



**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.

**Non-College Credit Career Programs . . .****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 course 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**

# CURRICULA

## 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
**Social Science .....	6
**Biological Science .....	3
Mathematics Any 3-credit course designated MS .....	3
PE Physical Education .....	2
SCH 105 Fundamentals of Speech .....	3
*Approved Electives .....	9
	<hr/>
	32
Sophomore Year	Credits
HS 203-204 Humanities .....	8
**Physical Science .....	6
PSY 105 General Psychology .....	3
PE Physical Education .....	2
*Approved Electives .....	13
	<hr/>
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\*For the Associate in Arts degree, only those courses designed for transfer to senior colleges should be elected.

\*\*Refer to General Education Requirements.

## EXPERIMENTAL COLLEGE

### Special Experimental Studies

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

### Individualized Studies

Experimental studies which involve considerable emphasis on independent and programmed learnings will be conducted in subject areas for which adequate programmed materials are assembled and prepared, and for which adequate personnel is available. Individualized or programmed studies will be 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.

# CURRICULA

## ASSOCIATE IN ARTS

### ART

Freshman Year	Credits
EH 101-102 English Composition .....	6
Art 101-102 Drawing I and II .....	6
Art 103-104 Design I and II .....	6
**Social Science .....	6
**Biological Science .....	3
Mathematics Any 3-credit course designated MS .....	3
PE Physical Education .....	2
	<hr/>
	32

Sophomore Year	Credits
HS 203-204 Humanities .....	8
Art 203-204 Art History I and II .....	6
Art 205-206 Painting I and II .....	6
**Physical Science .....	6
PE Physical Education .....	2
PSY 105 General Psychology .....	3
SCH 105 Fundamentals of Speech .....	3
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\*\*Refer to General Education Requirements.

### BUSINESS ADMINISTRATION

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
*Mathematics .....	3
*Biological Science .....	3
BAN 101 Introduction to Business .....	3
*Social Science .....	3
PE Physical Education .....	1
	<hr/>
	16

<b>TERM II</b>	
EH 102 English Composition .....	3
MS 127 Elementary Statistics .....	3
SCH 105 Fundamentals of Speech .....	3
Approved Elective .....	3
PE Physical Education .....	1
*Social Science .....	3
	<hr/>
	16



Sophomore Year	Credits
<b>TERM I</b>	
*Physical Science .....	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>	
*Physical Science .....	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
	<hr/>
	17

\*See General Education Requirements.

\*\*Or approved elective. Check university requirements.

## BUSINESS EDUCATION

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
**BEN 100, 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
	<hr/>
	15
<b>TERM II</b>	
EH 102 English Composition .....	3
BAC 202 Principles of Accounting .....	3
*Mathematics .....	3
*Biological Science .....	4
PE Physical Education .....	1
*Social Science .....	3
	<hr/>
	17

# CURRICULA

Sophomore Year	Credits
<b>TERM I</b>	
*Physical Science .....	3
ES 201 Principles of Economics .....	3
PE Physical Education .....	1
SCH 105 Fundamentals of Speech .....	3
HS 203 Humanities .....	4
PSY 105 General Psychology .....	3
	<hr/>
	17
<b>TERM II</b>	
*Physical Science .....	3
ES 202 Principles of Economics .....	3
PE Physical Education .....	1
HS 204 Humanities .....	4
EN 105 Introduction to Education .....	3
*Social Science .....	3
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\*Refer to General Education Requirements.

\*\*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
*Social Science .....	3
*Mathematics .....	3
PE Physical Education .....	1
CD 101 Child Growth and Development .....	4
CD 110 Principles of Preschool Education .....	3
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	17

<b>TERM II</b>	
EH 102 English Composition .....	3
*Social Science .....	3
*Biological Science .....	3
PE Physical Education .....	1
CD 102 Advanced Child Growth and Development.....	4
CD 111 Overview of Preschool Curriculum .....	3
	<hr/>
	17
<b>Sophomore Year</b>	<b>Credits</b>
<b>TERM I</b>	
PSY 105 General Psychology .....	3
*Physical Science .....	3
PE Physical Education .....	1
HS 203 Humanities .....	4
CD 201 Observing and Recording Child Behavior .....	3
Approved Elective .....	1
	<hr/>
	15
<b>TERM II</b>	
*Physical Science .....	3
SCH 105 Speech .....	3
PE Physical Education .....	1
HS 204 Humanities .....	4
CD 205 Supervised Student Participation .....	4
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	15

\*Refer to General Education Requirements.

## DATA PROCESSING

This two-year program in Data Processing, leading to an Associate of Arts Degree, is designed for the student who is interested in transferring into a Data Processing or Computer Science curriculum at the senior college level. All courses will be offered under both day and evening programs.

<b>Freshman Year</b>	<b>Credits</b>
<b>TERM I</b>	
EH 101 English Composition .....	3
*Social Science .....	3
PSY 105 General Psychology .....	3
BDP 101 Introduction to Computer Concepts .....	3
BDP 105 Data Processing Mathematics .....	3
PE Physical Education .....	1
	<hr/>
	16



# CURRICULA

<b>TERM II</b>	
EH 102 English Composition .....	3
*Social Science .....	3
*Biological Science .....	3
BDP 107 Basic Assembly Language Programming .....	3
BDP 110 Data Processing Applications .....	3
PE Physical Education .....	1
	<hr/>
	16
<b>Sophomore Year</b>	<b>Credits</b>
<b>TERM I</b>	
HS 203 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
*Physical Science .....	3
BDP 201 Cobol Programming .....	3
BDP 208 Systems Design .....	3
PE Physical Education .....	1
	<hr/>
	17
<b>TERM II</b>	
HS 204 Humanities .....	4
SC 103 Life in its Physical Environment .....	3
**BDP Approved Elective .....	3
BDP 215 Advanced Systems .....	3
*Mathematics .....	3
PE Physical Education .....	1
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	17

\*See General Education Requirements. (Students planning to obtain a baccalaureate degree in Data Processing should schedule MS 105 or expect to take an equivalent course at a four-year institution.)

\*\*Approved Electives:

- BDP 211 Advanced Assembler Language
- BDP 212 Fortran/Basic
- BDP 213 PL/I

## 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 100 Introduction to Fire Science .....	3
FSP 101 Fire Company Organization and Procedures ...	3
	16
***Or FSP Approved Electives	
<b>TERM II</b>	
EH 102 English Composition .....	3
PLS 202 State and Local Government .....	3
*Mathematics .....	3
*Biological Science .....	4
**PE Physical Education .....	1
FSP 102 Fire Operations .....	3
	17
***Or FSP Approved Electives	
<b>Sophomore Year</b>	
<b>Credits</b>	
<b>TERM I</b>	
*Physical Science .....	3
*Social Science .....	3
HS 203 Humanities .....	4
**PE Physical Education .....	1
FSP 200 Fire Fighting Tactics and Strategy .....	3
FSP 201 Fire Investigation .....	3
	17
***Or FSP Approved Electives	
<b>TERM II</b>	
*Physical Science .....	3
*Social Science .....	3
HS 204 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
**PE Physical Education .....	1
FSP 202 Fire Codes and Building Construction .....	3
	17

\*\*\*Or FSP Approved Electives

\*See General Education Requirements.

\*\*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.

\*\*\*Students should consult the director of Fire Science concerning approved 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
**Social Science .....	6
CY 101-102 College Chemistry	
or	
CY 103-104 General Chemistry and Qualitative Analysis .....	8
MS 105 College Algebra .....	3
MS 110 Trigonometry .....	4
BY 101 Botany .....	4
PE Physical Education .....	2
	33

Sophomore Year	Credits
HS 203-204 Humanities .....	8
*ES 201-202 Principles of Economics .....	6
PS 201-202 General Physics .....	8
MS 131 Calculus with Analytic Geometry .....	4
PE Physical Education .....	2
PSY 105 General Psychology .....	3
SCH 105 Fundamentals of Speech .....	3
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\*Students planning to study forest products technology should omit ES 201-202 and take MS 232-233; EG 101-102.

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

\*\*Refer to General Education Requirements.

**HEALTH, PHYSICAL EDUCATION, AND RECREATION**

Freshman Year	Credits
EH 101-102 English Composition .....	6
MS 101 College Mathematics .....	3
SC 104 Principles of Biology .....	4
*Social Science .....	6
SCH 105 Fundamentals of Speech .....	3
PE Physical Education .....	2
HH 105 Personal and Community Health .....	3
HH 107 First Aid I .....	1
PE 151 Introduction to Physical Education .....	3
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	31

Sophomore Year	Credits
BY 207 Anatomy and Physiology .....	4
HS 203-204 Humanities .....	8
Approved Electives .....	5
*Physical Science .....	6
EN 105 Introduction to Education .....	3
PSY 105 General Psychology .....	3
PE 207 Sports Officiating .....	3
PE Physical Education .....	2
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\*Refer to General Education Requirements.

**MARINE SCIENCES**

Freshman Year	Credits
EH 101-102 English Composition .....	6
**Social Science .....	6
MS 115 College Algebra with Trigonometry .....	4
PE 101-102 Physical Education .....	2
MS 131 Calculus with Analytic Geometry I .....	4
CY 101-102 Introductory Chemistry .....	8
SCH 105 Fundamentals of Speech .....	3
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	33
Sophomore Year	Credits
HS 203-204 Humanities .....	8
PSY 105 General Psychology .....	3
PE 201-202 Physical Education .....	2
PS 201-202 General Physics .....	8
*Approved Science or Math .....	8
Elective .....	3
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\*Marine Biology

# CURRICULA

BY 105 Zoology .....	4
*Physical Oceanography .....	
SC 104 Biology .....	4
MS 232 Calculus with Analytic Geometry II .....	4
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\*\*Refer to General Education Requirement.

## MEDICAL TECHNOLOGY

Freshman Year	Credits
EH 101-102 English Composition .....	6
**Mathematics .....	3
**Biological Science .....	3
BY 207 Anatomy and Physiology .....	4
**Social Science .....	6
PE Physical Education .....	2
**Physical Science .....	6
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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
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\*BY 103, BY 225, SCH 105, HH 105, BEN 101.

\*\*Refer to General Education Requirements.

## 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
*Social Science .....	6
MSC 95 Repertory Class .....	2
(Institutional Credit)	
PSY 105 Psychology .....	3
MS Mathematics, any 3-credit course .....	3
designated MS	
SCH 105 Fundamentals of Speech .....	3
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Sophomore Year	Credits
MSC 214-215 Music Theory ..... (Formerly MSC 207-208, 209, 210)	8
MSC 217-218 Keyboard Harmony .....	2
MSC Performing Music Organization .....	2
MSC 261-262 Applied Music, Principal Instrument ....	4
MSC 95 Repertory Class ..... (Institutional Credit)	2
SC 104 Principles of Biology .....	4
PE Physical Education .....	2
HS 203-204 Humanities .....	8
MSC 235 Music History .....	3
*Physical Science .....	6

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\*Refer to General Education Requirements.

#### 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).





**NURSING**

<b>Freshman Year</b>	<b>Credits</b>
EH 101-102 English Composition .....	6
*Social Science .....	6
*Mathematics .....	3
PE Physical Education .....	2
*Biological Science .....	3
CY 101-102 Introductory Chemistry .....	8
	28

<b>Sophomore Year</b>	<b>Credits</b>
*Physical Science .....	6
HS 203-204 Humanities .....	8
PE Physical Education .....	2
PSY 105 General Psychology .....	3
BY 209 Microbiology .....	4
PSY 105 General Psychology .....	3
SY 201 Introductory Sociology .....	3
SCH 105 Fundamentals of Speech .....	3
	32

\*Refer to General Education Requirements.

**OCCUPATIONAL THERAPY**

	Credits
<b>Freshman Year</b>	
EH 101-102 English Composition .....	6
MS 101 College Mathematics .....	3
PSY 105 General Psychology .....	3
**Social Science .....	6
HH 105 Personal and Community Health .....	3
PE Physical Education .....	2
**Physical Science .....	6
SCH 105 Fundamentals of Speech .....	3

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	Credits
<b>Sophomore Year</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.

\*\*Refer to General Education Requirements.

**PHARMACY**

	Credits
<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
**Social Science .....	6

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	Credits
<b>Sophomore Year</b>	
PS 201-202 General Physics .....	8
HS 203-204 Humanities .....	8
PE Physical Education .....	2
PSY 105 General Psychology .....	3
SCH 105 Fundamentals of Speech .....	3
CY 103-104 General Chemistry and Qualitative Analysis .....	8
BY 105 General Zoology .....	4

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\*\*Refer to General Education Requirements.

**PHYSICAL THERAPY**

	Credits
<b>Freshman Year</b>	
EH 101-102 English Composition .....	6
MS 105 College Algebra .....	3
MS 110 Trigonometry .....	3
*Social Science .....	6
PE Physical Education .....	2
HH 105 Personal and Community Health .....	3
PSY 105 General Psychology .....	3
BY 105 General Zoology .....	4
BY 211 Human Anatomy and Physiology .....	3
	33
<b>Sophomore Year</b>	
HS 203-204 Humanities .....	8
SCH 105 Fundamentals of Speech .....	3
HH 107 .....	1
PSY 205 Child Psychology .....	3
CY 101-102 Introductory Chemistry .....	8
*Physical Science .....	6
PE Physical Education .....	2
	31

\*Refer to General Education Requirements.

**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 101 English Composition .....	3
PLS 201 American Federal Government .....	3
PSY 105 General Psychology .....	3
**PE Physical Education .....	1
PSA 100 Introduction to Criminal Justice .....	3
PSA 101 Police Organization and Administration .....	3
	16

\*\*\*Or PSA Approved Electives

<b>TERM II</b>	
EH 102 English Composition .....	3
PLS 202 State and Local Government .....	3
*Mathematics .....	3
*Biological Science .....	3
**PE Physical Education .....	1
PSA 102 Police Operations .....	3
	16

\*\*\*Or PSA Approved Electives

Sophomore Year	Credits
<b>TERM I</b>	
*Physical Science .....	3
*Social Science .....	3
HS 203 Humanities .....	4
**PE Physical Education .....	1
PSA 200 Criminal Law I .....	3
PSA 201 Introduction to Criminalistics .....	3
	17

\*\*\*Or PSA Approved Electives



**TERM II**

*Physical Science .....	3
*Social Science .....	3
HS 204 Humanities .....	4
SCH 105 Fundamentals of Speech .....	3
**PE Physical Education .....	1
PSA 203 Criminal Investigation .....	3

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\*\*\*Or PSA Approved Electives

\*See General Education Requirements.

\*\*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 Police Science concerning approved electives.

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

<b>Freshman Year</b>	<b>Credits</b>
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
**Social Science .....	6

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<b>Sophomore Year</b>	<b>Credits</b>
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 105 Zoology I .....	4
PE Physical Education .....	2

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\*\*Refer to General Education Requirements.

**PRE-ENGINEERING**

<b>Freshman Year</b>	<b>Credits</b>
<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
**Social Science .....	3
PE Physical Education .....	1
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	18
<b>TERM II</b>	
EH 102 English Composition .....	3
EG 102 Descriptive Geometry .....	3
MS 131 Calculus with Analytic Geometry .....	4
**Social Science .....	3
PE Physical Education .....	1
SCH 105 Fundamentals of Speech .....	3
	<hr/>
	17
<b>TERM III</b>	
PSY 105 General Psychology .....	3
<b>Sophomore Year</b>	
<b>TERM I</b>	
CY 103 General Chemistry and Qualitative Analysis .....	4
PS 221 General Physics .....	4
MS 232 Calculus with Analytic Geometry .....	4
PE Physical Education .....	1
HS 203 Humanities .....	4
	<hr/>
	17
<b>TERM II</b>	
CY 104 General Chemistry and Qualitative Analysis .....	4
PS 222 General Physics .....	4
MS 233 Calculus with Analytic Geometry .....	4
HS 204 Humanities .....	4
PE Physical Education .....	1
	<hr/>
	17

\*\*Refer to General Education Requirements.

# CURRICULA

## PRE-LAW

	Credits
<b>Freshman Year</b>	
EH 101-102 English Composition .....	6
Mathematics Any 3-credit course designated MS .....	3
SC 101 Life in its Biological Environment .....	3
**Social Science .....	6
PSY 105 General Psychology .....	3
SCH 105 Fundamentals of Speech .....	3
PE Physical Education .....	2
*Approved Electives .....	6
	32
<b>Sophomore Year</b>	
HS 203-204 Humanities .....	8
**Physical Science .....	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
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\*Approved Electives: Foreign Language (if taking Associate in Arts degree); ES 201-202, BAN 101, BAN 201-202, if taking a Business Administration degree.

\*\*Refer to General Education Requirements.

## TEACHER EDUCATION

	Credits
<b>Freshman Year</b>	
EH 101-102 English Composition .....	6
EN 105 Introduction to Education .....	3
Mathematics Any 3-credit course designated MS .....	3
SC 101 Life in its Biological Environment .....	3
**Social Science .....	6
PSY 105 General Psychology .....	3
PE Physical Education .....	2
*Approved Electives .....	5
	31
<b>Sophomore Year</b>	
HS 203-204 Humanities .....	8
**Physical Science .....	6
PSY 209 Educational Psychology .....	3
PE Physical Education .....	2
SCH 105 Fundamentals of Speech .....	3

GY 105 World Geography .....	3
*Approved Electives .....	8

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

\*\*Refer to General Education Requirements.

## PROGRAMS IN CAREER EDUCATION

The 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 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 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.

## ASSOCIATE IN SCIENCE DEGREE

**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 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: Auditing, Advanced Accounting, and an Accounting Internship.

Freshman Year	Credits
<b>TERM I</b>	
*Communications .....	3
BAN 101 Introduction to Business .....	3
BAC 201 Principles of Accounting .....	3
SLS 103 Human Institutions .....	3
BAN 125 Business Mathematics .....	3
PE Physical Education .....	1
	16
<b>TERM II</b>	
*Social Science .....	3
BAC 202 Principles of Accounting .....	3
BMG 211 Principles of Management .....	3
*Science .....	3
*General College .....	3
**BEN 129 Calculating Machines .....	2
	17



Sophomore Year	Credits
<b>TERM I</b>	
BFI 210 Principles of Finance .....	3
BAN 225 Business Law .....	3
*General College .....	3
BAC 203 Intermediate Accounting .....	3
BAC 205 Cost Accounting .....	3
PE Physical Education .....	1
	<hr/>
	16
<b>TERM II</b>	
BAC 204 Intermediate Accounting .....	3
SLS 203 Foundations of the American Economy .....	3
BAN 226 Business Law .....	3
BEN 215 Business Communications .....	3
BAC 206 Tax Accounting .....	4
	<hr/>
	16

\*See General Education Requirements.

\*\*Prerequisite BAN 125 or equivalent.

### 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 involved 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 101 Technical Math I .....	3
OR	
TEG 99 Introduction to Technical Mathematics	
EH 101 English Composition .....	3
PE Physical Education .....	1
EG 101 Engineering Drawing .....	3
BAN 101 Introduction to Business .....	3
SC 102 Life in its Physical Environment .....	3
	<hr/>
	16

# CURRICULA

<b>TERM II</b>	
TEG 102 Technical Math II .....	3
TEM 101 Engineering Materials & Processes .....	4
TEE 100 Fundamentals of General Electricity .....	3
PE Physical Education .....	1
SLS 203 Foundations of the American Economy .....	3
	<hr/> 14
<b>TERM III</b>	
EG 105 Engineering Calculations .....	1
SCH 105 Fundamentals of Speech .....	3
TEG 202 Building Construction .....	3
	<hr/> 7
<b>Sophomore Year</b>	<b>Credits</b>
<b>TERM I</b>	
TED 201 Architectural Drafting .....	3
TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
PE Physical Education .....	1
TEG 203 Technical Report Writing .....	3
	<hr/> 14
<b>TERM II</b>	
TEM 206 Testing & Strength of Materials .....	4
TEM 208 Air Conditioning & Heating .....	3
TEG 204 Planning & Estimating .....	3
TEM 202 Fluid Mechanics .....	3
TEC 201 Surveying .....	3
	<hr/> 16

## 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.

<b>Freshman Year</b>	<b>Credits</b>
<b>TERM I</b>	
EH 101 English Composition .....	3
SLS 103 Human Institutions .....	3
FS 110 Child Nutrition .....	2
HH 107 First Aid .....	1
CD 101 Child Growth and Development .....	4
CD 110 Principles of Preschool Education .....	3
	<hr/> 17

**TERM II**

SCH 105 Fundamentals of Speech .....	3
HH 105 Personal & Community Health .....	3
CD 102 Advanced Child Growth and Development .....	4
CD 104 Parent and Child in the Community .....	2
CD 111 Overview of Preschool Curriculum .....	3
Approved Elective (CD) .....	2

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 16
**Sophomore Year****Credits****TERM I**

PSY 105 General Psychology .....	3
HS 201 Humanities .....	3
SY 203 Marriage and the Family .....	3
CD 201 Observing and Recording Child Behavior .....	3
CD 202 Teaching of Elementary Games .....	2
Approved CD Elective .....	2

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 16
**TERM II**

PSY 209 Educational Psychology .....	3
SY 202 Social Problems .....	3
CD 106 Music for Young Children .....	3
CD 107 Literature for Young Children .....	3
CD 205 Supervised Student Participation .....	4

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 16
**Approved Electives**

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.

# CURRICULA

Freshman Year	Credits
<b>TERM I</b>	
TEG 101 Technical Mathematics .....	3
or	
TEG 99 Introduction to Technical Mathematics	
EH 101 English Composition .....	3
PE Physical Education .....	1
EG 101 Engineering Drawing .....	3
BAN 101 Introduction to Business .....	3
SC 102 Life in its Physical Environment .....	3
	<hr/> 16
<b>TERM II</b>	
EG 102 Descriptive Geometry .....	3
TEG 102 Technical Math II .....	3
TEM 101 Engineering Materials & Processes .....	4
EG 105 Engineering Calculations .....	1
SLS 203 Foundations of American Economy .....	3
	<hr/> 14
<b>TERM III</b>	
TEE 100 Fundamentals of General Electricity .....	3
SCH 105 Fundamentals of Speech .....	3
	<hr/> 6



Sophomore Year	Credits
<b>TERM I</b>	
TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
TEM 203 Elements of Applied Energy .....	3
PE Physical Education .....	1
TEC 201 Surveying .....	3
	<hr/>
	14
<b>TERM II</b>	
TEG 203 Technical Report Writing .....	3
TEC 202 Building Construction .....	3
TEG 204 Planning & Estimating .....	3
TEM 206 Testing & Strength of Materials .....	4
TEM 202 Fluid Mechanics .....	3
	<hr/>
	16

## DATA PROCESSING

The two-year course of study is designed to prepare the student for employment in the data processing field. The curriculum includes a mixture of business, general education and data processing course offerings and is being continually upgraded as the state of the computer art changes. Data Processing courses are taught with hands-on approach where students prepare and run their own work on college equipment.

Freshman Year	Credits
<b>TERM I</b>	
*Communications .....	3
*General College Elective .....	3
BAN 101 Introduction to Business .....	3
BDP 101 Introduction to Computer Concepts .....	3
BDP 105 Data Processing Mathematics .....	3
PE Physical Education .....	1
	<hr/>
	16
<b>TERM II</b>	
*Science .....	3
*Social Science .....	3
BAC 201 Principles of Accounting .....	3
BDP 107 Basic Assembly Language Programming .....	3
BDP 110 Data Processing Applications .....	3
PE Physical Education .....	1
	<hr/>
	16

# CURRICULA

Sophomore Year	Credits
<b>TERM I</b>	
SCH 105 Fundamentals of Speech .....	3
PSY 105 General Psychology .....	3
BMG 211 Principles of Management .....	3
BDP 201 Cobol Programming .....	3
BDP 208 Systems Design .....	3
	15
<b>TERM II</b>	
*General College Elective .....	3
TEG 203 Technical Report Writing .....	3
**BDP Approved Elective .....	3
BDP 215 Advanced Systems .....	3
*Mathematics .....	3
	15

\*See General Education requirements.

\*\*Approved Electives:

- BDP 211 Advanced Assembler Language
- BDP 212 Fortran/Basic
- BDP 213 PL/I

## 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>	
EG 101 Engineering Drawing .....	3
EH 101 English Composition .....	3
PE Physical Education .....	1
TEG 101 Technical Mathematics .....	3
or	
TEG 99 Introduction to Technical Mathematics	
SS 102 Life in its Physical Environment .....	3
BAN 101 Introduction to Business .....	3
	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
	<hr/>
	13
<b>TERM III</b>	
EG 105 Engineering Calculations .....	1
TEE 100 Fundamentals of Electricity .....	3
EH 105 Fundamentals of Speech .....	3
	<hr/>
	7
<b>Sophomore Year</b>	
<b>TERM I</b>	
TED 201 Architectural Drafting .....	3
TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
PE Physical Education .....	1
SLS 203 Foundations of the American Economy .....	3
	<hr/>
	14
<b>TERM II</b>	
TED 204 Industrial Design .....	3
TEM 206 Testing & Strength of Materials .....	4
TEG 203 Technical Report Writing .....	3
PE Physical Education .....	1
TEG 204 Planning & Estimating .....	3
	<hr/>
	14

## 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.

# CURRICULA

Freshman Year	Credits
<b>TERM I</b>	
EH 101 English Composition .....	3
PE Physical Education .....	1
TEG 101 Technical Mathematics .....	3
Or	
TEG 99 Introduction to Technical Mathematics	
EG 101 Engineering Drawing .....	3
SC 102 Life in its Physical Environment .....	3
BAN 101 Introduction to Business .....	3
	16
<b>TERM II</b>	
TEE 101 D. C. Theory and Circuits .....	5
TEM 101 Engineering Materials & Processes .....	4
TEG 102 Technical Math II .....	3
EG 105 Engineering Calculations .....	1
PE Physical Education .....	1
	14
<b>TERM III</b>	
TEE 102 A.C. Theory and Circuits .....	5
<b>Sophomore Year</b>	
<b>TERM I</b>	
TEE 201 Electronics I .....	5
SLS 203 Foundations of the American Economy .....	3
TEE 105 Electrical Controls .....	3
SCH 105 Fundamentals of Speech .....	3
TEE 206 Advanced Circuit Analysis .....	3
	17
<b>TERM II</b>	
TEE 203 Electronics II .....	5
TEE 207 Semiconductor Circuit Design .....	4
TEG 203 Technical Report Writing .....	3
PE Physical Education .....	1
TEG 201 Technical Mathematics .....	3
	16

## 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 103 Comprehensive English .....	3
PLS 201 American Federal Government .....	3
*PE Physical Education .....	1
FSP 100 Introduction to Fire Science .....	3
FSP 101 Fire Company Organization and Procedures ....	3
FSP 102 Fire Operations .....	3
	<hr/>
	16
<b>TERM II</b>	
PSY 105 General Psychology .....	3
PLS 202 State and Local Government .....	3
*PE Physical Education .....	1
FSP 200 Fire Fighting Tactics and Strategy .....	3
FSP 201 Fire Investigation .....	3
FSP 202 Fire Codes and Building Construction .....	3
	<hr/>
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
HS 201 Humanities .....	3
PSY 101 Human Relations .....	3
*PE Physical Education .....	1
FSP 203 Hazardous Materials .....	3
FSP 204 Physical Science for Firemen .....	3
FSP 205 Fire Fighting Equipment and Apparatus .....	3
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	16

**TERM II**

SLS 103 Human Institutions .....	3
SY 201 Sociology .....	3
*PE Physical Education .....	1
FSP 206 Rescue Practices .....	3
**Approved Electives .....	6

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\*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.

\*\*Students should consult the director of Fire Science concerning the approved 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.

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

**Freshman Year** **Credits**

**TERM I**

EH 103 Comprehensive 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

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**TERM II**

HS 201 Humanities .....	3
PE Physical Education .....	1
BAN 125 Business Mathematics .....	3
FS 103 Nutrition II .....	3
FS 104 Basic Food Preparation .....	3
FS 106 Food Accounting and Cost Control .....	3

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Sophomore Year	Credits
<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 a business profession or advancement within their chosen profession. The program is structured to thoroughly prepare the student for work in those 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.

Freshman Year	Credits
<b>TERM I</b>	
*Communications .....	3
BAN 101 Introduction to Business .....	3
BAC 111 General Accounting I .....	3
**BEN 101 or 102 Typewriting .....	2
BAN 125 Business Mathematics .....	3
*General College .....	3
	17

# CURRICULA

## TERM II

*Social Science .....	3
BAC 112 General Accounting II .....	3
BIN 116 Principles of Insurance .....	3
*Science .....	3
***BEN 129 Calculating Machines .....	2
PE Physical Education .....	1
	<hr/>
	15

## Sophomore Year

Credits

### TERM I

BMG 211 Principles of Management .....	3
BAN 225 Business Law .....	3
BFI 210 Principles of Finance .....	3
*General College .....	3
BMK 210 Salesmanship .....	3
PE Physical Education .....	1
	<hr/>
	16

### TERM II

BAN 226 Business Law .....	3
BEN 215 Business Communications .....	3
SLS 203 Foundations of American Economy .....	3
Elective .....	6
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\*See General Education Requirements.

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

\*\*\*Prerequisite of BAN 125 or equivalent.

## HOSPITALITY MANAGEMENT

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.



<b>Freshman Year</b>	<b>Credits</b>
<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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<b>TERM II</b>	
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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<b>Sophomore Year</b>	<b>Credits</b>
<b>TERM I</b>	
HS 201 Humanities .....	3
FS 214 Food & Beverage Control .....	3
BAN 225 Business Law .....	3
BHM 103 Restaurant, Hotel/Motel Accounting and Auditing .....	3
*BHM 201 Internship .....	3
PE Physical Education .....	1

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<b>TERM II</b>	
SCH 105 Fundamentals of Speech .....	3
BMG 213 Personnel Management .....	3
FS 202 Quality Food .....	3
*BHM 202 Internship .....	3
BHM 204 Hospitality Organization and Administration .....	3
BHM 207 Customer-Personnel Relations .....	2

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\*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**

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

<b>TERM II</b>	
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

Sophomore Year	Credits
<b>TERM I</b>	
PE Physical Education .....	1
HS 201 Humanities .....	3
BAC 111 General Accounting I .....	3
BMG 211 Principles of Management .....	3
BIN (Elective) .....	3
BIN (Elective) .....	3
	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

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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 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**

**TERM I**

*Communications .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
BAC 111 General Accounting .....	3
*Social Science .....	3
PE Physical Education .....	1

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16

### TERM II

BAC 112 General Accounting .....	3
*Science .....	3
*General College .....	6
SLS 203 Foundations of the American Economy .....	3
PE Physical Education .....	1
	16

### Sophomore Year

**Credits**

#### TERM I

BMK 210 Salesmanship .....	3
BMK 213 Principles of Marketing .....	3
BAN 225 Business Law .....	3
***Approved Electives .....	6
	15

#### TERM II

BMK 214 Marketing Practices .....	3
BMG 211 Principles of Management .....	3
BEN 215 Business Communications .....	3
***Approved Electives .....	6
	15

\*See General Education Requirements

\*\*\*APPROVED ELECTIVES

A minimum of 6 credits from the following:

BMK 221 Advertising .....	3
BMK 222 Sales Management .....	3
BMK 223 Wholesaling .....	3
BRM 103 Sales Promotion .....	4
BRM 104 Retail Merchandising .....	4

Additional elective credits may be selected from the following:

BIN 116 Principles of Insurance .....	3
BAN 226 Business Law .....	3
BEN 100, 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.

<b>Freshman Year</b>	<b>Credits</b>
<b>TERM I</b>	
EG 101 Engineering Drawing .....	3
TEG 101 Technical Mathematics .....	3
or	
TEG 99 Introduction to Technical Mathematics .....	3
EH 101 English Composition .....	3
SC 102 Life in its Physical Environment .....	1
PE Physical Education .....	3
BAN 101 Introduction to Business .....	3
	<b>16</b>
<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
EG 105 Engineering Calculations (Slide Rule) .....	1
	<b>14</b>
<b>TERM III</b>	
TEE 100 Fundamentals of General Electricity .....	3
SCH 105 Fundamentals of Speech .....	3
PE Physical Education .....	1
	<b>7</b>
<b>Sophomore Year</b>	
	<b>Credits</b>
<b>TERM I</b>	
TED 203 Civil Drafting .....	3
TEM 205 Engineering Mechanics .....	4
PE Physical Education .....	1
TEG 201 Technical Math III .....	3
SLS 203 Foundations of the American Economy .....	3
	<b>14</b>
<b>TERM II</b>	
TEG 203 Technical Report Writing .....	3
TEM 206 Testing and Strength of Materials .....	4
TEM 202 Fluid Mechanics .....	3
TED 204 Industrial Design .....	3
TEM 210 Fabrication Processes .....	3
	<b>16</b>

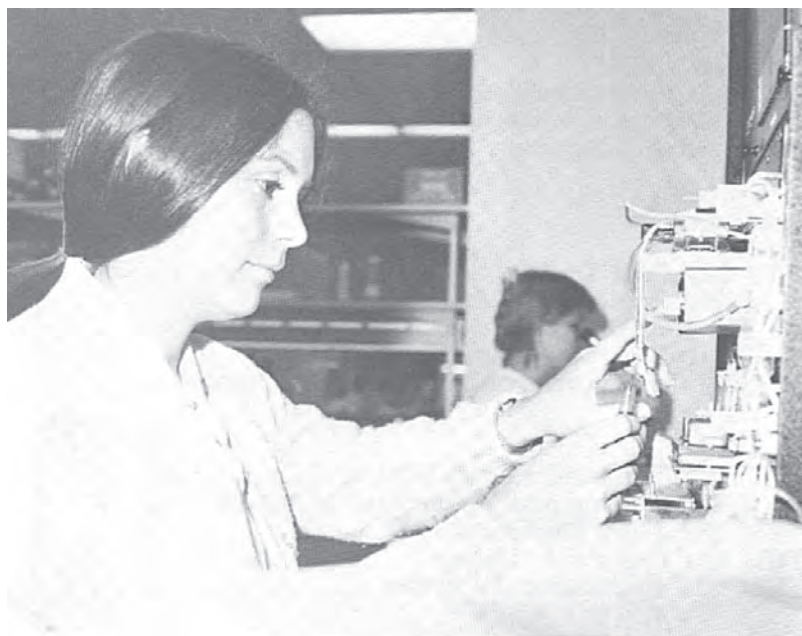
**MEDICAL LABORATORY TECHNOLOGY**

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
MLT 101 Medical Laboratory Techniques .....	5
PE Physical Education .....	1
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	16





<b>TERM II</b>	
EH 102 English Composition .....	3
BY 209 Microbiology .....	4
CY 102 Chemistry .....	4
MLT 102 Medical Laboratory Techniques .....	5
PE Physical Education .....	1
	<hr/>
	17
<b>TERM III</b>	
MLT 201 Medical Laboratory Techniques .....	3
(10 hrs. per week)	
HS 203 Humanities .....	4
	<hr/>
	7
<b>TERM IV</b>	
SLS 102 Human Institutions .....	3
PSY 105 General Psychology .....	3
	<hr/>
	6
Sophomore Year	Credits
<b>TERM I</b>	
MLT 202 Clinical Chemistry .....	5
MLT 103 Clinical Practicum .....	10
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	15
<b>TERM II</b>	
MLT 203 Clinical Clerkship available in hospitals belonging to JHEP (Jacksonville Hospitals Educational Program, Inc.) with participation in weekly seminars on campus. ....	16
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\*A background which includes High School Biology and Chemistry will be advantageous to students planning to enroll in this program.

## 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.

## CURRICULA

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 Comprehensive English .....	3
PLS 201 American Federal Government .....	3
*PE Physical Education .....	1
PSA 100 Introduction to Criminal Justice .....	3
PSA 101 Police Organization and Administration .....	3
PSA 200 Criminal Law I .....	3
	<hr/>
	16
<b>TERM II</b>	
PSY 105 General Psychology .....	3
PLS 202 State and Local Government .....	3
*PE Physical Education .....	1
PSA 102 Police Operations .....	3
PSA 103 The Role of Criminal Justice .....	3
PSA 208 Criminal Law II .....	3
	<hr/>
	16
<b>Sophomore Year</b>	
<b>TERM I</b>	
HS 201 Humanities .....	3
PSY 101 Human Relations .....	3
*PE Physical Education .....	1
PSA 201 Introduction to Criminalistics .....	3
PSA 204 Police Supervision .....	3
PSA 207 Evidence .....	3
	<hr/>
	16
<b>TERM II</b>	
SLS 103 Human Institutions .....	3
SY 201 Sociology .....	3
*PE Physical Education .....	1
PSA 202 Court Organization and Procedures .....	3
PSA 203 Criminal Investigation .....	3
PSA 205 Seminar in Police Problems .....	3
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	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.

### 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>	
*Communications .....	3
BAC 111 General Accounting .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
BRM 101 Retail Practicum .....	4
PE Physical Education .....	1
	<hr/>
	17

<b>TERM II</b>	
BMK 201 Salesmanship .....	3
BEN 129 Calculating Machines .....	2
*Science .....	3
*General College .....	3
BRM 102 Retail Practicum .....	4
PE Physical Education .....	1
	<hr/>
	16

Sophomore Year	Credits
<b>TERM I</b>	
*Social Science .....	3
BMG 211 Principles of Management .....	3
BMK 213 Principles of Marketing .....	3
BRM 103 Sales Promotion .....	3
BRM 201 Retail Practicum .....	4
	<hr/>
	16

<b>TERM II</b>	
*General College .....	3
BMK 214 Marketing Practices .....	3
BRM 104 Retail Merchandising .....	3
BAN 225 Business Law .....	3
BRM 202 Retail Practicum .....	4
	<hr/>
	16

\*See General Education Requirements.

## 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>	
*Communications .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
***BEN 100 Introduction to Typewriting .....	2
***BEN 105 Beginning Shorthand .....	3
PE Physical Education .....	1
	<hr/>
	15
<b>TERM II</b>	
*Social Science .....	3
BEN 101 Beginning Typewriting .....	2
BEN 106 Intermediate Shorthand .....	3
*General College .....	3
*Science .....	3
PE Physical Education .....	1
	<hr/>
	15
<b>Sophomore Year</b>	
	<b>Credits</b>
<b>TERM I</b>	
BAC 111 General Accounting I .....	3
BAN 225 Business Law .....	3
BEN 102 Intermediate Typewriting .....	2
*BEN 129 Calculating Machines .....	2
BEN 205 Advanced Shorthand .....	3
*General College .....	3
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	16

**TERM II**

BAC 112 General Accounting .....	3
BEN 127 Office Applications .....	2
BEN 202 Advanced Typewriting .....	2
BEN 206 Dictation & Transcription .....	3
BEN 215 Business Communications .....	3
BEN 217 Secretarial Practices .....	3

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\*See General Education Requirements.

\*\*Prerequisite — BAN 125 or equivalent.

\*\*\*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.

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 211 Human Anatomy and Physiology .....	3
NUR 101 Fundamentals of Nursing .....	6
PE Physical Education .....	1

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# CURRICULA

## TERM II

EH 102 English Composition .....	3
PSY 205 Child Psychology .....	3
BY 212 Anatomy and Physiology .....	3
NUR 102 Maternal-Child Nursing .....	6
PE Physical Education.....	1

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16

## Sophomore Year

Credits

### TERM I

BY 209 Microbiology .....	4
SLS 103 Human Institutions .....	3
NUR 201 Physical-Mental Illness I .....	7
HS 201 Humanities .....	3

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17

### TERM II

NUR 202 Physical-Mental Illness II .....	10
NUR 203 Nursing Seminar .....	3
SY 201 Introductory Sociology .....	3

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16

## 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.

Each of the following three-semester programs in business is designed to prepare the student 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>	
BAC 111 General Accounting I .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
BEN 102 Intermediate Typewriting .....	2
EH 103 Comprehensive English .....	3

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<b>TERM II</b>	
BAC 112 General Accounting II .....	3
BEN 127 Office Applications .....	2
**BEN 129 Calculating Machines .....	2
BEN 202 Advanced Typewriting .....	2
BEN 215 Business Communications .....	3
SLS 203 Foundations of the American Economy .....	3
	15

<b>TERM III</b>	
BAN 225 Business Law .....	3*
BMG 211 Principles of Management .....	3*
PSY 101 Human Relations .....	3*
	6

\*Students are required to take two (2) of these courses for six (6) credit hours.

\*\*Prerequisite of BAN 125 or equivalent.

### STENOGRAPHY

Course	Credits
<b>TERM I</b>	
BAC 111 General Accounting I .....	3
BAN 101 Introduction to Business .....	3
BAN 125 Business Mathematics .....	3
BEN 102 Intermediate Typewriting .....	2
BEN 106 Intermediate Shorthand .....	3
EH 103 Comprehensive English .....	3
	17
<b>TERM II</b>	
BAC 112 General Accounting II .....	3
BEN 127 Office Applications .....	2
BEN 202 Advanced Typewriting .....	2
BEN 205 Advanced Shorthand .....	3
BEN 215 Business Communications .....	3
BEN 217 Secretarial Practices .....	3
	16
<b>TERM III</b>	
BAN 225 Business Law .....	3**
*BEN 129 Calculating Machines .....	2**
BEN 206 Dictation and Transcription .....	3**
PSY 101 Human Relations .....	3**
SLS 203 Foundations of the American Economy .....	3**
	5-6

\*Prerequisite of BAN 125 or equivalent.

\*\*Students are required to take two (2) of the courses for a total of five (5)-six (6) credit hours.

**COMPUTER OPERATIONS**

This one-year program is designed to prepare the student for immediate employment as a computer system operator. It combines the essentials of data processing education with introductory business courses and a work shop program where the student actually works within the Florida Junior College Data Center.

Course	Credits
<b>TERM I</b>	
*Communications .....	3
SLS 101 Origins of American Society .....	3
BAN 101 Introduction to Business .....	3
BDP 101 Introduction to Computer Concepts .....	3
BDP 105 Data Processing Mathematics .....	3
	15
<b>TERM II</b>	
*General College Elective .....	3
SLS 102 Origins of American Society .....	3
BAC 201 Introduction to Accounting .....	3
BDP 107 Basic Assembly Programming .....	3
BDP 110 Data Processing Application .....	3
	15
<b>TERM III</b>	
PSY 105 General Psychology .....	3
TEG 203 Technical Report Writing .....	3
BDP 111 Data Processing Workshop .....	3
	9
*EH 101-102 or EH 103	

**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
DA 110 Preclinical Orientation .....	2
DA 111 Introduction to Practice .....	1
DA 112 Dental Anatomy and Physiology .....	2
DA 114 Dental Materials .....	2
DA 120 Clinical Practice I .....	2
*Approved electives .....	3
	<hr/>
	15
<b>*BEN 101 or SCH 105</b>	
<b>TERM II</b>	
BEN 215 Business Communications .....	3
PSY 101 Human Relations .....	3
HH 105 Personal & Community Health .....	3
DA 113 Sciences for Dental Assisting .....	5
DA 116 Dental Radiology .....	2
DA 122 Clinical Practice II .....	2
	<hr/>
	18
<b>TERM III</b>	
DA 123 Office Management .....	2
DA 124 Clinical Practice III .....	3
	<hr/>
	5
<b>TERM IV</b>	
DA 125 Clinical Practice IV .....	4
	<hr/>
	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 Comprehensive English .....	3
PSY 101 Human Relations .....	3
	<hr/>
	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.

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**

**FOOD SERVICE**

A Certificate in Food Service may be awarded a candidate after completion of twelve courses in Food Service. These courses are especially beneficial to persons employed in Food Service positions who desire to improve their skills leading to advancement within the food industry.

Course	Credits
<b>TERM I</b>	
FS 101 Orientation to Food Service .....	3
FS 102 Nutrition I .....	3
FS 105 Equipment .....	3
FS 104 Basic Food Preparation .....	3
FS 106 Food Accounting and Cost Control .....	3
	<hr/>
	15
<b>TERM II</b>	
FS 103 Nutrition II .....	3
FS 201 Sanitation and Safety .....	3
FS 202 Quantity Food .....	3
FS 203 Supervision and Management .....	3
FS 204 Food Purchasing and Storage .....	3
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	15
<b>TERM III</b>	
FS 206 Food Merchandising .....	3
	<hr/>
	3

**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:

# CURRICULA

Course	Credits
PSA 100 Introduction to Criminal Justice (Formerly listed as Introduction to Law Enforcement)	3
PSA 101 Police Organization and Administration (Formerly listed as Police Organization and Administration I)	3
PSA 102 Police Operations (Formerly listed as Police Organization and Administration II)	3
PSA 103 The Role of Criminal Justice In Crime and Delinquency (Formerly listed as The Law Enforcement Role In Crime and Delinquency, Policing Techniques and Police Psychology)	3
PSA 200 Criminal Law I (Formerly listed as Criminal Law)	3
PSA 201 Introduction to Criminalistics	3
PSA 202 Court Organization and Procedure (Formerly listed as Criminal Court Procedure and Evidence)	3
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
	36





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 occupational education for the community.

#### **Admission**

Adults desiring to enroll in non-credit career education programs should contact the administrator of the center or

#### **NON-CREDIT PROGRAMS IN CAREER EDUCATION**

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

All Career non-college-credit education courses may be offered for institutional credit. The institutional credit hours awarded for these courses is in proportion to their contact hours which will vary depending upon the term offered. The following formula will be applied when assigning institutional credit:

Instruction	Contact Hours	Institutional Credit
Lecture .....	16	1
Supervised Laboratory .....	32	1
Unsupervised Laboratory .....	72	1

Consult current term course schedule for the most convenient time and location of course offerings. These non-credit courses may be scheduled at the Central Adult Evening Center, Evening Adult Center, Manpower Technical Training Center and several designated out-lying adult centers.

Non-credit career education courses are offered in the following service areas:

**AGRICULTURE EDUCATION  
BUSINESS EDUCATION  
DISTRIBUTIVE EDUCATION  
HEALTH EDUCATION  
HOME ECONOMICS EDUCATION  
INDUSTRIAL EDUCATION**

### **Agriculture Education**

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

Horticulture  
Landscaping  
Off-Farm Agriculture Occupations

### **Business Education**

Non-credit business courses for adults are provided covering many content areas. Currently, the following courses and others may be scheduled.

Business English	Bookkeeping
Business Mathematics	Office Practice
Basic Typewriting	Office Machines
Advanced Typewriting	Basic Accounting
Basic Shorthand	Machine Shorthand
Advanced Shorthand	Supervisory Training
& Transcription	

## **SPECIFIC PROGRAMS AND COURSES**

### Distributive Education

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. The following courses, and others, may be scheduled based upon community needs.

Business Management	Banking Fundamentals
Hotel-Motel Management	Principles and Practices of Insurance
Food Service Management	Insurance Sales Training
Warehouse Management	Real Estate License
Establishing and Operating a New Business	Negotiable Instruments
Service Station Management	Savings and Loan Principles
Insurance Sales and Agency Management	Insurance Rating
Credit Management	Real Estate Law
Sales Analysis and Financing	Real Estate Sales Promotion
Merchandising and Buying	Real Estate Appraisals
Supervisory Training for Distributive Workers	Real Estate Finance
Principles of Retailing	Waiter-Waitress Training
Techniques of Selling	Hostess Training
Cashiering for Salespeople	Hotel-Motel Front Office Procedures
Automobile Sales	Executive Housekeeping
Route Selling	Advertising
Securities Sales Training	Display
Apparel and Accessories (Fashion Merchandising)	Export and Import Practices
Grocery Merchandising (Food Distribution)	Income Tax Problems for Business
Apartment Management	Traffic Management and Rates
Traffic Management Law	Supermarket Checker

### Health Related Education

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. The following courses, and others, may be scheduled periodically.

Licensed Practical Nurse	Operating Room Technician
Nurse Assistant	O.R.T. Surgical Assistant
	Unit Clerk

### Home Economics Education

Enrollment in Home Economics Education courses is available at twenty full-time and part-time adult centers. Consult current term course schedule for the most convenient time and location of course offerings. The Home Economics area schedules the following courses, and others, periodically.

Child Psychology	Drapery Construction
Basic Clothing Construction	Slipcover Construction
Housing for the Family	Furniture Re-Upholstery
Advanced Floral Design	

Home Furnishings (Slip-covers, Draperies, Bedspreads)	Nutrition
Management and Family Economics	Interior Design
Family Relationships (Personal Improvement)	Floral Design
Custom Dressmaking	Advanced Re-Upholstery
Cake Decorating	Supervised Food Service Worker
Advanced Clothing Construction	Food Service Supervision
Basic Tailoring	Homemaker's Assistant
Advanced Tailoring	Alterations
Intermediate Clothing Construction	Foundations of Quantity Food Preparation and Service
Food for the Family	Basic Principles of Nutrition
Advanced Foods	Quantity Cookery
Short Cuts in Meal Preparation	Equipment Use and Care
	Organization and Management
	Accounting and Reporting
	Purchasing
	High School Credit Home Economics

## Industrial Education

The Industrial Education service area offers a variety of programs and courses which may be one of several types. Each course may vary depending upon the objective. These available courses may be classified as either trade preparatory, trade supplementary, apprenticeship, trade-in-plant or industrial services.





The following Industrial Education courses, and others, may be scheduled by Florida Junior College.

Air Conditioning, Refrigeration and Heating Mechanics	Machine Shop Work
Appliance Service	Operating Engineering
Auto Body Repair	Painting and Decorating
Automotive Mechanics	Photography and Photo-Finishing
Blueprint Reading	Plumbing and Pipe Fitting
Brick and Blocklaying	Printing
Business Machine Mechanics	Radio Communications
Cabinet and Furniture Making	Radio & Television Service
Carpentry	Roofing
Commercial Art	Sheet Metal
Cosmetology	Water & Sewage Plant Operation — Math
Diesel Mechanics	Water & Sewage Plant-Related Communication
Drafting	Water & Sewage Plant-Related Chemistry
Electricity — Industrial	Shoe Repair
Electric Code	Tailoring
Electric Wiring	Welding
Electronics	Tool and Die
Commercial Garment Making	Blueprint Reading
Gasoline Engines Mechanics	Tool and Die Math
Hydraulic Mechanics	Upholstering
Industrial Safety	
Industrial Supervision and Foremanship	

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 eighty (80) 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.

All adult non-college-credit education courses may be offered for institutional credit. The institutional credit hours awarded for these courses is in proportion to their contact hours which will vary depending upon the term offered. The following formula will be applied when assigning institutional credit:

## ADULT AND CONTINUING EDUCATION

Instruction	Contact Hours	Institutional Credit
Lecture .....	16	1
Supervised Laboratory .....	32	1
Unsupervised Laboratory .....	72	1

**ACADEMIC  
REGULATIONS**

**Adult General Education**

General Education for adults is provided under the following departments:

1. Adult Basic Education
2. Adult High School Completion (credit) Program
3. Adult Continuing Education
4. Adult High School Equivalency Diploma
5. Adult Community Services

**Adult Basic Education**

The Adult Education Program of Florida Junior College at Jacksonville is designed to provide basic instruction in the fundamental academic areas of reading, writing, and arithmetic computation for all adults of this community with less than an eighth grade education, and who desire this type of educational training.

General instruction in the above academic areas attempts to develop basic learning skills for the adult which should enable him to continue his education at the secondary level if he desires to do so.

Included in the over-all curriculum of the Adult Basic Education Program of instruction is arithmetic, reading and spelling, social studies, science, health, and functional citizenship type education.

The Adult Basic Education Program provides supportive services for its students in the areas of guidance and counseling, testing and specialized reading needs. Enrollment in the Adult Basic Education classes is available to all adults who have attained the age of sixteen (16) years or older, and who have less than an eighth grade education. No fees of any kind are charged for enrollment.

Adult Basic Education classes are offered in more than fifty (50) Adult Centers, which are located in schools, churches, and other available community facilities.

Consult current term course schedule for the most convenient location.



### Adult High School Completion (Credit) Program

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 and part-time adult centers:

- Career Education Center
- Central Adult Day Center
- Central Adult Evening Center
- N. B. Forrest Evening Adult Center
- Paxon Sr. High Evening Adult Center
- Stanton High Evening Adult 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.

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 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

**High School Equivalency Program**

This program 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.

Florida Junior College at Jacksonville is the designated official testing agent for the State of Florida G.E.D. Exam. Contact the Adult Center of your choice or the Florida Junior College Dean of Adult Education.

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

- Test 1 — Correctness and Effectiveness of Expression.
- Test 2 — Interpretation of Reading Materials in the Social Studies.
- Test 3 — Interpretation of Reading Materials in Natural Sciences.
- Test 4 — Interpretation of Literary Materials.
- Test 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.
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 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. They are also given at Cumberland Campus on Monday and Tuesday the second full week of each month.

### Adult Continuing Education

The variety of courses offered at the full-time and part-time 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.

### 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 in-

struction, 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 individual's choice.