



**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 . . .**

(college credit) in Career Education for students desiring to prepare for gainful employment in less than a two-year period.  
**Career Education Preparatory and Supplemental Vocational-**

**Technical Programs . . .**

(non-college credit).

**Adult and Continuing Education Programs . . .**

(non-college credit).

**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 Florida Junior College at Jacksonville is advised to write the Registrar of the college for information concerning special courses requirements that should be met while attending 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 (i.e., 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.

**UNIVERSITY  
PARALLEL  
PROGRAMS**

# PROGRAMS OF STUDY

## 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 ~ 3
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	Credits
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 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 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. Completion 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").

# PROGRAMS OF STUDY

## 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 designated 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").

## 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.

## ASSOCIATE IN ARTS

### ART

	Credits
<b>Freshman Year</b>	
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
<b>Sophomore Year</b>	
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

# PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
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
	<hr/>
	17
<b>TERM II</b>	
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
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	17

## BUSINESS EDUCATION

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
*BEN 101 or 102 Typewriting .....	2
*BEN 105 or 106 Shorthand .....	3
BAN 101 Introduction to Business .....	3
PE Physical Education .....	1
BAC 201 Principles of Accounting .....	3
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	15
<b>TERM II</b>	
EH 102 English Composition .....	3
BAC 202 Principles of Accounting .....	3
MS 101 College Mathematics .....	3
SC 101 Life in its Biological Environment .....	3
PE Physical Education .....	1
SLS 101 Origins of American Society .....	3
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	16

Sophomore Year	Credits
<b>TERM I</b>	
SC 102 Life in its Physical Environment .....	3
ES 201 Principles of Economics .....	3

## PROGRAMS OF STUDY

PE Physical Education .....	1
SCH 105 Fundamentals of Speech .....	3
HS 203 Humanities .....	4
Approved Elective .....	3
	17

### TERM II

SC 103 Life in its Physical Environment .....	3
ES 202 Principles of Economics .....	3
PE Physical Education .....	1
HS 204 Humanities .....	4
EN 105 Introduction to Education .....	3
SLS 102 Origins of American Society .....	3
	17

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

### CHILD CARE SCIENCE

This program is designed especially for the student who is interested in transferring into an Elementary or Early Childhood Education Curriculum at the senior college level. All of the courses will be offered in the evening as well as in the daytime with the exception of CD 201 and CD 205. These courses can only be offered while children are attending the laboratory school during the day.

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
MS 101 College Math .....	3
PE Physical Education .....	1
CD 101 Child Growth and Development .....	4
CD 110 Principles of Preschool Education .....	3
SLS 101 Origins of American Society .....	3
	17

### TERM II

EH 102 English Composition .....	3
SLS 102 Origins of American Society .....	3
SC 101 Life in Biological Environment .....	3
PE Physical Education .....	1
CD 102 Advanced Child Growth and Development .....	4
CD 111 Overview of Preschool Curriculum .....	3
	17



## PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
PSY 105 General Psychology .....	3
SC 103 Physical Science .....	3
PE Physical Education .....	1
HS 203 Humanities .....	4
CD 201 Observing and Recording Child Behavior .....	3
Approved Elective .....	1
	15
<b>TERM II</b>	
SC 102 Physical Science .....	3
SCH 105 Speech .....	3
PE Physical Education .....	1
HS 204 Humanities .....	4
CD 205 Supervised Student Participation .....	4
	15

### CORRECTIONS

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local correctional 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 in the Correctional field.

Classes in corrections and general education subjects are offered on a day and evening interchangeable basis.

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
PLS 201 American Federal Government .....	3
PSY 105 General Psychology .....	3
*PE Physical Education .....	1
**DOC & PSA Approved Electives .....	6
	16
<b>TERM II</b>	
EH 102 English Composition .....	3
PLS 202 State and Local Government .....	3
MS 101 College Mathematics .....	3
SC 104 Principles of Biology .....	4
*PE Physical Education .....	1
**DOC & PSA Approved Electives .....	3
	17

# PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
SC 102-103 Life In Its Physical Environment .....	3
SLS 101 Origins of American Society .....	3
HS 203 Humanities .....	4
*PE Physical Education .....	1
**DOC & PSA Approved Electives .....	6
	17
<b>TERM II</b>	
SC 103 Life In Its Physical Environment .....	3
SLS 102 Origins of American Society .....	3
HS 204 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
*PE Physical Education .....	1
**DOC & PSA Approved Electives .....	3
	17

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

\*\*Students should consult the Director of the Department of Corrections concerning suitable courses. Courses listed under the prefix "DOC" and "PSA" may be used as approved electives.

## 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 night and alternative night basis.

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
PLS 201 American Federal Government .....	3
PSY 105 General Psychology .....	3
*PE Physical Education .....	1
**FSP Approved Electives .....	6
	16

# PROGRAMS OF STUDY

## TERM II

EH 102 English Composition .....	3
PLS 202 State and Local Government .....	3
MS 101 College Mathematics .....	3
SC 104 Principles of Biology .....	4
*PE Physical Education .....	1
**FSP Approved Electives .....	3
	17

## Sophomore Year

**Credits**

### TERM I

SC 102 Life In Its Physical Environment .....	3
SLS 101 Origins of American Society .....	3
HS 203 Humanities .....	4
*PE Physical Education .....	1
**FSP Approved Electives .....	6
	17

### TERM II

SC 103 Life In Its Physical Environment .....	3
SLS 102 Origins of American Society .....	3
HS 204 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
*PE Physical Education .....	1
**FSP Approved Electives .....	3
	17

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

\*\*Courses listed under the prefix "FSP" may be used to satisfy the Fire Science Electives.

## 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 ½
CY 101-102 College Chemistry	
or	
CY 103-104 General Chemistry and Qualitative Analysis .....	8

## PROGRAMS OF STUDY

MS 105 College Algebra .....	3
MS 110 Trigonometry .....	4
BY 101 Botany .....	4
PE Physical Education .....	2
	33
<b>Sophomore Year</b>	<b>Credits</b>
HS 203-204 Humanities .....	8 <sup>1/2</sup>
*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

\*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

<b>Freshman Year</b>	<b>Credits</b>
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>	<b>Credits</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



# PROGRAMS OF STUDY

## MARINE SCIENCES

Freshman Year	Credits
EH 101-102 English Composition .....	6 ✓
SLS 101-102 Origins of American Society .....	6 3
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	Credits
HS 203-204 Humanities .....	8 <del>4</del> 4
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
*Marine Biology	
BY 105 Zoology .....	4
*Physical Oceanography	
SC 104 Biology .....	4
MS 232 Calculus with Analytic Geometry II .....	4
	12

## MEDICAL TECHNOLOGY

Freshman Year	Credits
EH 101-102 English Composition .....	6
MS 105 College Algebra .....	3
SC 104 General Biology .....	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	Credits
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

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



# PROGRAMS OF STUDY

## MUSIC OR MUSIC EDUCATION

Freshman Year	Credits
MSC 114-115 Music Theory .....	8
(Formerly MSC 107-108, 109-110)	
MSC Performing Music Organization .....	2
MSC 161-162 Applied Music, Principal Instrument ....	4
EH 101-102 English Composition .....	6
PE Physical Education .....	2
SLS 101-102 Origins of American Society .....	6
MSC 95 Repertory Class .....	2
(Institutional Credit)	
PSY 105 Psychology .....	3
MS Mathematics, any 3-credit course .....	3
designated MS except MS 127	
SCH 105 Fundamentals of Speech .....	3
	39

Sophomore Year	Credits
MSC 214-215 Music Theory .....	8
(Formerly MSC 207-208, 209, 210)	
MSC 217-218 Keyboard Harmony .....	2
MSC Performing Music Organization .....	2
MSC 261-262 Applied Music, Principal Instrument ....	4
MSC 95 Repertory Class .....	2
(Institutional Credit)	
SC 104 Principles of Biology .....	4
PE Physical Education .....	2
HS 203-204 Humanities .....	8
MSC 235 Music History .....	3
SC 102-103 Life In Its Physical Environment .....	6
	41

### NOTE:

Any music major should complete four terms of study in applied music — principal instrument; placement must be by audition.

All music majors are required to enroll in MSC 199, Repertory Class, during terms I and II of each year.

All music majors are required to enroll in MSC 141, Class Piano during their first term, unless an exemption examination is passed.

It is strongly recommended that all music majors elect one or more of the techniques classes (String, Brass, Woodwind, Percussion, Voice).

# PROGRAMS OF STUDY



## NURSING

<b>Freshman Year</b>	<b>Credits</b>
EH 101-102 English Composition .....	6
SLS 101-102 Origins of American Society .....	6
MS 101 Mathematics any 3-credit course .....	3
designated MS except, MS 127	
PE Physical Education .....	2
BY 207 Anatomy and Physiology .....	4
CY 101-102 Introductory Chemistry .....	8
	29
<b>Sophomore Year</b>	<b>Credits</b>
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**

	<b>Credits</b>
<b>Freshman Year</b>	
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

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**Sophomore Year**

	<b>Credits</b>
HS 203-204 Humanities .....	8
PSY 205 Child Psychology .....	3
ART 103-104 Design I and II .....	6
BY 101 Botany .....	4
BY 105 General Zoology .....	4
PE Physical Education .....	2
*Approved Electives .....	5

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

**PHARMACY**

	<b>Credits</b>
<b>Freshman Year</b>	
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 101-102 Introductory Chemistry .....	8
SLS 101-102 Origins of American Society .....	6

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**Sophomore Year**

	<b>Credits</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 103-104 General Chemistry and Qualitative .....	8
Analysis	
BY 105 General Zoology .....	4

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# PROGRAMS OF STUDY

## 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 105 General Zoology .....		4
BY 207 Anatomy and Physiology .....		4
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		34
Sophomore Year		Credits
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
		<hr/>
		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.

# PROGRAMS OF STUDY

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

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
PLS 201 American Federal Government .....	3
PSY 105 General Psychology .....	3
*PE Physical Education .....	1
**PSA Approved Electives .....	6
	16
<b>TERM II</b>	
EH 102 English Composition .....	3
PLS 202 State and Local Government .....	3
MS 101 College Mathematics .....	3
SC 104 Principles of Biology .....	4
*PE Physical Education .....	1
**PSA Approved Electives .....	3
	17
<b>Sophomore Year</b>	
<b>TERM I</b>	
SC 102 Life In Its Physical Environment .....	3
SLS 101 Origins of American Society .....	3
HS 203 Humanities .....	4
*PE Physical Education .....	1
**PSA Approved Electives .....	6
	17
<b>TERM II</b>	
SC 103 Life In Its Physical Environment .....	3
SLS 102 Origins of American Society .....	3
HS 204 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
*PE Physical Education .....	1
**PSA Approved Electives .....	3
	17

\*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.

\*\*Students should consult the Director of the Police Science and Administration Department concerning suitable courses. Courses listed under the prefix "PSA" may be used as approved electives.



# PROGRAMS OF STUDY

## 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 101-102 Introductory Chemistry .....	8
PE Physical Education .....	2
SLS 101-102 Origins of American Society .....	6

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Sophomore Year	Credits
CY 103-104 General Chemistry and Qualitative Analysis .....	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

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## 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 104 Principles of Biology .....	4
SLS 101 Origins of American Society .....	3
PE Physical Education .....	1

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<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

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<b>TERM III</b>	
PSY 105 General Psychology .....	3

# PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
CY 103 General Chemistry and Qualitative Analysis .....	4
PS 201 General Physics .....	4
MS 232 Calculus with Analytic Geometry .....	4
PE Physical Education .....	1
HS 203 Humanities .....	4
	17

<b>TERM II</b>	
CY 104 General Chemistry and Qualitative Analysis .....	4
PS 202 General Physics .....	4
MS 233 Calculus with Analytic Geometry .....	4
HS 204 Humanities .....	4
PE Physical Education .....	1
	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

Sophomore Year	Credits
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

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

# PROGRAMS OF STUDY

## TEACHER EDUCATION

Freshman Year	Credits
EH 101-102 English Composition .....	6
EN 105 Introduction to Education .....	3
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
PE Physical Education .....	2
*Approved Electives .....	5
	31
Sophomore Year	Credits
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

\*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 the 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. 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 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.

# PROGRAMS OF STUDY

Freshman Year	Credits
<b>TERM I</b>	
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
	17
<b>TERM II</b>	
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
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
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
	16
<b>TERM II</b>	
BAC 204 Intermediate Accounting .....	3
BAC 205 Cost Accounting .....	3
BAN 226 Business Law .....	3
BEN 215 Business Communications .....	3
ES 202 Principles of Economics .....	3
PE Physical Education .....	1
	16

\*Students will be placed in the proper level.

## ARCHITECTURAL & BUILDING CONSTRUCTION TECHNOLOGY

A course of study to prepare the student for work in the building and construction field. The approach is toward a broad coverage of the existing specialties which together form the requisite skills, techniques, and knowledge that are in-



# PROGRAMS OF STUDY

volved in this profession. The curriculum includes the basic courses in applied mathematics and science, in graphics, in communications, and in engineering fundamentals.

This course is specifically designed to surfeit a need for qualified building construction technicians created by the phenomenal growth of both community and state.

Freshman Year	Credits
<b>TERM I</b>	
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

<b>TERM II</b>	
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
TEG 203 Technical Report Writing .....	3
PE Physical Education .....	1
	15

Sophomore Year	Credits
<b>TERM I</b>	
TED 201 Architectural Drafting .....	3
TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
PSY 101 Human Relations .....	3
TEG 202 Building Construction .....	3
PE Physical Education .....	1
	17

<b>TERM II</b>	
TED 206 Advanced Drafting .....	3
TEM 206 Testing & Strength of Materials .....	3
TEM 208 Air Conditioning & Heating .....	3
TEG 204 Planning & Estimating .....	3
TEM 202 Fluid Mechanics .....	3
HS 201 Humanities .....	3
	18

# PROGRAMS OF STUDY

## 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
<b>TERM I</b>	
EH 103 English Composition .....	3
SCH 105 Fundamentals of Speech .....	3
FS 110 Child Nutrition .....	2
CD 101 Child Growth and Development .....	4
CD 104 Parent and Child in the Community .....	2
CD 110 Principles of Preschool Education .....	3
	17
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
HH 105 Personal & Community Health .....	3
HH 107 First Aid .....	1
CD 102 Advanced Child Growth and Development .....	4
CD 111 Overview of Preschool Curriculum .....	3
Approved Elective (CD) .....	2
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
PSY 105 General Psychology .....	3
HS 201 Humanities .....	3
CD 106 Music for Young Children .....	3
CD 201 Observing and Recording Child Behavior .....	3
CD 202 Teaching of Elementary Games .....	2
Approved CD Elective .....	2
	16
<b>TERM II</b>	
PSY 209 Educational Psychology .....	3
SY 202 Social Problems .....	3
SY 203 Marriage and the Family .....	3
CD 107 Literature for Young Children .....	3
CD 205 Supervised Student Participation .....	4
	16
<b>Approved Electives</b>	
CD 103 Art for Young Children .....	2
CD 203 Science for Young Children .....	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** **Credits**

**TERM I**

TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
TED 201 Architectural Drafting .....	3
PSY 101 Human Relations .....	3
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

# PROGRAMS OF STUDY

## CORRECTIONS

This program is under the guidance of an Advisory Committee composed of community leaders and administrators from local correctional 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 in the Correctional Field.

Classes in corrections and general education subjects are offered on a day and evening interchangeable basis.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 English Composition .....	3
PLS 201 American Federal Government .....	3
*PE Physical Education .....	1
**DOC and PSA Approved Electives .....	9
	16
<b>TERM II</b>	
PSY 105 General Psychology .....	3
PLS 202 State and Local Government .....	3
*PE Physical Education .....	1
**DOC and PSA Approved Electives .....	9
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
HS 201 Humanities .....	3
PSY 101 Human Relations .....	3
*PE Physical Education .....	1
**DOC and PSA Approved Electives .....	9
	16
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
SY 201 Sociology .....	3
*PE Physical Education .....	1
**DOC and PSA Approved Electives .....	9
	16

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

\*\*Students should consult the Director of the Department of Corrections concerning suitable courses. Courses listed under the prefixes "DOC" and "PSA" may be used as approved electives.

## PROGRAMS OF STUDY

### 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
	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
	17

Sophomore Year	Credits
<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
	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
	17

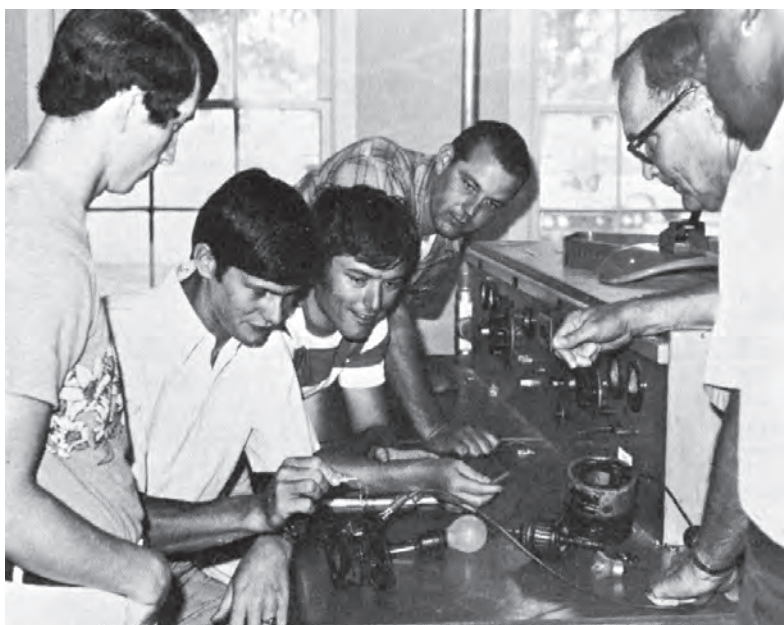


# PROGRAMS OF STUDY

## 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 .....	4
PSY 101 Human Relations .....	3
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
	<hr/>
	16

## PROGRAMS OF STUDY

### TERM II

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 Engineering Materials & Processes .....	4
	17

### Sophomore Year

Credits

#### TERM I

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

#### TERM II

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 electronic 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.

## PROGRAMS OF STUDY

### Freshman Year Credits

#### TERM I

TEE 101 D. C. Theory and Circuits .....	5
TEG 100 Introduction to Engineering Technologies .....	3
EH 103 English Composition .....	3
TEG 101 Technical Math I .....	3
PE Physical Education .....	1
	15

#### TERM II

TEE 102 A. C. Theory and Circuits .....	5
TEE 105 Electrical Controls .....	3
TEM 101 Engineering Materials & Processes .....	4
TEG 102 Technical Math II .....	3
EG 105 Engineering Calculations (Slide Rule) .....	1
PE Physical Education .....	1
	17

### Sophomore Year Credits

#### TERM I

TEE 201 Electronics I .....	5
TED 221 Electrical & Electronic Drafting .....	3
PSY 101 Human Relations .....	3
SLS 103 Human Institutions .....	3
EG 101 Engineering Graphics .....	3
	17

#### TERM II

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.

## PROGRAMS OF STUDY

Freshman Year	Credits
<b>TERM I</b>	
BAN 101 Introduction to Business .....	3
EH 103 English Composition .....	3
EG 101 Engineering Drawing .....	3
TEG 101 Technical Math I .....	3
*BEN 101 Typewriting .....	2
PE Physical Education .....	1
	15
<b>TERM II</b>	
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
<b>Sophomore Year</b>	
<b>TERM I</b>	
BAC 111 General Accounting I .....	3
TEM 205 Engineering Mechanics .....	4
SCH 105 Fundamentals of Speech .....	3
BMG 211 Principles of Management .....	3
PSY 101 Human Relations .....	3
PE Physical Education .....	1
	17
<b>TERM II</b>	
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

\*Students will be placed in the appropriate 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.

## PROGRAMS OF STUDY

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 night and alternative night basis.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 English Composition .....	3
PLS 201 American Federal Government .....	3
*PE Physical Education .....	1
**FSP Approved Fire Science Electives .....	9
	16
<b>TERM II</b>	
PSY 105 General Psychology .....	3
PLS 202 State and Local Government .....	3
*PE Physical Education .....	1
**FSP Approved Fire Science Electives .....	9
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
HS 201 Humanities .....	3
PSY 101 Human Relations .....	3
*PE Physical Education .....	1
**FSP Approved Fire Science Electives .....	9
	16
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
SY 201 Sociology .....	3
*PE Physical Education .....	1
**FSP Approved Fire Science Electives .....	9
	16

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

\*\*Courses listed and described under the prefix "FSP" may be used to satisfy the Fire Science electives.

### FOOD SERVICE TECHNOLOGY

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



# PROGRAMS OF STUDY

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

Freshman Year	Credits
<b>TERM I</b>	
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
<b>TERM II</b>	
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
<b>Sophomore Year</b>	
<b>TERM I</b>	
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
<b>TERM II</b>	
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

\*Restaurant Management  
 Cafeteria Management  
 Nursing Home Supervision

School Food Service Adm.  
 Hospital 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 structured to thoroughly prepare the student for work in these areas in which there are known shortages of competent personnel. The program is not intended to be a substitute for a four-year business administration program.

Emphasis in the general business program is not on 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
<b>TERM I</b>	
EH 101 English Composition .....	3
BAN 101 Introduction to Business .....	3
BAC 111 General Accounting I .....	3
*BEN 101 or 102 Typewriting .....	2
BAN 125 Business Mathematics .....	3
BEN 129 Calculating Machines .....	2
PE Physical Education .....	1

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17

<b>TERM II</b>	
EH 102 English Composition .....	3
BAC 112 General Accounting II .....	3
BIN 116 Principles of Insurance .....	3
PSY 101 Human Relations .....	3
SLS 103 Human Institutions .....	3
PE Physical Education .....	1

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16

Sophomore Year	Credits
<b>TERM I</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

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16

## PROGRAMS OF STUDY

### TERM II

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

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16

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

### HOSPITALITY MANAGEMENT PROGRAM

A course of study designed to provide basic industry principles and working skills for the career-minded students seeking training for supervisory, mid-management job entry into the commercial food service and lodging industry, including hotels, motels, and restaurants. Personnel in the industry may obtain increased industry knowledge, better up-grading potential, greater job efficiency and more job satisfaction. The program is to provide the student with a foundation for building a rewarding and job-satisfying career in a dynamic, growing industry.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 Comprehensive English .....	3
BAC 111 General Accounting I .....	3
BAN 101 Introduction to Business .....	3
BHM 101 Introduction to Hospitality Management .....	3
BAN 125 Business Mathematics .....	3
PE Physical Education .....	1

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16

### TERM II

PSY 101 Human Relations .....	3
FS 104 Basic Food Preparation .....	3
BMG 211 Principles of Management .....	3
HH 107 First Aid I .....	1
BHM 102 Restaurant Operation .....	3
BHM 104 Hotel/Motel Operation .....	3
PE Physical Education .....	1

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17

## PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
HS 201 Humanities .....	3
FS 214 Food & Beverage Control .....	3
BAN 226 Business Law .....	3
BHM 103 Restaurant, Hotel/Motel Accounting and Auditing .....	3
*BHM 201 Internship .....	3
PE Physical Education .....	1
	16
<b>TERM II</b>	
SCH 105 Fundamentals of Speech .....	3
BMG 213 Personnel Management .....	3
FS 215 Specialty Food Preparation, Beverage Service and Catering .....	3
*BHM 202 Internship .....	3
BHM 204 Hospitality Organization and Administration .....	3
BHM 207 Customer-Personnel Relations .....	2
	17

\*Choices in these courses are determined by the student's employment outlook. This decision will determine what type of institution the student will be placed in for the internship courses of BHM 201 and BHM 202. Internship will consist of 15 hours per week of on-the-job training. Students are encouraged to seek part-time employment in the hospitality industry while attending college and during the summer time.

### INSURANCE PROGRAM

The insurance program is designed to provide students with a background of principles and terminology characteristic of the industries serving the insurance needs of the community. The program is designed with a broad selection of insurance electives so that the student may specialize in a particular area of insurance. Upon successful completion of the curriculum, the student is awarded the Associate Degree in Science and is prepared to enter the insurance industry at a semi-professional level.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 Comprehensive English .....	3
SLS 103 Human Institutions .....	3
PE Physical Education .....	1
BAN 101 Intro. to Business .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
	16

## PROGRAMS OF STUDY

### TERM II

PSY 105 General Psychology .....	3
SCH 105 Fundamentals of Speech .....	3
PE Physical Education .....	1
BAN 125 Business Math .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
	16

16

### Sophomore Year

Credits

#### TERM I

PE Physical Education .....	1
HS 201 Humanities .....	3
BAC III General Accounting I .....	3
BMG 211 Principles of Management .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
	16

16

#### TERM II

PE Physical Education .....	1
BFI 210 Principles of Finance .....	3
BEN 215 Business Communications .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
	16

16

NOTE: BIN electives may be selected from any of the BIN courses shown in the course description section of the catalog.

## MARKETING

The marketing program provides the student with a background that will assist him in preparing for a career in the areas of sales, sales management, sales promotion, advertising, wholesaling, retailing, and market research. Career opportunities in marketing exist in private industry, government, and the professions.

The curriculum includes the study of activities necessary to place goods and services in the hands of household consumers and industrial users. The classroom experiences provide for a broad understanding of the marketing process as well as specialized knowledge in the various areas of marketing.

General education courses in communication, social science, humanities, and human relations contribute to the

# PROGRAMS OF STUDY

total development required of the individual engaged in the marketing process.

Candidates for careers in the various areas of marketing are in constant demand and can attain levels of income that are among the highest in business.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 Comprehensive English .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
BAC 111 General Accounting .....	3
SCH 105 Fundamentals of Speech .....	3
PE Physical Education .....	1
	16
<b>TERM II</b>	
BAC 112 General Accounting .....	3
BEN 215 Business Communications .....	3
SLS 103 Human Institutions .....	3
PSY 101 Human Relations .....	3
SLS 203 Foundations of the American Economy .....	3
PE Physical Education .....	1
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
BMG 211 Principles of Management .....	3
BMK 213 Principles of Marketing .....	3
HS 201 Humanities .....	3
PE Physical Education .....	1
*Approved Electives .....	6
	16
<b>TERM II</b>	
BMK 210 Salesmanship .....	3
BMK 214 Marketing Practices .....	3
BAN 225 Business Law .....	3
PE Physical Education .....	1
*Approved Electives .....	6
	16
<b>*APPROVED ELECTIVES</b>	
A minimum of 6 credits from the following:	
BMK 221 Advertising .....	3
BMK 222 Sales Management .....	3
BMK 223 Wholesaling .....	3
DER 101 Sales Promotion .....	4
DER 102 Retail Merchandising .....	4



## PROGRAMS OF STUDY

Additional elective credits may be selected from the following:

BIN 116 Principles of Insurance .....	3
BAN 226 Business Law .....	3
BEN 101 or 102 Typewriting .....	2
BFI 210 Principles of Finance .....	3
BDP 100 Introduction to Data Processing .....	3
BEN 129 Calculating Machines .....	2

### 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 to obtain a fundamental knowledge in a diversified field which includes drafting, design, production, instrumentation, heat engines, fluid flow, repair and maintenance.

Freshman Year	Credits
<b>TERM I</b>	
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
	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 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
PSY 101 Human Relations .....	3
PE Physical Education .....	1
HS 101 Humanities .....	3
TEG 201 Technical Math III .....	3
	17

## PROGRAMS OF STUDY

### TERM II

TEG 203 Technical Report Writing .....	3
TEM 206 Testing and Strength of Materials .....	4
TEM 202 Fluid Mechanics .....	3
PE Physical Education .....	1
TED 204 Industrial Design .....	3
TEM 210 Fabrication Processes .....	3

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### 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
<b>TERM I</b>	
BEN 101 Beginning Typewriting .....	2
EH 101 or 103 English Composition .....	3
HH 105 Personal and Community Health .....	3
MA 100 Introduction to Medical Assisting .....	2
PE Physical Education .....	1
BAC 111 General Accounting .....	3
BAN 125 Business Mathematics .....	3

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### TERM II

SLS 103 Human Institutions .....	3
BEN 102 Intermediate Typewriting .....	2
BEN 215 Business Communications .....	3
BY 207 Anatomy and Physiology .....	4
MA 101 Medical Terminology .....	2
PE Physical Education .....	1

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# PROGRAMS OF STUDY

Sophomore Year	Credits
<b>TERM I</b>	
BEN 127 Office Applications .....	2
MA 201 Laboratory Techniques and Procedures .....	3
MA 205 Practicum in Medical Assisting .....	3
PE Physical Education .....	1
HS 201 Humanities .....	3
*Approved Electives .....	4
	16
<b>TERM II</b>	
MA 102 Medical Office Practices and Procedures .....	3
MA 206 Practicum in Medical Assisting .....	3
PSY 105 General Psychology .....	3
PE Physical Education .....	1
MA 202 Clinical Practices and Procedures .....	3
MA 204 Seminar in Medical Assisting .....	3
	16

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

## MEDICAL LABORATORY TECHNOLOGY

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.

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.

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
<b>TERM I</b>	
EH 101 English Composition .....	3
MS 101 College Mathematics .....	3
CY 101 Chemistry .....	4
CLT 101 Medical Laboratory Techniques .....	5
PE Physical Education .....	1
	16

## PROGRAMS OF STUDY

### TERM II

EH 102 English Composition .....	3
SC 104 General Biology .....	4
CY 102 Chemistry .....	4
CLT 102 Medical Laboratory Techniques .....	5
PE Physical Education .....	1
	17

### TERM III

CLT 201 Medical Laboratory Techniques .....	3
(10 hrs. per week)	
HS 201 Humanities .....	3
	6

### Sophomore Year

Credits

#### TERM I

CLT 202 Clinical Chemistry .....	5
BY 209 Microbiology .....	4
SLS 103 Human Institutions .....	3
PSY 105 General Psychology .....	3
	15

#### TERM II

CLT 203 Clinical Clerkship available in hospitals belonging to JHEP (Jacksonville Hospitals Educational Program, Inc.) with participation in weekly seminars on campus. ....	16
	16

\*A background which includes High School Biology and Chemistry will be advantageous to students planning to enroll in this program.

### OPHTHALMIC DISPENSING (OPTICIANRY)

Ophthalmic Dispensing is the art of applying the science of optics to the making and fitting of lenses and devices to aid in providing comfortable and efficient vision. The Ophthalmic Dispenser measures, adapts, and fits eyeglasses or contact lenses to the human face, for the aid or correction of visual or ocular anomalies. He uses measuring devices, instruments, machines and hand tools. The curriculum in Ophthalmic Dispensing represents a carefully planned balance of theory and practice in all aspects of the profession.

Applicants for this program should have completed 2½ years of academic mathematics including intermediate algebra. However, students who have completed elementary algebra

## PROGRAMS OF STUDY

(9th year mathematics) and plane geometry (10th year mathematics) may apply for admission. If otherwise qualified, they may be admitted with a condition in mathematics which must be removed during residence. It is desirable that students entering this program possess manual dexterity and are capable of meeting the public in a professional manner.

Graduates of this program may be self-employed or secure positions as Ophthalmic Dispenser, Contact Lens Technician, Ophthalmic Sales Representative, Optical Research Technician, Optical Laboratory Manager and Optical Benchman.

The Associate in Applied Science degree with a major in Ophthalmic Dispensing is granted upon satisfactory completion of the courses listed.

Sixty-four credits are required for the Associate in Science degree in Ophthalmic Dispensing.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 English Composition .....	3
MS 105 College Algebra .....	3
TEO 110 Ophthalmic Materials I .....	3
PS 210 Principles of Optics I .....	3
PSY 101 Human Relations .....	3
HH 107 First Aid .....	1
	16
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
MS 110 College Trigonometry .....	3
PS 211 Principles of Optics II .....	4
BY 208 Anatomy and Physiology of the Eye .....	2
TEO 111 Ophthalmic Materials II .....	3
	15
<b>Sophomore Year</b>	
	<b>Credits</b>
<b>TERM I</b>	
HS 201 Humanities .....	3
PS 201 General Physics .....	4
TEO 210 Ophthalmic Materials III .....	3
TEO 211 Ophthalmic Dispensing I .....	6
	16
<b>Term II</b>	
TEO 114 Special Visual Aids .....	3
PS 202 General Physics .....	4
TEO 213 Contact Lens .....	4
TEO 212 Ophthalmic Dispensing II .....	6
	17

# PROGRAMS OF STUDY

## 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 and evening interchangeable basis.

Freshman Year	Credits
<b>TERM I</b>	
EH 103 English Composition .....	3
PLS 201 American Federal Government .....	3
*PE Physical Education .....	1
**PSA Approved Police Science Electives .....	9
	16
<b>TERM II</b>	
PSY 105 General Psychology .....	3
PLS 202 State and Local Government .....	3
*PE Physical Education .....	1
**PSA Approved Police Science Electives .....	9
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
HS 201 Humanities .....	3
PSY 101 Human Relations .....	3
*PE Physical Education .....	1
**PSA Approved Police Science Electives .....	9
	16
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
SY 201 Sociology .....	3
*PE Physical Education .....	1
**PSA Approved Police Science Electives .....	9
	16

\*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.

\*\*Students should consult the Director of the Police Science and Administration Department concerning suitable courses. Courses listed under the prefix PSA may be used as approved electives.

## PROGRAMS OF STUDY

### 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
<b>TERM I</b>	
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
	17
 <b>TERM II</b>	
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
 <b>Sophomore Year</b>	
<b>TERM I</b>	
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
	16
 <b>TERM II</b>	
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



**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 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

## PROGRAMS OF STUDY

<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>Credits</b>
<b>TERM I</b>	
PSY 101 Human Relations .....	3
BAC 111 General Accounting I .....	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 General Accounting II .....	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 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.

## PROGRAMS OF STUDY

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
<b>TERM I</b>	
EH 101 English Composition .....	3
PSY 105 General Psychology .....	3
BY 207 General Anatomy and Physiology .....	4
NUR 101 Fundamentals of Nursing .....	6
PE Physical Education .....	1
	17

<b>TERM II</b>	
EH 102 English Composition .....	3
PSY 205 Child Psychology .....	3
BY 209 Microbiology .....	4
NUR 102 Maternal-Child Nursing .....	6
PE Physical Education.....	1
	17

Sophomore Year	Credits
<b>TERM I</b>	
SY 201 Introductory Sociology .....	3
SLS 103 Human Institutions .....	3
NUR 201 Physical-Mental Illness I .....	7
HS 201 Humanities .....	3
	16

<b>TERM II</b>	
NUR 202 Physical-Mental Illness II .....	10
NUR 203 Nursing Seminar .....	3
*Elective .....	3
	16

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

## PROGRAMS OF STUDY

### CERTIFICATE PROGRAMS IN CAREER EDUCATION

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
<b>TERM I</b>	
BAN 101 Introduction to Business .....	3
BAC 111 General Accounting I .....	3
BEN 102 Intermediate Typewriting .....	2
BAN 125 Business Mathematics .....	3
EH 103 English Composition .....	3
PE Physical Education.....	1
	15
<b>TERM II</b>	
BAC 112 General Accounting II .....	3
BMG 211 Principles of Management .....	3
BEN 202 Advanced Typewriting .....	2
BEN 127 Office Applications .....	2
BEN 129 Calculating Machines .....	2
BEN 215 Business Communications .....	3
PE Physical Education .....	1
	16
<b>TERM III</b>	
BAN 225 Business Law .....	3*
ES 201 Principles of Economics .....	3*
PSY 101 Human Relations .....	3*
	6

\*Students are required to take two of these courses for 6 credit hours.

## PROGRAMS OF STUDY

### Stenography

Course	Credits
<b>TERM I</b>	
BAN 101 Introduction to Business .....	3
BEN 102 Intermediate Typewriting .....	2
BEN 106 Intermediate Shorthand .....	3
BAC 111 General Accounting I .....	3
BAN 125 Business Mathematics .....	3
EH 103 English Composition .....	3
PE Physical Education .....	1
	18
<b>TERM II</b>	
BEN 202 Advanced Typewriting .....	2
BEN 205 Advanced Shorthand .....	3
BAC 112 General Accounting II .....	3
BEN 127 Office Applications .....	2
BEN 215 Business Communications .....	3
BEN 217 Secretarial Practice .....	3
PE Physical Education .....	1
	17
<b>TERM III</b>	
BAN 225 Business Law .....	3*
BEN 129 Calculating Machines .....	2*
BEN 206 Dictation and Transcription .....	3*
ES 201 Principles of Economics .....	3*
PSY 101 Human Relations .....	3*
	5-6

\*Students are required to take two of the courses for a total of 5-6 credit hours.

### CORRECTIONS

A Certificate in Corrections may be awarded a candidate after the completion of twelve\* courses of Corrections.

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

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

The standards of academic excellence needed for successful completion of the Certificate Program will be set by the Department of Corrections.

# PROGRAMS OF STUDY

Curriculum for the certificate in Corrections is as follows:

Course	Credits
PSA 100 Introduction to Criminal Justice .....	3
DOC 101 Administration of Correctional Institutions....	3
PSA 103 The Role of Criminal Justice in Crime and Delinquency. ....	3
PSA 200 Criminal Law I .....	3
DOC 201 Correctional Custody, Jails and Detention ....	3
DOC 202 Probation, Pardons and Parole .....	3
*Additional six courses of Correction will be added as needed.	

## DENTAL ASSISTING

The students will become familiar with all of the equipment and supplies found in a typical dental office. In addition to classroom lectures and demonstrations, the students will provide chairside assistance to dentists by learning to manipulate dental materials used in restoring teeth and the making of impressions and models. They will learn the methods of sharpening and sterilizing instruments and the processing of dental x-ray film. Upon completion of this course the students will be qualified to become Certified Dental Assistants.

Course	Credits
<b>TERM I</b>	
EH 103 Comprehensive English .....	3
BEN 101 Typing .....	2
DA 110 Preclinical Orientation .....	2
DA 111 Introduction to Practice .....	1
DA 112 Dental Anatomy & Physiology .....	2
DA 114 Dental Materials .....	2
DA 120 Clinical Practice I .....	2
	14
<b>TERM II</b>	
BEN 215 Business Communications .....	3
PSY 101 Human Relations .....	3
HH 105 Personal & Community Health .....	3
DA 116 Dental Radiology .....	2
DA 121 Sterilization & Anesthesia .....	2
DA 123 Office Management .....	1
DA 122 Clinical Practice II .....	2
	16

## PROGRAMS OF STUDY

### TERM III

DA 113 Science for Dental Assisting .....	5
DA 124 Clinical Practice III .....	3
	8

### TERM IV

DA 125 Clinical Practice IV .....	4
	4

### DRAFTING

The one-year program is designed to prepare the student for immediate employment as a draftsman. It combines the essentials of engineering graphics with related courses in the engineering technologies to develop competence in a specialized vocational skill. Upon completion of the curricula, the student is awarded the Certificate in Drafting Technology.

Course	Credits
<b>TERM I</b>	
EG 101 Engineering Drawing .....	3
TEG 99 or TEG 101 Introduction to Technical Math or Technical Math I .....	3
TEG 100 Introduction to Engineering Technology .....	3
EH 103 English Composition .....	3
PSY 101 Human Relations .....	3
	15
<b>TERM II</b>	
TED 201 Architectural Drafting .....	3
EG 105 Engineering Calculations (Slide Rule) .....	1
TEM 101 Engineering Materials & Processes .....	4
TED 102 Mechanical & Electrical Drafting .....	3
TED 203 Civil Drafting .....	3
	14
<b>TERM III</b>	
TED 206 Advanced Drafting .....	3
	3

### 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.

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.



## PROGRAMS OF STUDY

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

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
FSP 100 Introduction to Fire Service .....	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

**TOTAL 33**

### POLICE SCIENCE AND ADMINISTRATION

The Certificate in Police Science and Administration may be awarded a candidate after the completion of twelve courses of Police Science and Administration.

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

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

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:

Course	Credits
PSA 100 Introduction to Criminal Justice .....	3
(Formerly listed as Introduction to Law Enforcement)	
PSA 101 Police Organization and Administration .....	3
(Formerly listed as Police Organization and Administration I)	
PSA 102 Police Operations (Formerly listed as Police Organization and Administration II) .....	3

## PROGRAMS OF STUDY

PSA 103 The Role of Criminal Justice In Crime and Delinquency .....	3
(Formerly listed as The Law Enforcement Role In Crime and Delinquency, Policing Techniques and Police Psychology)	
PSA 200 Criminal Law I (Formerly listed as Criminal Law) .....	3
PSA 201 Introduction to Criminalistics .....	3
PSA 202 Court Organization and Procedure .....	3
(Formerly listed as Criminal Court Procedure and Evidence)	
PSA 203 Criminal Investigation .....	3
PSA 204 Police Supervision .....	3
PSA 205 Seminar in Police Problems .....	3
PSA 207 Evidence (Formerly listed as Criminal Court Procedure and Evidence) .....	3
PSA 208 Criminal Law II .....	3

## ADULT AND CONTINUING EDUCATION

The Adult and Continuing Education Division cooperates with the public schools, health and welfare groups, civic and community clubs, 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, develop leadership and civic responsibilities, expand knowledge in general education and develop creativity in the fine arts.

Adult and Continuing Education Programs are offered where there is community need and interest. Florida Junior College at Jacksonville is offering Adult Education Programs and courses in fifty-seven (57) 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.

### ADULT ACADEMIC REGULATIONS

#### Adult High School Diploma

Sixteen (16) high school credits are required for an Adult High School Diploma. Eight (8) of these sixteen (16) credits must be in the following four (4) areas:

- 1) English
- 2) Mathematics
- 3) Natural Science
- 4) Social Studies

An additional eight (8) credits may be accumulated from electives, service experience, and work experience. Individual evaluation with an adult guidance counselor at a full-time adult center is required.

#### Adult High School Equivalency Diploma

Florida Junior College at Jacksonville is the designated official testing agent for the State of Florida GED Exam. Contact the Adult Center of your choice or the Florida Junior College Director of High School Completion and Equivalency.

#### Adult General Education Section

General Education for adults is provided under the following departments:

- Adult Basic Education
- Adult High School and Equivalency Education
- Adult Continuing 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 high 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. 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 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.

## PROGRAMS

# ADULT AND CONTINUING EDUCATION

## **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**

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 eighteen (18) years of age and out of school six months.

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.

## ADULT AND CONTINUING EDUCATION

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 Florida Junior College at Jacksonville or to the administrators of the full-time and part-time adult centers.

# ADULT AND CONTINUING EDUCATION

## Community Services

Through its program of community services, the College offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of adult groups in the community.

Requests for such courses are encouraged by the College; consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of qualified personnel for instruction.

## ADMISSIONS

### Adult Centers — Full and Part-Time

Adults desiring to enter adult classes or programs should apply in person at the adult center offering the subjects of their choice.

Eligibility — any adult, sixteen (16) years of age or older is eligible to apply for enrollment. Specific course requirements or limitations will be explained at the center of the individuals' choice.

### Fee Schedule

Enrollment fees for adult and continuing education courses are:

Adult Basic Education Courses	None
General Adult and Continuing Education Courses	...\$2.00
Adult & Continuing Education Laboratory Courses	...\$4.00

### Refunds

Fees for adult and continuing education courses are non-refundable except as authorized by the appropriate dean or program director.

## VOCATIONAL-TECHNICAL PROGRAMS



Vocational-Technical non-college credit programs and courses are offered throughout the junior college district wherever the need and adequate facilities are located. Courses are taught in public school facilities during evening hours, in industrial plants, in commercial office buildings, on campuses and centers of Florida Junior College at Jacksonville, and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of the course.

These courses and programs offer individuals an opportunity to learn new skills leading directly to employment or to upgrade and broaden present skills to enhance occupational proficiency and opportunity for advancement.

The Division of Career Education maintains close liaison with and is assisted by program advisory committees, professional, civic, and church organizations, governmental agencies, business and industry and other groups in determining needs and providing vocational-technical education for the community.

### **Admission**

Adults desiring to enroll in vocational-technical classes or programs should contact the administrator of the center or



## VOCATIONAL-TECHNICAL PROGRAMS

campus offering the subjects of their choice. Any adult, sixteen (16) years of age or older not regularly enrolled in a high school program is eligible to apply for enrollment. Specific course requirements and limitations, if any, will be explained by the center administrator concerned.

### **Fee Schedule**

Enrollment fee for all vocational-technical non-college credit courses is \$4.00 per course per term. Additional fees are charged according to different supplies and materials necessary in specific courses.

### **Refunds**

Fees for preparatory and supplementary vocational-technical courses are non-refundable except as authorized by the appropriate Dean or Program Director.

### **Programs and Courses**

Vocational-Technical courses for adults are offered in the following service areas:

- Technical Education
- Industrial Education
- Health Occupations Education
- Agriculture Education
- Home Economics Education
- Business and Office Occupations
- Distributive and Mid-Management 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
- 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

## VOCATIONAL-TECHNICAL PROGRAMS

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.

### **Health Occupations Education**

The Department of Health Occupations Education offers courses in the following areas:

- Practical Nursing
- Surgical Technician
- Nurse Assistant
- Ward Assistant
- 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 twenty (20) full-time and part-time adult centers. Consult current term course schedule for the most convenient time and location of course offerings.

### **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

## VOCATIONAL-TECHNICAL PROGRAMS

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

### **Business and Office Occupations Education**

Vocational Business and Office Occupations Education for adults is provided in the following areas:

- Business Administration
- Data Processing
- Office Occupations

### **Business Administration**

Business Administration courses are offered in the following areas:

- Accounting
- Economics
- Personnel Management
- 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**

Data Processing Education for adults is provided in the following areas:

- Data Processing
- Computer Programing
- Systems Development and Design

Enrollment in Data Processing Education is available at:  
Central Adult Day Center  
Central Adult Evening Center

### **Office Occupations**

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.

## VOCATIONAL-TECHNICAL PROGRAMS

### **Distributive and Mid-Management 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.