTION

General Education for adults is provided under the following departments:

ADULT BASIC EDUCATION

ADULT HIGH SCHOOL AND EQUIVA-  
LENCY EDUCATION

ADULT CONTINUING EDUCATION

ADULT EDUCATION FOR THE AGING

ADULT CIVIL DEFENSE AND SAFETY  
EDUCATION

### ADULT BASIC EDUCATION

Adult Basic Education instruction is in the following areas:

**Literacy Education**, the basic skills of reading, writing and computation for the adult beginner.

**Elementary Education**, for adults who possess the basic skills and who wish to continue their education toward the secondary level.

**General Education**, instruction includes Arithmetic, Spelling, Social Studies, General Science, Health and Language Arts leading toward a higher level of Elementary and Secondary Education.

Enrollment in Adult Basic Education classes is available to all adults age sixteen (16) or older with less than eighth grade education. No fees employment, develop leadership and civic response are furnished. Adult students are encouraged to progress as their own abilities allow. Counseling and guidance will be given each individual to encourage continuation of their education at higher levels.

Adult Basic Education classes are offered in thirty-six (36) various centers throughout the county. Consult current term course schedule for most convenient location.

## **ADULT HIGH SCHOOL AND EQUIVALENCY EDUCATION**

Adults, sixteen (16) years of age or older, officially withdrawn from regular school may choose to earn an Adult High School Diploma by Credit. A program will be arranged by guidance counselors at any of the following full-time adult centers:

STANTON VOCATIONAL EVENING ADULT CENTER

CENTRAL ADULT DAY CENTER

CENTRAL ADULT EVENING CENTER

There is no required amount of time necessary to earn an Adult High School Diploma by credit. The Florida State Department of Education has established the privilege that an Adult can progress at his own rate of speed and achieve credit by subject examination whenever he judges he is prepared . . . thus, an adult can complete credit requirements as rapidly as he is able to prove his knowledge. An adult under the age of eighteen (18) may not complete a High School Diploma by Credit any earlier than he would normally have completed a regular high school program.

### **Fees**

Enrollment fees for all academic subjects leading to an adult high school credit are \$2.00 per course, per semester. Vocational subjects using equipment are \$5.00 per course per semester. Supplies and books are the responsibility of the adult student and may be purchased at the respective adult centers.

## ADULT HIGH SCHOOL DIPLOMA CREDIT PROGRAMS

Adult High School Diploma Credit Programs may include a major in any of the following:

### Vocational Business

General Business Education  
Secretarial Science  
Business Machines  
Bookkeeping

### Vocational-Technical

Auto Mechanics  
Home Economics  
Radio and Television Repair  
Tailoring  
Others pending

### General Education

College Preparatory—General  
College Preparatory—Liberal Arts  
College Preparatory—Science

## ADULT HIGH SCHOOL EQUIVALENCY DIPLOMA

The Florida Junior College at Jacksonville has been designated as an official testing agency for the State of Florida Adult High School Equivalency Diploma Examination.

The G. E. D. Exam (General Education Development) consists of a battery of five tests:

- Test No. 1 Correctness and Effectiveness of Expression
- Test No. 2 Interpretation of Reading Materials in the Social Studies
- Test No. 3 Interpretation of Reading Materials in Natural Sciences
- Test No. 4 Interpretation of Literary Materials
- Test No. 5 General Mathematical Ability

### Requirements

1. Candidates must be twenty (20) years of age or older.
2. A resident of the State of Florida.
3. Must have high school credit in American History and Civics or demonstrate competency in these subjects by examination.
4. Must make application in person.
5. Must attain minimum test scores of forty (40) or above on each of five (5) G. E. D. Tests, and an average standard score of forty-five (45) or above on all five of the tests.

## **Testing Fees and Other Charges**

1. A fee of \$7.50 is payable upon application for the G. E. D. Exam.
2. A fee of \$2.00 each is payable upon application for the American History Test and Civics Test for candidates lacking high school credit in these two subjects.

## **Application**

Application for the G.E.D. Exam, American History Exam, and Civics Exam shall be made at the Adult Education Office of the Florida Junior College at Jacksonville.

## **Testing Center**

G.E.D Examinations are given five (5) consecutive nights, Monday through Friday, at 6:45 P.M. the second full week of each month at Andrew Jackson High School, 3816 Main Street, Jacksonville, Florida.

The American History and Civics Examinations are scheduled for the first Monday and Tuesday of each month at 6:45 P.M. at Andrew Jackson High School, 3816 Main Street, Jacksonville, Florida.

## **High School Review**

High School Review is an intensive course of review including the five (5) major areas covered in the G. E. D. Examination and American History and Civics requirements. Consult current term course schedule for the most convenient time and location of course offering.

## **Adult Continuing Education**

The variety of courses offered at the full-time and part-time adult centers are designed to fulfill the continuing education desires and needs of the adult community.

Those courses offered for adult high school credit may be taken as a Continuing Education Course for non-credit.

Special courses may be requested by individuals and groups to meet particular needs. Requests may be made to the Adult Education Office of the Florida Junior College at Jacksonville or to the administrators of the full-time and part-time adult centers.

Adult Continuing Education may include courses from the following areas:

GENERAL EDUCATION

SOCIAL SCIENCES

NATURAL SCIENCES

MATHEMATICS

LANGUAGES

Consult current term course schedule for the most convenient time and location of course offerings.

### **ADULT EDUCATION FOR THE AGING**

The Department of Adult Education for the Aging is in the developmental stages. It is anticipated that courses will be offered in the following areas:

RETIREMENT EDUCATION

PSYCHOLOGICAL ASPECTS OF AGING

HOUSING

FINANCIAL PLANNING

LEISURE TIME PLANNING

Consult current term course schedule for the most convenient time and location of course offering.

### **ADULT CIVIL DEFENSE AND SAFETY EDUCATION**

The Department of Adult Civil Defense and Safety Education is in the developmental stages. It is anticipated that courses will be offered in the following areas:

PERSONAL SURVIVAL IN DISASTER

RAMONT AND SHELTER MANAGEMENT

CIVIL DEFENSE SCHOOL PLAN DEVELOPMENT

ADULT SAFETY AND HEALTH EDUCATION

ADULT DRIVER EDUCATION

Consult current term course schedule for the most convenient time and location of course offering.

### **VOCATIONAL-TECHNICAL EDUCATION**

Vocational-Technical Education for adults is provided under the following departments:

TECHNICAL EDUCATION

INDUSTRIAL EDUCATION

HEALTH OCCUPATIONS EDUCATION

HOME ECONOMICS EDUCATION

AGRICULTURE EDUCATION

### **Technical Education**

The Department of Technical Education is in the developmental stages. It is anticipated that new courses will be added to the curriculum in the following areas:

DRAFTING & DESIGN TECHNOLOGY  
ELECTRICAL & ELECTRONIC TECHNOLOGY  
MECHANICAL TECHNOLOGY  
AVIATION TECHNOLOGY  
SPECIAL AREAS—TECHNICAL EDUCATION

Consult current term course schedule for the most convenient time and location of course offerings.

### **Industrial Education**

The Department of Industrial Education offers a wide variety of courses in the following areas:

TRADE PREPARATORY EDUCATION  
TRADE SUPPLEMENTARY EDUCATION  
APPRENTICESHIP TRAINING  
TRADE IN-PLANT TRAINING  
INDUSTRIAL SERVICES TRAINING

Industrial Education courses are offered at the following adult centers:

CENTRAL ADULT EVENING CENTER  
STANTON VOCATIONAL EVENING ADULT CENTER  
TECHNICAL EVENING ADULT CENTER  
DESIGNATED OUT-LYING ADULT CENTERS

Enrollment in Industrial Education courses is available through adult center administrators. Consult current term course schedule for the most convenient time and location of course offerings.

### **Fees**

Fees vary according to different supplies and materials necessary to specific courses. Enrollment fee is \$4.00 per course per term.

### **HEALTH OCCUPATIONS EDUCATION**

The Department of Health Occupations Education is in the developmental stages. It is anticipated that new courses will be added to the curriculum in the following areas:

NURSING  
CLINICAL LABORATORY ASSISTANT  
MEDICAL ASSISTANT  
DENTAL RELATED  
SPECIAL AND RELATED PROGRAMS



Enrollment in Health Occupations Education is available through the department administrators.

Consult current term course schedule for the most convenient time and location of course offerings.

## **HOME ECONOMICS EDUCATION**

The Department of Home Economics offers a variety of courses in the following areas:

MARRIAGE AND FAMILY LIVING

CLOTHING AND TEXTILES

FOOD AND NUTRITION

CHILD DEVELOPMENT

HOUSING AND HOME FURNISHING

Enrollment in Home Economics Education courses is available at sixteen (16) full-time and part-time adult centers. Consult current term course schedule for the most convenient time and location of course offerings.

### **Fees**

Fees vary according to different supplies and materials necessary. Enrollment fee is \$5.00 per course per term.

## **AGRICULTURE EDUCATION**

The Department of Agriculture Education is in the developmental stages. It is anticipated that new courses will be added to the curriculum in the following areas:

AGRICULTURE PRODUCTION

FORESTRY

HORTICULTURE

LANDSCAPING

OFF-FARM AGRICULTURE OCCUPATIONS

Consult current term course schedule for the most convenient time and location of course offering.

## **VOCATIONAL-BUSINESS EDUCATION**

Vocational-Business Education for adults is provided under the following departments:

BUSINESS ADMINISTRATION

DATA PROCESSING

OFFICE OCCUPATIONS

DISTRIBUTIVE EDUCATION

## **Business Administration**

The Department of Business Administration offers a wide variety of courses in the following areas:

ACCOUNTING  
ECONOMICS  
PERSONNEL MANAGEMENT  
FINANCE AND INSURANCE  
GENERAL BUSINESS

Enrollment in Business Administration courses is available at a number of full-time and part-time adult centers. Consult current term course schedule for the most convenient time and location of course offerings.

## **DATA PROCESSING EDUCATION**

Data Processing Education for adults is provided under the following departments:

DATA PROCESSING  
COMPUTER PROGRAMING  
SYSTEMS DEVELOPMENT AND DESIGN

Enrollment in Data Processing Education is available at:

CENTRAL ADULT DAY CENTER  
CENTRAL ADULT EVENING CENTER

### **Fees**

Fees vary according to different supplies and materials necessary.

Consult current term course schedule for the most convenient time and location of course offerings.

## **OFFICE OCCUPATIONS EDUCATION**

Office Occupations Education for adults is provided under the following departments:

SECRETARIAL SCIENCE  
BOOKKEEPING  
CLERICAL BUSINESS  
BUSINESS MACHINES

Enrollment in Office Occupations Education is available at a number of full-time and part-time adult centers.

Consult current term course schedule for the most convenient time and location of course offerings.

### **Fees**

Fees vary according to different supplies and materials necessary. Enrollment fee is \$5.00 per course per term.

## DISTRIBUTIVE EDUCATION

Distributive Education for adults is provided under the following departments:

MANAGEMENT AND SUPERVISION

BANKING, REAL ESTATE AND  
INSURANCE

SALES AND MARKETING

HOTEL, MOTEL AND RESTAURANT  
MANAGEMENT

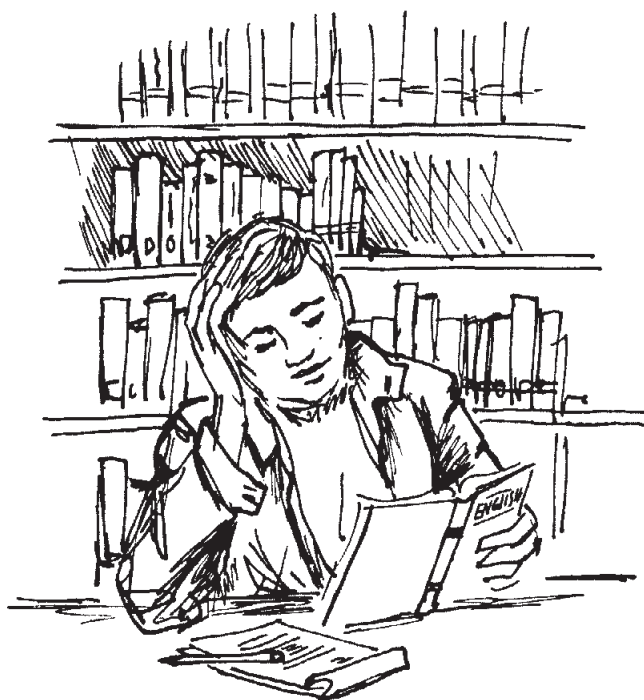
SPECIALIZED D. E. PROGRAMS

Enrollment in Distributive Education courses is available at announced locations in the community.

Consult Director of Distributive Education for time and location of course offerings.

### Fees

Fees vary according to different kinds and types of courses offered.



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