

PROGRAMS OF THE COLLEGE

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 . . .

To provide individuals with skills and training to make them employable or to upgrade or broaden their present skills.

Adult and Continuing Education Programs . . .

Offer basic and high school education, courses which lead to employment, and those for general enrichment.

IMPORTANT NOTE: THE STATE DEPARTMENT OF EDUCATION HAS DETERMINED THAT ALL INSTITUTIONS OF HIGHER LEARNING IN FLORIDA WILL GO TO A UNIFORM COURSE NUMBERING SYSTEM. FLORIDA JUNIOR COLLEGE AT JACKSONVILLE IS PUTTING THE NEW NUMBERING SYSTEM INTO EFFECT FOR 1972-73. WHENEVER SPECIFIC COURSES ARE LISTED IN THIS CATALOG, THE NEW COURSE DESIGNATION WILL BE LISTED FIRST, FOLLOWED BY THE FORMER COURSE DESIGNATION WHICH WILL BE IN PARENTHESES.

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.

**UNIVERSITY
PARALLEL
PROGRAMS**

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.

**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
ENG 101-102 (EH 101-102) English Composition	6
**Social Science	6
**Biological Science	3
Mathematics Any 3-credit course designated MAT (MS)	3
Physical Education	2
SPE 110 (SCH 105) Fundamentals of Speech	3
*Approved Electives	9
	32
Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
**Physical Science	6
PSY 111 (PSY 105) General Psychology	3
Physical Education	2
*Approved Electives	13
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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.

ART

Freshman Year

	Credits
ENG 101-102 (EH 101-102) English Composition	6
Art 101-102 Drawing I and II	6
APD 120-121 (ART 103-104) Design I and II	6
**Social Science	6
**Biological Science	3
Mathematics Any 3-credit course designated MAT (MS)	3
Physical Education	2
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Sophomore Year

	Credits
HUM 201-202 (HS 203-204) Humanities	8
ART 211-212 (ART 203-204) Art History I and II	6
ART 231-232 (ART 205-206) Painting I and II	6
**Physical Science	6
Physical Education	2
PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
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**Refer to General Education Requirements.

**ASSOCIATE
IN ARTS**



BUSINESS ADMINISTRATION

	Credits
Freshman Year	
TERM I	
ENG 101 (EH 101) English Composition	3
*Mathematics	3
*Biological Science	3
SAM 160 (BAN 101) Introduction to Business	3
*Social Science	3
Physical Education	1
	<hr style="width: 100%; border: 0.5px solid black;"/>
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 TERM II	
ENG 102 (EH 102) English Composition	3
MAT 151 (MS 127) Elementary Statistics	3
SPE 110 (SCH 105) Fundamentals of Speech	3
Approved Elective	3
Physical Education	1
*Social Science	3
	<hr style="width: 100%; border: 0.5px solid black;"/>
	16
 Sophomore Year	
TERM I	
*Physical Science	3
AAC 260 (BAC 201) Principles of Accounting	3
ECO 210 (ES 201) Principles of Economics	3
Physical Education	1
HUM 201 (HS 203) Humanities	4
**SAM 250 (BMG 211) Principles of Management	3
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 TERM II	
*Physical Science	3
AAC 261 (BAC 202) Principles of Accounting	3
ECO 211 (ES 202) Principles of Economics	3
Physical Education	1
HUM 202 (HS 204) Humanities	4
PSY 111 (PSY 105) General Psychology	3
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*See General Education Requirements.

**Or approved elective. Check university requirements.

BUSINESS EDUCATION

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
**TYG 161, 172, or 173 (BEN 100, 101 or 102) Typewriting	2
*STS 171 or 172 (BEN 105 or 106) Shorthand	3
SAM 160 (BAN 101) Introduction to Business	3
Physical Education	1
AAC 260 (BAC 201) Principles of Accounting	3
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TERM II	
ENG 102 (EH 102) English Composition	3
AAC 261 (BAC 202) Principles of Accounting	3
*Mathematics	3
*Biological Science	4
Physical Education	1
*Social Science	3
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	17
Sophomore Year	
Credits	
TERM I	
*Physical Science	3
ECO 210 (ES 201) Principles of Economics	3
Physical Education	1
SPE 110 (SCH 105) Fundamentals of Speech	3
HUM 201 (HS 203) Humanities	4
PSY 111 (PSY 105) General Psychology	3
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TERM II	
*Physical Science	3
ECO 211 (ES 202) Principles of Economics	3
Physical Education	1
HUM 202 (HS 204) Humanities	4
EDU 101 (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 SERVICES

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 CGC 291 (CD 201) and CGC 292 (CD 205). These courses can only be offered while children are attending the laboratory school during the day.

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
*Social Science	3
PSY 111 (PSY 105) General Psychology	3
Physical Education	1
CGC 161 (CD 101) Child Growth and Development ..	3
CGC 163 (CD 110) Principles of Preschool Education...	3

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TERM II	
ENG 102 (EH 102) English Composition	3
*Social Science	3
*Physical Science	3
Physical Education	1
CGC 162 (CD 102) Advanced Child Growth and Development	3
CGC 164 (CD 111) Overview of Preschool Curriculum	3
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Sophomore Year	Credits
TERM I	
*Mathematics	3
*Biological Science	3
Physical Education	1
HUM 201 (HS 203) Humanities	4
CGC 291 (CD 201) Observing and Recording Child Behavior	4
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	15
TERM II	
*Physical Science	3
SPE 110 (SCH 105) Speech	3
Physical Education	1
HUM 202 (HS 204) Humanities	4
CGC 292 (CD 205) Supervised Student Participation....	6
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*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.

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
*Social Science	3
PSY 111 (PSY 105) General Psychology	3
BDP 170 (BDP 101) Introduction to Computer Concepts	3
BDP 171 (BDP 105) Data Processing Mathematics ...	3
Physical Education	1
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CURRICULA

TERM II

ENG 102 (EH 102) English Composition	3
*Social Science	3
*Biological Science	3
BDP 172 (BDP 107) Basic Assembly Language Programming	3
BDP 173 (BDP 110) Data Processing Applications	3
Physical Education	1

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Sophomore Year

Credits

TERM I

HUM 201 (HS 203) Humanities	4
SPE 110 (SCH 105) Fundamentals of Speech	3
*Physical Science	3
BDP 290 (BDP 201) Cobol Programming	3
BDP 291 (BDP 208) Systems Design	3
Physical Education	1

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TERM II

HUM 202 (HS 204) Humanities	4
PHS 102 (SC 103) Life in its Physical Environment	3
**BDP (BDP) Approved Elective	3
BDP 296 (BDP 215) Advanced Systems	3
*Mathematics	3
Physical Education	1

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*Refer to General Education Requirements. (Students planning to obtain a baccalaureate degree in Data Processing should schedule MAT 121 (MS 105) or expect to take an equivalent course at a four-year institution.)

**Approved Electives:

- BDP 293 (BDP 211) Advanced Assembler Language
- BDP 294 (BDP 212) Fortran/Basic
- BDP 295 (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
TERM I	
ENG 101 (EH 101) English Composition	3
POS 204 (PLS 201) American Federal Government	3
PSY 111 (PSY 105) General Psychology	3
**FIF 160 (FSP 100) Introduction to Fire Science	3
**FIF 161 (FSP 101) Fire Company Organization and Procedures	3
Physical Education	1
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TERM II	
ENG 102 (EH 102) English Composition	3
MAT 101 (MS 101) College Mathematics (or MS 103)	3
SPE 110 (SCH 105) Fundamentals of Speech	3
**FIF 162 (FSP 102) Fire Operations	3
**FIF 163 (FSP 103) Fundamentals of Fire Prevention	3
Physical Education	1
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Sophomore Year	
TERM I	
HUM 201 (HS 203) Humanities	4
PHS 101 (SC 102) Life in its Physical Environment	3
SOC 201 (SY 201) Introduction to Sociology	3
**FIF 267 (FSP 200) Fire Fighting Tactics and Strategy	3
**FIF 260 (FSP 201) Fire Investigation	3
Physical Education	1
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TERM II	
HUM 202 (HS 204) Humanities	4
PHS 102 (SC 103) Life in its Physical Environment	3
BIO 102 (SC 104) Principles of Biology	4
**FIF 261 (FSP 202) Fire Codes and Building Construction	3
Physical Education	1
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*Full-time employees of fire science agencies are not required to take physical education. They should consult with the Department of Fire Science and Prevention and substitute a suitable FIF (FSP) course.

**or FIF (FSP) 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
ENG 101-102 (EH 101-102) English Composition	6
**Social Science	6
CHE 101-102 (CY 101-102) College Chemistry or CHE 110-111 (CY 103-104) General Chemistry and Qualitative Analysis	8
MAT 121 (MS 105) College Algebra	3
MAT 122 (MS 110) Trigonometry	4
BOT 101 (BY 101) Botany	4
Physical Education	2
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Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
*ECO 210-211 (ES 201-202) Principles of Economics	6
PHY 201-202 (PS 201-202) General Physics	8
MAT 131 (MS 131) Calculus with Analytic Geometry..	4
Physical Education	2
PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
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*Students planning to study forest products technology should omit ECO 210-211 (ES 201-202) and take MAT 232-233 (MS 232-233); DTG 170-171 (EG 101-202).

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
ENG 101-102 (EH 101-102) English Composition	6
MAT 101 (MS 101) College Mathematics	3
BIO 102 (SC 104) Principles of Biology	4
*Social Science	6
SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	2

HEN 107 (HH 105) Personal and Community Health..	3
HEN 110 (HH 107) First Aid I	1
PE 151 Introduction to Physical Education	3
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Sophomore Year	Credits
BY 207 Anatomy and Physiology	4
HUM 201-202 (HS 203-204) Humanities ..	8
Approved Electives	5
*Physical Science	6
EDU 101 (EN 105) Introduction to Education	3
PSY 111 (PSY 105) General Psychology	3
PEL 220 (PE 207) Sports Officiating	3
Physical Education	2
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*Refer to General Education Requirements.

HOME ECONOMICS EDUCATION

This two-year program consists of courses in general education and Home Economics education. Students completing this program are eligible to transfer to Florida State University School of Home Economics Education as juniors without loss of credit.

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
MAT 101 (MS 101) College Mathematics	3
BIO 102 (SC 104) Principles of Biology	4
HIS 101 (HY 101) Western Civilization	3
CLT 171 (HEF 101) Basic Textiles	3
Physical Education	1
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TERM II	
ENG 102 (EH 102) English Composition	3
HIS 102 (HY 102) Western Civilization	3
PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
CLT 172 (HEF 102) Basic Clothing Construction	3
Physical Education	1
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CURRICULA

Sophomore Year	Credits
TERM I	
HUM 201 (HS 203) Humanities	4
CHE 101 (CY 101) Introductory Chemistry	4
SOC 201 (SY 201) Sociology	3
CGC 161 (CD 101) Child Growth and Development	4
APD 120 (ART 103) Design I	3
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TERM II	
HUM 202 (HS 204) Humanities	4
CHE 208 (CY 200) Organic Chemistry	4
FSM 162 (FS 102) Basic Nutrition	3
ECO 210 (ES 201) Principles of Economics	3
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MARINE SCIENCES

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
**Social Science	6
MAT 124 (MS 115) College Algebra with Trigonometry	4
Physical Education	2
MAT 131 (MS 131) Calculus with Analytic Geometry I	4
CHE 101-102 (CY 101-102) Introductory Chemistry....	8
SPE 110 (SCH 105) Fundamentals of Speech	3
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Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
PSY 111 (PSY 105) General Psychology	3
Physical Education	2
PHY 201-202 (PS 201-202) General Physics	8
*Approved Science or Math	8
Elective	3
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*Marine Biology

ZOO 101 (BY 105) Zoology	4
*Physical Oceanography	
BIO 102 (SC 104) Biology	4
MAT 232 (MS 232) Calculus with Analytic Geometry II	4
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**Refer to General Education Requirement.

MEDICAL LABORATORY TECHNOLOGY

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
**Mathematics	3
BIO 102 (SC 104) Principles of Biology	4
ANA 215-216 (BY 211-212) Anatomy and Physiology	6
**Social Science	3
*Chemistry	8
Physical Education	2
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Sophomore Year	Credits
**Social Science	3
**Humanities	8
BIO 241 (BY 209) Microbiology	4
PHY 201-202 (PS 201-202) Physics	8
PSY 111 (PSY 105) Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	2
HEN 110 (HH 107) First Aid I	1
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*Either CHE 101-102 (CY 101-102) or CHE 110-111 (CY 103-104), the latter sequence is preferred.

**Choose from General Education Requirements.

MUSIC OR MUSIC EDUCATION

Freshman Year	Credits
MUS 112-113 (MSC 114-115) Music Theory	8
(Formerly MSC 107-108, 109-110)	
MUS (MSC) Performing Music Organization	2
MUS 150-151 (MSC 161-162) Applied Music, Principal Instrument	4
ENG 101-102 (EH 101-102) English Composition	6
Physical Education	2
*Social Science	6
MUS 015 (MSC 95) Repertory Class	2
(Institutional Credit)	
PSY 111 (PSY 105) Psychology	3
MAT (MS) Mathematics, any 3-credit course	3
designated MAT (MS)	
SPE 110 (SCH 105) Fundamentals of Speech	3
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Sophomore Year	Credits
MUS 212-213 (MSC 214-215) Music Theory	8
(formerly MSC 207-208, 209, 210)	
MUS 216-217 (MSC 217-218) Keyboard Harmony	2
MUS (MSC) Performing Music Organization	2
MUS 250-251 (MSC 261-262) Applied Music, Principal Instrument	4
MUS 015 (MSC 95) Repertory Class	2
(Institutional Credit)	
BIO 102 (SC 104) Principles of Biology	4
Physical Education	2
HUM 201-202 (HS 203-204) Humanities	8
MUY 211 (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 MUS 015 (MSC 199), Repertory Class, during terms I and II of each year.

All music majors are required to enroll in MUS 132 (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

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
*Social Science	6
Mathematics	3
Physical Education	2
*Biological Science	3
CHE 101-102 (CY 101-102) Introductory Chemistry ...	8
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Sophomore Year	Credits
*Physical Science	6
HUM 201-202 (HS 203-204) Humanities	8
Physical Education	2

PSY 111 (PSY 105) General Psychology	3
BIO 241 (BY 209) Microbiology	4
PSY 242 (PSY 205) Child Psychology	3
SOC 201 (SY 201) Introductory Sociology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
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*Refer to General Education Requirements.

OCCUPATIONAL THERAPY

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
MAT 101 (MS 101) College Mathematics	3
PSY 111 (PSY 105) General Psychology	3
**Social Science	6
HEN 107 (HH 105) Personal and Community Health....	3
Physical Education	2
**Physical Science	6
SPE 110 (SCH 105) Fundamentals of Speech	3
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Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
PSY 242 (PSY 205) Child Psychology	3
APD 120-121 (ART 103-104) Design I and II	6
BOT 101 (BY 101) Botany	4
ZOO 101 (BY 105) General Zoology	4
Physical Education	2
*Approved Electives	5
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*Music SOP 110 (PSY 101), SPE 110 (SCH 105), ECO 220 (SLS 203)
SOC 201 (SY 201).

**Refer to General Education Requirements.

PHARMACY

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
MAT 124 (MS 115) College Algebra and Trigonometry	4
MAT 131 (MS 131) Calculus with Analytic Geometry I	4
BOT 101 (BY 101) Botany	4
Physical Education	2
CHE 101-102 (CY 101-102) Introductory Chemistry ...	8
**Social Science	6
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	34

Sophomore Year	Credits
PHY 101-102 (PS 201-202) General Physics	8
HUM 201-202 (HS 203-204) Humanities	8
Physical Education	2
PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
CHE 110-111 (CY 103-104) General Chemistry and Qualitative Analysis	8
ZOO 101 (BY 105) General Zoology	4
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**Refer to General Education Requirements.

PHYSICAL THERAPY

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
MAT 121 (MS 105) College Algebra	3
MAT 122 (MS 110) Trigonometry	3
*Social Science	6
Physical Education	2
HEN 107 (HH 105) Personal and Community Health....	3
PSY 111 (PSY 105) General Psychology	3
ZOO 101 (BY 105) General Zoology	4
ANA 215 (BY 211) Human Anatomy and Physiology	3
	33

Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
SPE 110 (SCH 105) Fundamentals of Speech	3
HEN 110 (HH 107)	1
PSY 242 (PSY 205) Child Psychology	3
CHE 101-102 (CY 101-102) Introductory Chemistry	8
*Physical Science	6
Physical Education	2
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*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.

CURRICULA

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
TERM I	
ENG 101 (EH 101) English Composition	3
POS 204 (PLS 201) American Federal Government	3
PSY 111 (PSY 105) General Psychology	3
**LAE 160 (PSA 100) Introduction to Criminal Justice	3
**LAE 161 (PSA 101) Police Organization and Administration	3
Physical Education	1
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TERM II

ENG 102 (EH 102) English Composition	3
MAT 101 (MS 101) College Mathematics or MAT 120 (MS 103)	3
SPE 110 (SCH 105) Fundamentals of Speech	3
**LAE 162 (PSA 102) Police Operations	3
**LAE 163 (PSA 103) The Role of Criminal Justice in Crime and Delinquency	3
Physical Education	1
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Sophomore Year

Credits

TERM I

HUM 201 (HS 203) Humanities	4
PHS 101 (SC 102) Life in its Physical Environment	3
SOC 201 (SY 201) Introduction to Sociology	3
**LAE 260 (PSA 200) Constitutional Law—Criminal Law I	3
**LAE 262 (PSA 201) Introduction to Criminalistics....	3
Physical Education	1
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TERM II

HUM 202 (HS 204) Humanities	4
PHS 102 (SC 103) Life in its Physical Environment ...	3
BIO 102 (SC 104) Principles of Biology	4
**LAE 281 (PSA 203) Criminal Investigation.....	3
Physical Education	1
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**LAE (PSA) approved electives

*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 LAE (PSA) course.

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

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
MAT 124 (MS 115) Algebra-Trigonometry	4
MAT 131 (MS 131) Calculus, Analytic Geometry I	4
PSY 111 (PSY 105) General Psychology	3

CURRICULA

SPE 110 (SCH 105) Fundamentals of Speech	3
CHE 101-102 (CY 101-102) Introductory Chemistry	8
Physical Education	2
**Social Science	6
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Sophomore Year **Credits**

CHE 110-111 (CY 103-104) General Chemistry and Qualitative Analysis	8
PHY 201-202 (PS 201-202) General Physics	8
HUM 201-202 (HS 203-204) Humanities	8
BOT 101 (BY 101) Botany	4
ZOO 101 (BY 105) Zoology I	4
Physical Education	2
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**Refer to General Education Requirements.

PRE-ENGINEERING

Freshman Year **Credits**

TERM I

ENG 101 (EH 101) English Composition	3
DTG 170 (EG 101) Engineering Drawing	3
MAT 124 (MS 115) College Algebra and Trigonometry	4
BIO 102 (SC 104) Principles of Biology	4
**Social Science	3
Physical Education	1
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TERM II

ENG 102 (EH 102) English Composition	3
DTG 171 (EG 102) Descriptive Geometry	3
MAT 131 (MS 131) Calculus with Analytic Geometry	4
**Social Science	3
Physical Education	1
SPE 110 (SCH 105) Fundamentals of Speech	3
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TERM III

PSY 111 (PSY 105) General Psychology	3
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Sophomore Year **Credits**

TERM I

CHE 110 (CY 103) General Chemistry and Qualitative Analysis	4
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PHY 210 (PS 221) General Physics	4
MAT 232 (MS 232) Calculus with Analytic Geometry	4
Physical Education	1
HUM 201 (HS 203) Humanities	4
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TERM II

CHE 111 (CY 104) General Chemistry and Qualitative Analysis	4
PHY 211 (PS 222) General Physics	4
MAT 233 (MS 233) Calculus with Analytic Geometry	4
HUM 202 (HS 204) Humanities	4
Physical Education	1
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**Refer to General Education Requirements.

PRE-LAW

Freshman Year	Credits
ENG 101-102 (EH 101-102) English Composition	6
Mathematics Any 3-credit course designated MAT (MS)	3
BIO 101 (SC 101) Life in its Biological Environment ..	3
**Social Science	6
PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	2
*Approved Electives	6
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Sophomore Year	Credits
HUM 201-202 (HS 203-204) Humanities	8
**Physical Science	6
HIS 204-205 (HY 201-202) United States History	6
POS 204-205 (PLS 201-202) American Federal and State and Local Government	6
Physical Education	2
*Approved Electives	4
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*Approved Electives: Foreign Language (if taking Associate in Arts degree); ECO 210-211 (ES 201-202), SAM 160 (BAN 101), if taking a Business Administration degree.

**Refer to General Education Requirements.

TEACHER EDUCATION

	Credits
Freshman Year	
ENG 101-102 (EH 101-102) English Composition	6
EDU 101 (EN 105) Introduction to Education	3
Mathematics Any 3-credit course designated MAT (MS)	3
BIO 101 (SC 101) Life in its Biological Environment	3
**Social Science	6
PSY 111 (PSY 105) General Psychology	3
Physical Education	2
*Approved Electives	5
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Sophomore Year	
	Credits
HUM 201-202 (HS 203-204) Humanities	8
**Physical Science	6
PSY 214 (PSY 209) Educational Psychology	3
Physical Education	2
SPE 110 (SCH 105) Fundamentals of Speech	3
GEO 110 (GY 105) World Geography	3
*Approved Electives	8
	<hr/> 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.

**Refer to General Education Requirements.

**ASSOCIATE IN
SCIENCE DEGREE**

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.

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
TERM I	
ENG 101 (EII 101) English Composition	3
SAM 160 (BAN 101) Introduction to Business	3
AAC 260 (BAC 201) Principles of Accounting	3

CURRICULA

SSS 102 (SLS 102) Human Institutions	3
APM 141 (BAN 125) Business Mathematics	3
Physical Education	1

16

TERM II

*Social Science	3
AAC 261 (BAC 202) Principles of Accounting	3
SAM 250 (BMG 211) Principles of Management	3
**Mathematics Science	3
***Humanities	3
FMC 173 (BEN 129) Calculating Machines	2

17

Sophomore Year

Credits

TERM I

AAC 262 (BAC 203) Intermediate Accounting	3
FCR 260 (BFI 210) Principles of Finance	3
BUW 260 (BAN 225) Business Law	3
*Social Science	3
AAC 280 (BAC 205) Cost Accounting	3
Physical Education	1

16

TERM II

AAC 263 (BAC 204) Intermediate Accounting	3
ECO 220 (SLS 203) Foundations of the American Economy	3
BUW 261 (BAN 226) Business Law	3
APC 291 (BEN 215) Business Communications	3
AAC 281 (BAC) Tax Accounting	4

16

*Refer to General Education Requirement.

**Excluding Courses Designated MAT (MS).

***Excluding ART 110 (Art 118) and MUY 101 (MSC 105).

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-

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
TERM I	
APM 160 (TEG 101) Technical Math I	3
**APM 061 (TEG 99) Introduction to Technical Mathematics	0
ENG 101 (EH 101) English Composition	3
Physical Education	1
DTG 170 (EG 101) Engineering Drawing	3
SAM 160 (BAN 101) Introduction to Business	3
PHY 100 (SC 112) Introduction to Physics	3
	<hr/>
	16
TERM II	
APM 161 (TEG 102) Technical Math II	3
MEY 160 (TEM 101) Engineering Materials and Processes	4
IEL 160 (TEE 100) Fundamentals of General Electricity	3
Physical Education	1
*Social Science	3
	<hr/>
	14
TERM III	
APM 164 (EG 105) Engineering Calculations	1
*Humanities	3
BCN 181 (TEC 202) Building Construction	3
	<hr/>
	7
Sophomore Year	
TERM I	
DTG 280 (TED 201) Architectural Drafting	3
DTG 281 (TED 203) Civil Drafting	3
MTY 281 (TEM 205) Engineering Mechanics	4
Physical Education	1
TER 281 (TEG 203) Technical Report Writing	3
	<hr/>
	14

TERM II

STT 282 (TEM 206) Testing and Strength of Materials	4
AIC 283 (TEM 208) Air Conditioning and Heating	3
BCN 282 (TEG 204) Planning and Estimating	3
MTY 285 (TEM 202) Fluid Mechanics	3
CIT 180 (TEC 201) Surveying	3
	16

*Refer to General Education Requirements.

**For individuals with insufficient math background.

BANKING

Banking includes all offerings designed to provide a fundamental background for a career in banking. Offerings are those that the student can build upon in taking other offerings suited to his particular interests and needs. They provide a general orientation to banking, basic preparation for further study in a particular discipline, or core knowledge from which a student may branch out into different areas. They give an excellent starting point to greater knowledge and proficiency in the student's chosen banking career.

Freshman Year **Credits**

TERM I

ENG 101 (EH 101) English Composition	3
*Social Science	3
Physical Education	1
**SAM 160 (BAN 101) Introduction to Business	3
AAC 160 (BAC 111) General Accounting	3
FCR 181 Principles of Bank Operations	3
	16

TERM II

*PSY 111 (PSY 105) General Psychology	3
*SPE 110 (SCII 105) Fundamentals of Speech	3
Physical Education	1
APM 141 (BAN 125) Business Math	3
*Mathematics Science — except MAT 101 (MS 101)	3
FCR 281 Money and Banking	3
	16

Sophomore Year **Credits**

TERM I

*HUM 201 (HS 203) Humanities	3
SAM 250 (BMG 211) Principles of Management	3
ECO 210 (ES 201) Principles of Economics	3

*Social Science or Humanities	3
FCR 168 Financing Business Enterprise	3
	<hr/>
	15

TERM II

FCR 260 (BFI 210) Principles of Finance	3
BUW 260 (BAN 225) Business Law	3
FCR 268 Savings and Time Deposits	3
FCR Elective	3
FCR Elective	3
	<hr/>
	15

*Refer to General Education Requirements.

**Another course may be selected upon approval by Program Director.

NOTE: FCR electives may be selected from any of the FCR courses shown in the course description section of the catalog. AAC 161 (BAC 112), SAM 251 (PMG 213) may also be selected.

CHILD CARE SERVICES

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
TERM I	
ENG 101 (EH 101) English Composition	3
SSS 101 (SLS 102) Origins of American Society	3
PSY 111 (PSY 105) General Psychology	3
CGC 161 (CD 101) Child Growth and Development	3
CGC 163 (CD 110) Principles of Pre-School Education	3
	<hr/>
	15
TERM II	
SPE 110 (SCH 105) Fundamentals of Speech	3
SOC 220 (SY 203) Marriage and the Family	3
FSM 166 (FS 110) Child Nutrition	2
CGC 162 (CD 102) Advanced Child Growth and Development	3
CGC 164 (CD 111) Overview of Pre-School Curriculum	3
Approved Elective CGC (CD)	1
	<hr/>
	16

CURRICULA

Sophomore Year	Credits
TERM I	
SOC 210 (SY 202) Social Problems	3
HUM 201 (HS 203) Humanities	4
CGC 167 (CD 104) Child and Parent in the Community	2
CGC 291 (CD 201) Observing and Recording Child Behavior	4
CGC 293 (CD 202) Teaching of Elementary Games ...	2
HEN 110 (HH 107) First Aid	1
	<hr/>
	16

TERM II	
PSY 242 (PSY 205) Child Psychology	3
BIO 102 (SC 104) Principles of Biology	4
CGC 165 (CD 106) Music for Young Children	2
CGC 166 (CD 107) Literature for Young Children	2
CGC 292 (CD 205) Supervised Student Participation...	6
	<hr/>
	17

Approved Electives:

CGC 168 (CD 103) Art for Young Children	2
CGC 282 (CD 203) Science for Young Children	2
CGC 283 (CD 204) Education of the Culturally Deprived Child	2
CGC 284 (CD 206) New Mathematics for Young Children	2
CGC 285 (CD 207) Introduction to Mental Retardation	2

CIVIL ENGINEERING TECHNOLOGY

The program 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	
APM 160 (TEG 101) Technical Mathematics	3
**APM 061 (TEG 99) Introduction to Technical Mathematics	0
ENG 101 (EH 101) English Composition	3
Physical Education	1
DTG 170 (EG 101) Engineering Drawing	3

SAM 160 (BAN 101) Introduction to Business	3
PHY 100 (SC 112) Introduction to Physics	3
	<hr/>
	16
TERM II	
DTG 171 (EG 102) Descriptive Geometry	3
APM 161 (TEG 102) Technical Math II	3
MEY 160 (TEM 101) Engineering Materials and Processes	4
APM 164 (EG 105) Engineering Calculations	1
*Social Science	3
	<hr/>
	14
TERM III	
IEL 160 (TEE 100) Fundamentals of General Electricity	3
*Humanities	3
	<hr/>
	6
Sophomore Year	Credits
TERM I	
DTG 281 (TED 203) Civil Drafting	3
MTY 281 (TEM 205) Engineering Mechanics	4
MTY 280 (TEM 203) Elements of Applied Energy	3
Physical Education	1
CIT 180 (TEC 201) Surveying	3
	<hr/>
	14
TERM II	
TER 281 (TEG 203) Technical Report Writing	3
BCN 181 (TEC 202) Building Construction	3
BCN 282 (TEG 204) Planning and Estimating	3
STT 206 (TEM 206) Testing and Strength of Materials	4
MTY 285 (TEM 202) Fluid Mechanics	3
	<hr/>
	16
*Refer to General Education Requirements.	
**For individuals with insufficient math background.	

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 up-

graded 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
TERM I	
*Communications	3
*General College Elective	3
SAM 160 (BAN 101) Introduction to Business	3
BDP 170 (BDP 101) Introduction to Computer Concepts	3
BDP 171 (BDP 105) Data Processing Mathematics	3
Physical Education	1
	16
TERM II	
*Science	3
*Social Science	3
AAC 260 (BAC 201) Principles of Accounting	3
BDP 172 (BDP 107) Basic Assembly Language Programming	3
BDP 173 (BDP 110) Data Processing Applications	3
Physical Education	1
	16
Sophomore Year	
TERM I	
SPE 110 (SCH 105) Fundamentals of Speech	3
PSY 111 (PSY 105) General Psychology	3
SAM 250 (BMC 211) Principles of Management	3
BDP 290 (BDP 201) Cobol Programming	3
BDP 291 (BDP 208) Systems Design	3
	15
TERM II	
*General College Elective	3
TER 281 (TEG 203) Technical Report Writing	3
**BDP (BDP) Approved Elective	3
BDP 296 (BDP 215) Advanced Systems	3
*Mathematics	3
	15
*Refer to General Education Requirements.	
**Approved Electives:	
BDP 293 (BDP 211) Advanced Assembler Language	
BDP 294 (BDP 212) Fortran/Basic	
BDP 295 (BDP 213) PL/I	



DENTAL HYGIENE

Admission to this two-year program is limited to 16 in each class. Continuation in the program's second year is dependent upon maintaining a 2.0 average the first year. A grade of "C" or above must be maintained in all Dental Hygiene courses. Applicants to the School of Dental Hygiene must be graduates of an accredited high school and must have completed fifteen high school units as follows: English, 4; U. S. History, 2; Mathematics (algebra, geometry or trigonometry), 2; Chemistry, 1; foreign languages or Social Science, 3; Biology, 1; and Typing, 2.

Background recommended for success in the program is a Florida Senior Placement Test Score of 200, at least a "C" average from high school, and an acceptable score on the ACT test.

CURRICULA

Freshman Year	Credits
TERM I	
DEH 170 (DS 102) Dental Anatomy	3
DEH 178 (DS 110) Clinical Dental Hygiene I	4
ENG 101 (EH 101) English Composition	3
ANA 215 (BY 211) Human Anatomy and Physiology....	3
CHE 100 (SC 122) Chemistry for Liberal Arts	3
	16
TERM II	
DEH 160 (DS 103) General and Oral Histology	2
DEH 172 (DS 104) Dental Radiology	2
DEH 179 (DS 111) Clinical Dental Hygiene II	3
ENG 102 (EH 102) English Composition	3
ANA 216 (BY 212) Anatomy and Physiology	3
BIO 241 (BY 209) Microbiology	4
	17
TERM III	
DEH 297 (DS 205) Clinical Dental Hygiene III	2
SPE 110 (SCH 105) Fundamentals of Speech	3
	5
Sophomore Year	
Credits	
TERM I	
DEH 260 (DS 105) Pharmacology	1
DEH 261 (DS 202) General Oral Pathology	2
DEH 284 (DS 207) Dental Health Education	2
DEH 298 (DS 210) Clinical Dental Hygiene IV	3
FSM 162 (FS 102) Basic Nutrition	3
HUM 201 (HS 203) Humanities	4
Physical Education	1
	16
TERM II	
DEH 281 (DS 203) Public Health and Preventive Dentistry	1
DEH 282 (DS 206) Practice Administration	1
DEH 285 (DS 208) Clinical Observation	2
DEH 299 (DS 215) Clinical Dental Hygiene V	3
HEN 107 (HH 105) Personal and Community Health	3
PSY 111 (PSY 105) General Psychology	3
POS 204 (PLS 201) American Federal Government ...	3
Physical Education	1
	17

DRAFTING AND DESIGN TECHNOLOGY

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

Freshman Year	Credits
TERM I	
DTG 170 (EG 101) Engineering Drawing	3
ENG 101 (EH 101) English Composition	3
Physical Education	1
APM 160 ..(TEG 101) Technical Mathematics	3
**APM 061 (TEG 99) Introduction to Technical Mathematics	0
PHY 100 (SC 112) Introduction to Physics	3
SAM 160 (BAN 101) Introduction to Business	3
	16
TERM II	
DTG 171 (EG 102) Descriptive Geometry	3
DTG 160 (TED 102) Mechanical and Electrical Drafting	3
APM 161 (TEG 102) Technical Math II	3
MEY 160 (TEM 101) Engineering Materials and Processes	4
	13
TERM III	
APM 164 (EG 105) Engineering Calculations	1
IEL 160 (TEE 100) Fundamentals of Electricity	3
*Humanities	3
	7
Sophomore Year	
TERM I	
DTG 280 (TED 201) Architectural Drafting	3
DTG 281 (TED 203) Civil Drafting	3
MTY 281 (TEM 205) Engineering Mechanics	4
Physical Education	1
*Social Science	3
	14

TERM II

DTG 282 (TED 204) Industrial Design	3
STT 282 (TEM 206) Testing and Strength of Materials	4
TER 281 (TEG 203) Technical Report Writing	3
Physical Education	1
BCN 282 (TEG 204) Planning and Estimating	3

14

*Refer to General Education Requirements.

**For individuals with insufficient math background.

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.

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
Physical Education	1
APM 160 (TEG 101) Technical Mathematics	3
**APM 061 (TEG 99) Introduction to Technical Mathematics	0
DTG 170 (EG 101) Engineering Drawing	3
PHY 100 (SC 112) Introduction to Physics	3
SAM 160 (BAN 101) Introduction to Business	3

16

TERM II

IEL 161 (TEE 101) D. C. Theory and Circuits	5
MEY 160 (TEM 101) Engineering Materials and Processes	4
APM 161 (TEG 102) Technical Math II	3
APM 164 (EG 105) Engineering Calculations	1
Physical Education	1
	<hr/>
	14

TERM III

IEL 162 (TEE 102) A. C. Theory and Circuits	5
---	---

Sophomore Year

Credits

TERM I

IEL 280 (TEE 201) Electronics I	5
*Social Studies	3
IEL 163 (TEE 105) Electrical Controls	3
*Humanities	3
IEL 283 (TEE 206) Advanced Circuit Analysis	3
	<hr/>
	17

TERM II

IEL 281 (TEE 203) Electronics II	5
IEL 207 (TEE 207) Semiconductor Circuit Design	4
TER 281 (TEG 203) Technical Report Writing	3
Physical Education	1
APM 280 (TEG 201) Technical Mathematics	3
	<hr/>
	16

*Refer to General Education Requirements.

**For individuals with insufficient math background.

FASHION MERCHANDISING

The cooperative program in Fashion Merchandising is designed to prepare students for gainful employment with business establishments which merchandise textiles and/or wearing apparel. The curriculum includes courses in business, general education, home economics and specialty courses in Fashion Merchandising as well as practical on-the-job work experiences. This program provides the student with a background for advancement into a mid-management career in sales, record keeping, fashion coordination and display.

CURRICULA

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
SPE 110 (SCH 105) Fundamentals of Speech	3
SAM 160 (BAN 101) Introduction to Business	3
CLT 171 (HEF 101) Basic Textiles	3
APA 161 (HFM 101) Fashion Merchandising I	3
Physical Education	1
	16
TERM II	
APM 141 (BAN 125) Business Mathematics	3
GME 176 (BRM 104) Retail Merchandising	4
CLT 172 (HEF 102) Basic Clothing Construction	3
APA 162 (HFM 102) Fashion Merchandising II	3
APA 171 (HFM 103) Fashion Merchandising Practicum I	2
APA 164 (HFM 104) Fashion Merchandising Seminar I	1
Physical Education	1
	17
Sophomore Year	
TERM I	
HUM 201 (HS 203) Humanities	4
GME 161 (BMK 210) Salesmanship	3
SSS 102 (SLS 102) Origins of American Society	3
*SOP 110 (PSY 101) Human Relations	3
APA 272 (HFM 200) Fashion Merchandising Practicum II	2
APA 265 (HFM 202) Fashion Merchandising Seminar II	1
	16
TERM II	
BUW 260 (BAN 225) Business Law	3
BCD 170 (BDP 101) Introduction to Computer Concepts	3
ADS 261 (BMK 221) Advertising	3
MAT 101 (MS 101) College Mathematics	3
APA 273 (HFM 201) Fashion Merchandising Practicum III	2
APA 266 (HFM 203) Fashion Merchandising Seminar III	1
	15
*Or PSY 111 (PSY 105)	

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
TERM I	
ENG 101 (EH 101) English Composition	3
POS 204 (PLS 201) American Federal Government	3
*Physical Education	1
FIF 160 (FSP 100) Introduction to Fire Science	3
FIF 161 (FSP 101) Fire Company Organization and Procedures	3
FIF 162 (FSP 102) Fire Operations	3
	<hr/>
	16
TERM II	
PSY 111 (PSY 105) General Psychology	3
SOP 110 (PSY 101) Human Relations	3
*Physical Education	1
FIF 163 (FSP 103) Fundamentals of Fire Prevention....	3
FIF 267 (FSP 200) Fire Fighting Tactics and Strategy	3
SPE 110 (SCH 105) Fundamentals of Speech	3
	<hr/>
	16
Sophomore Year	
	Credits
TERM I	
HUM 201 (HS 203) Humanities	4
POS 205 (PLS 202) State and Local Government	3
*Physical Education	1
FIF 261 (FSP 202) Fire Codes and Building Construction	3
FIF 266 (FSP 203) Flammable Hazardous Materials....	3
FIF 264 (FSP 205) Fire Fighting Equipment and Apparatus	3
	<hr/>
	17

TERM II	
MAT 101 (MS 101) College Mathematics	3
SOC 201 (SY 201) Sociology	3
*Physical Education	1
FIF 265 (FSP 206) Rescue Practices	3
FIF 260 (FSP 201) Fire Investigation	3
**APPROVED ELECTIVE	3

16

*Full-time employees of fire science 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 elective.

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	
ENG 101 (EH 101) English Composition	3
SSS 102 (SLS 102) Origins of American Society	3
FSM 161 (FS 101) Orientation to Food Service	3
FSM 162 (FS 102) Basic Nutrition	3
SAM 166 (BAN 101) Introduction to Business	3
Physical Education	1
	16

TERM II	
MAT 101 (MS 101) College Mathematics	3
BIO 241 (BY 209) Microbiology	4
FSM 163 (FS 103) Diet Therapy	3
FSM 171 (FS 104) Basic Food Preparation	3
FSM 164 (FS 105) Equipment	3
Physical Education	1

17

Sophomore Year	Credits
TERM I	
HUM 201 (HS 203) Humanities	4
SAM 250 (BMG 211) Principles of Management	3
FSM 165 (FS 106) Food Accounting and Cost Control	3

FSM 281 (FS 201) Sanitation and Safety	3
FSM 291 (FS 202) Quantity Food Preparation	3

16

TERM II

SOP 110 (PSY 101) Human Relations	3
TYG 172 (BEN 101) Beginning Typewriting	2
FSM 282 (FS 203) Supervision and Management	3
FSM 283 (FS 204) Food Purchasing and Storage	3
*FSM 292 (FS 205) Area of Specialization	3
FSM 284 (FS 206) Food Merchandising	3

17

*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
TERM I	
ENG 101 (EH 101) English Composition	3
SAM 160 (BAN 101) Introduction to Business	3
AAC 160 (BAC 111) General Accounting I	3
***TYG 172-173 (BEN 101 or 102) Typewriting	2
APM 141 (BAN 125) Business Mathematics	3
*Social Science	3
	17
TERM II	
*Social Science	3
AAC 161 (BAC 112) General Accounting II	3
INS 161 (BIN 116) Principles of Insurance	3
**Mathematics Science	3
FMC 173 (BEN 129) Calculating Machines	2
Physical Education	1
	15
Sophomore Year	
TERM I	
SAM 250 (BMG 211) Principles of Management	3
BUW 260 (BAN 225) Business Law	3
FCR 260 (BFI 210) Principles of Finance	3
*Humanities	3
GME 161 (BMK 210) Salesmanship	3
Physical Education	1
	16
TERM II	
BUW 261 (BAN 226) Business Law	3
APC 291 (BEN 215) Business Communications	3

ECO 220 (SLS 203) Foundations of American Economy	3
Electives (Business Area)	6

 15

*Refer to General Education Requirement.

**Excluding MAT (MS) Courses.

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

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.

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
AAC 160 (BAC 111) General Accounting I	3
SAM 160 (BAN 101) Introduction to Business	3
HOL 161 (BHM 101) Introduction to Hospitality Management	3
APM 141 (BAN 125) Business Mathematics	3
Physical Education	1
	<hr/> 16

TERM II	
*Social Science	3
**Mathematics Science	3
SAM 250 (BMG 211) Principles of Management	3
HEN 110 (HH 107) First Aid I	1
HOL 162 (BHM 102) Restaurant Operation	3
HOL 164 (BHM 104) Hotel/Motel Operation	3
Physical Education	1
	<hr/> 17

Sophomore Year	Credits
TERM I	
*Humanities	3
HOL 264 (FS 214) Food and Beverage Control	3

CURRICULA

BUW 260 (BAN 225) Business Law	3
HOL 163 (BHM 103) Restaurant, Hotel/Motel Accounting and Auditing	3
*HOL 271 (BHM 201) Internship	3
Physical Education	1
	<hr/>
	16

TERM II

*Social Science	3
SAM 251 (BMG 213) Personnel Management	3
FSM 291 (FS 202) Quantity Food	3
***HOL 272 (BHM 202) Internship	3
HOL 265 (BHM 204) Hospitality Organization and Administration	3
HOL 266 (BHM 207) Customer-Personnel Relations	2
	<hr/>
	17

*Refer to General Education Requirement.

**Exclude Courses Designated MAT (MS).

***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 HOL 271 (BHM 201) and HOL 272 (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.

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
TERM I	
ENG 101 (EH 101) English Composition	3
*Social Science	3
Physical Education	1
SAM 160 (BAN 101) Introduction to Business	3
INS (BIN) Elective	3
INS (BIN) Elective	3
	<hr/>
	16

TERM II

PSY 111 (PSY 105) General Psychology	3
SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	1
APM 141 (BAN 125) Business Math	3
*Mathematics Science	3
INS (BIN) Elective	3

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

*Humanities	3
AAC 160 (BAC 111) General Accounting I	3
SAM 250 (BMG) Principles of Management	3
*Social Science	3
INS (BIN) Elective	3

 15
TERM II

FCR 260 (BFI 210) Principles of Finance	3
APC 291 (BEN 215) Business Communications	3
INS (BIN) Elective	3
INS (BIN) Elective	3
INS (BIN) Elective	3

 15

*Refer to General Education Requirement.

NOTE: INS (BIN) electives may be selected from any of the INS (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.

CURRICULA

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	
ENG 101 (EH 101) English Composition	3
SAM 160 (BAN 101) Introduction to Business	3
APM 141 (BAN 125) Business Mathematics	3
AAC 160 (BAC 111) General Accounting	3
*Social Science	3
Physical Education	1
	16
TERM II	
AAC 161 (BAC 112) General Accounting	3
**Mathematics Science	3
*Humanities	6
ECO 220 (SLS 203) Foundations of the American Economy	3
Physical Education	1
	16
Sophomore Year	
Credits	
TERM I	
GME 161 (BMK 210) Salesmanship	3
MAG 162 (BMK 213) Principles of Marketing	3
BUW 260 (BAN 225) Business Law	3
***Approved Electives	6
	15
TERM II	
GME 281 (BMK 214) Marketing Practices	3
SAM 250 (BMG 211) Principles of Management	3
APC 291 (BEN 215) Business Communications	3
*Social Science	3
***Approved Electives	3
	15

*Refer to General Education Requirement.

**Excluding Courses Designated MAT (MS).

***Approved Electives:

	Credits
ADS 261 (EMK 221) Advertising	3
MAM 282 (BMK 222) Sales Management	3
GME 262 (BMK 223) Wholesaling	3
GME 175 (BRM 103) Sales Promotion	4
GME 176 (BRM 104) Retail Merchandising	4
Additional elective credits may be selected from the following:	
INS 161 (BIN 116) Principles of Insurance	3
BUW 261 (BAN 226) Business Law	3
TYG 161, 172, 173 (BEN 100, 101 or 102) Typewriting ..	2
FCR 260 (BFI 210) Principles of Finance	3
FMC 173 (BEN 129) Calculating Machines	2

MECHANICAL ENGINEERING TECHNOLOGY

The program 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 courses 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
TERM I	
DTG 170 (EG 101) Engineering Drawing	3
APM 160 (TEG 101) Technical Mathematics	3
**APM 061 (TEG 99) Introduction to Technical Mathematics	0
ENG 101 (EH 101) English Composition	3
PHY 100 (SC 112) Introduction to Physics	3
Physical Education	1
SAM 160 (BAN 101) Introduction to Business	3
	16
TERM II	
DTG 171 (EG 102) Descriptive Geometry	3
DTG 160 (TED 102) Mechanical Electrical Drafting	3
APM 161 (TEG 102) Technical Math II	3
MEY 160 (TEM 101) Engineering Materials and Processes	4
APM 164 (EG 105) Engineering Calculations (Slide Rule)	1
	14

TERM III

IEL 160 (TEE 100) Fundamentals of General Electricity	3
*Humanities	3
Physical Education	1
	7

Sophomore Year

Credits

TERM I

DTG 281 (TED 203) Civil Drafting	3
MTY 281 (TEM 205) Engineering Mechanics	4
Physical Education	1
APM 280 (TEG 201) Technical Math III	3
*Social Science	3
	14

TERM II

TER 281 (TEG 203) Technical Report Writing	3
STT 282 (TEM 206) Testing and Strength of Materials	4
MTY 285 (TEM 202) Fluid Mechanics	3
DTG 282 (TED 204) Industrial Design	3
STT 284 (TEM 210) Fabrication Processes	3
	16

*Refer to General Education Requirements.
 **For individuals with insufficient mathematics background.

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

TERM I

ENG 101 (EH 101) English Composition	3
*Mathematics	3

CHE 101 (CY 101) Chemistry	4
MLT 170 (MLT 101) Medical Laboratory Technology	5
Physical Education	1
	<hr/>
	16
TERM II	
ENG 102 (EH 102) English Composition	3
BIO 241 (BY 209) Microbiology	4
CHE 102 (CY 102) Chemistry	4
MLT 171 (MLT 102) Haematology	5
Physical Education	1
	<hr/>
	17
TERM III	
MLT 172 (MLT 201) Immunology	3
**Humanities	3
	<hr/>
	6
TERM IV	
***Social Science	3
PSY 111 (PSY 105) General Psychology	3
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	6
Sophomore Year	Credits
TERM I	
MLT 291 (MLT 202) Clinical Chemistry	5
MLT 290 (MLT 103) Clinical Practicum	10
	<hr/>
	15
32 hrs. per week directed clinical experience coordinated by the College Medical Technology Faculty in the laboratories of Jacksonville Hospitals' Educational Program	
TERM II	
Prerequisite: All other courses in program.	
MLT 292 (MLT 203) Clinical Clerkship	16
	<hr/>
	16
40 hrs. per week directed clinical experience coordinated by the College Medical Technology Faculty in the laboratories of Jacksonville Hospitals' Education Program.	
Choose one from each of the starred areas:	
*Mathematics	
MAT 101, 120, 121 (MS 101, 103, 105)	
**Humanities	
HUM 201, 202 (HS 203, 204), HUM 213, 214, 215, 216	

ART 110, PHI 201 (ART 115, PY 201), LIT 240, 241 (EH 201-202) or MUY 101 (MSC 105)

***Social Science

SSS 102 (SLS 102), HIS 102 (HY 102), HIS 204 (HY 201), POS 204 (PLS 201)

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.

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

Freshman Year

TERM I	Credits
ENG 101 (EH 101) English Composition	3
POS 204 (PLS 201) American Federal Government	3
*Physical Education	1
LAE 160 (PSA 100) Introduction to Criminal Justice	3
LAE 161 (PSA 101) Police Organization and Administration	3
SOP 110 (PSY 101) Human Relations	3
	16

TERM II

PSY 111 (PSY 105) General Psychology	3
POS 205 (PLS 202) State and Local Government	3
*Physical Education	1
LAE 162 (PSA 102) Police Operations	3
LAE 163 (PSA 103) The Role of Criminal Justice in Crime and Delinquency	3
ENG 102 (EH 102) English Composition	3
	16

Sophomore Year

TERM I	Credits
HUM 201 (HS 203) Humanities	4
SOC 201 (SY 201) Introductory Sociology	3
*Physical Education	1

LAE 260 (PSA 200) Constitutional Law—Criminal Law I	3
LAE 264 (PSA 204) Police Supervision	3
LAE 262 (PSA 201) Introduction to Criminalistics	3

17

TERM II

BIO 101 (SC 101) Life in its Biological Environment....	3
LAE 280 (PSA 208) State and Local Law—Criminal Law II	3
*Physical Education	1
LAE 266 (PSA 207) Evidence	3
LAE 281 (PSA 203) Criminal Investigation	3
LAE 265 (PSA 205) Seminar in Police Problems	3

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.

REAL ESTATE

The purpose of this program is to provide students a broad acquaintance with the basic fundamentals of real estate and to expose them to the wide ranging nature of the real estate field. It is designed to prepare the student for entrance into the real estate profession.

Freshman Year **Credits**

TERM I

*ENG 101 (EH 101) English Composition	3
*Social Science	3
Physical Education	1
**SAM 160 (BAN 101) Introduction to Business	3
AAC 160 (BAC 111) General Accounting	3
RES 161 (VDEV 59010) Real Estate Principles and Practices	3

16

TERM II

*PSY 111 (PSY 105) General Psychology	3
*SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	1
APM 141 (BAN 125) Business Math	3
**Mathematics of Science except MAT 119 (MS 102)....	3
RES 162 (VDEV 59015) Real Estate License Law	3

16

Sophomore Year	Credits
TERM I	
*HUM 201 (HS 203) Humanities	3
SAM 250 (BMG 211) Principles of Management	3
ECO 210 (ES 201) Principles of Economics	3
*Social Science or Humanities	3
RES 163 (VDEV 59310) Real Estate Appraisal	3
	<hr/>
	15
TERM II	
FCR 260 (BFI 210) Principles of Finance	3
BUW 260 (BAN 225) Business Law	3
RES 282 (VDEV 59410) Real Estate Finance	3
RES Elective	3
RES Elective	3
	<hr/>
	15

*Refer to General Education Requirement.

**Another course may be selected upon approval by Program Director.

NOTE: RES electives may be selected from any of the RES courses shown in the course description section of the catalog AAC 161 (BAC 112), SAM 251 (BMG 213) may also be selected.

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
TERM I	
ENG 101 (EH 101) English Composition	3
AAC 160 (BAC 111) General Accounting	3
SAM 160 Introduction to Business	3
BAN 101 (BMG 211) Principles of Management	3
APM 141 (BAN 125) Business Math	3
GME 173 (BRM 101) Retail Practicum	4
Physical Education	1
	<hr/>
	17

TERM II

GME 161 (BMK 210) Salesmanship	3
FMC 173 (BEN 129) Calculating Machines	2
**Mathematics Science	3
*Social Science	3
GME 174 (BRM 102) Retail Practicum	4
Physical Education	1

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

*Social Science	3
SAM 250 (BMG 211) Principles of Management	3
MAG 162 (BMK 213) Principles of Marketing	3
GME 175 (BRM 103) Sales Promotion	3
GME 283 (BRM 201) Retail Practicum	4

 16
TERM II

*Humanities	3
GME 281 (BMK 214) Marketing Practices	3
GME 176 (BRM 104) Retail Merchandising	3
BUW 260 (BAN 225) Business Law	3
GME 274 (BRM 202) Retail Practicum	4

 16

*Refer to General Education Requirement.

**Excluding Courses Designated MAT (MS).

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 a 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.

CURRICULA

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
SAM 160 (BAN 101) Introduction to Business	3
APM 141 (BAN 125) Business Mathematics	3
***TYG 161 (BEN 100) Introduction to Typewriting	2
****STS 171 (BEN 105) Beginning Shorthand	3
Physical Education	1
	15
TERM II	
*Social Science	3
TYG 172 (BEN 101) Beginning Typewriting	2
STS 172 (BEN 106) Intermediate Shorthand	3
*Humanities	3
**Mathematics Science	3
Physical Education	1
	15
Sophomore Year	
TERM I	
AAC 160 (BAC 111) General Accounting I	3
BUW 260 (BAN 225) Business Law	3
TYG 173 (BEN 102) Intermediate Typewriting	2
***FMC 173 (BEN 129) Calculating Machines	2
STS 290 (BEN 205) Advanced Shorthand	3
*Social Science	3
	16
TERM II	
AAC 161 (BAC 112) General Accounting	3
FMC 171 (BEN 127) Office Applications	2
TYG 284 (BEN 202) Advanced Typewriting	2
STS 291 (BEN 206) Dictation and Transcription	3
APC 291 (BEN 215) Business Communications	3
STS 292 (BEN 217) Secretarial Practices	3
	16

*Refer to General Education Requirements.

**Excluding Courses Designated MAT (MS).

***Prerequisite — APM 161 (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 required to have:

1. An interview with a member of the nursing faculty.
2. High School Chemistry or BIO 101 (SC 101) BIO 102 (SC 104), or PHY 100 (SC 122).

Freshman Year	Credits
TERM I	
ENG 101 (EH 101) English Composition	3
PSY 111 (PSY 105) General Psychology	3
ANA 215 (BY 211) Anatomy and Physiology I	3
NUR 171 (NUR 101) Fundamentals of Nursing	6
Physical Education	1
	<hr/>
	16
TERM II	
ENG 102 (EH 102) English Composition	3
PSY 241 (PSY 208) Human Growth and Development..	3
ANA 216 (BY 212) Anatomy and Physiology II	3
NUR 173 (NUR 102) Maternal-Child Nursing	6
Physical Education	1
	<hr/>
	16
Sophomore Year	
	Credits
TERM I	
BIO 241 (BY 209) Microbiology	4
*SSS 102 (SLS 102) Origins of American Society	3

NUR 291 (NUR 201) Physical-Mental Illness I	7
**HUM (HS) Humanities	3

17

TERM II

NUR 292 (NUR 202) Physical-Mental Illness II	10
NUR 295 (NUR 203) Nursing Seminar	3
SOC 201 (SY 201) Introductory Sociology	3

16

***Social Science**

POS 204 (PLS 201), HIS 102 (HY 102), HIS 204 (HY 201)

****Humanities**

ART 110 (ART 118), LIT 240-241 (EH 201-202), MUY 101 (MSC 105), PHI 201 (PY 201).

Prior to acceptance into the program the applicant is required to complete a course in High School Chemistry or one of these courses at Florida Junior College: CHE 100 (SC 122), BIO 101 (SC 101) or BIO 102 (SC 104).

For information on admission to the Nursing Program, contact the Nursing Office at 757-6281.

TRANSPORTATION

This program is planned to introduce students to an ever-broadening spectrum of career opportunities in the expanding field of commercial transportation, and to provide them with knowledge, understanding, and skills common to a wide variety of transportation services. Further emphasis will be to prepare students with a specialized background in a highly technical field of study, to provide them with an understanding of state and federal regulations relative to Commercial Transportation and to develop safety concepts.

Freshman Year **Credits**

TERM I

*ENG 101 (EH 101) English Composition	3
*Social Science	3
Physical Education	1
**SAM 160 (BAN 101) Introduction to Business	3
AAC 160 (BAC 111) General Accounting	3
TRA 161 Transportation and Traffic Management I	3

16

TERM II

*PSY 111 (PSY 105) General Psychology	3
*SPE 110 (SCH 105) Fundamentals of Speech	3
Physical Education	1

**APM 141 (BAN 125) Business Math	3
*Mathematics Science, except MAT 119 (MS 102)	3
TRA 162 Transportation and Traffic Management II....	3
	16
Sophomore Year	Credits
TERM I	
*HUM 201 (HS 203) Humanities	3
SAM 250 (BMG 211) Principles of Management	3
ECO 210 (ES 201) Principles of Economics	3
*Social Science or Humanities	3
TRA 263 Transportation and Traffic Management III..	3
	15
TERM II	
FCR 260 (BFI 210) Principles of Finance	3
BUW 260 (BAN 225) Business Law	3
TRA 264 Transportation and Traffic Management IV....	3
TRA (Elective)	3
TRA (Elective)	3
	15

*Refer to General Education Requirement.

**Another course may be selected upon approval by Program Director.

NOTE: TRA electives may be selected from any of the TRA courses shown in the course description section of the catalog. AAC 161 (BAC 112), SAM 251 (BMG 213) may also be selected.

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
TERM I	
AAC 160 (BAC 111) General Accounting I	3
SAM 160 (BAN 101) Introduction to Business	3

**CERTIFICATE
PROGRAMS IN
CAREER
EDUCATION**

CURRICULA

APM 141 (BAN 125) Business Mathematics	3
TYG 173 (BEN 102) Intermediate Typewriting	2
ENG 101 (EH 101) English Composition	3
	<hr/>
	14

TERM II

AAC 161 (BAC 112) General Accounting II	3
FMC 171 (BEN 127) Office Applications	2
**FMC 173 (BEN 129) Calculating Machines	2
TYG 284 (BEN 202) Advanced Typewriting	2
APC 291 (BEN 215) Business Communications	3
ECO 220 (SLS 203) Foundations of the American Economy	3
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	15

TERM III

BUW 260 (BAN 225) Business Law	3*
SAM 250 (BMG 211) Principles of Management	3*
SOP 110 (PSY 101) Human Relations	3*
	<hr/>
	6

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

**Prerequisite of APM 141 (BAN 125) or equivalent.

STENOGRAPHY

Course	Credits
TERM I	
AAC 160 (BAC 111) General Accounting I	3
SAM 160 (BAN 101) Introduction to Business	3
APM 141 (BAN 125) Business Mathematics	3
TYG 173 (BEN 102) Intermediate Typewriting	2
STS 172 (BEN 106) Intermediate Shorthand	3
ENG 101 (EH 101) English Composition	3
	<hr/>
	17
TERM II	
AAC 161 (BAC 112) General Accounting II	3
FMC 171 (BEN 127) Office Applications	2
TYG 284 (BEN 202) Advanced Typewriting	2
STS 290 (BEN 205) Advanced Shorthand	3
APC 291 (BEN 215) Business Communications	3
STS 292 (BEN 217) Secretarial Practices	3
	<hr/>
	16

TERM III

BUW 260 (BAN 225) Business Law	3**
*FMC 173 (BEN 129) Calculating Machines	2**
STS 291 (BEN 206) Dictation and Transcription	3**
SOP 110 (PSY 101) Human Relations	3**
ECO 220 (SLS 203) Foundations of the American Economy	3**

5-6

*Prerequisite of APM 141 (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
TERM I	
*Communications	3
SSS 101 (SLS 101) Origins of American Society	3
SAM 160 (BAN 101) Introduction to Business	3
BDP 170 (BDP 101) Introduction to Computer Concepts	3
BDP 171 (BDP 105) Data Processing Mathematics ...	3
	<hr/> 15
TERM II	
*General College Elective	3
SSS 102 (SLS 102) Origins of American Society	3
AAC 260 (BAC 201) Introduction to Accounting	3
BDP 172 (BDP 107) Basic Assembly Programming ...	3
BDP 173 (BDP 110) Data Processing Application	3
	<hr/> 15
TERM III	
PSY 111 (PSY 105) General Psychology	3
TER 281 (TEG 203) Technical Report Writing	3
BDP 174 (BDP 111) Data Processing Workshop	3
	<hr/> 9

*ENG 101-102 (EH 101-102)

CLINICAL LABORATORY ASSISTING

The Certificate Program for Clinical Laboratory Assisting is available only through the Department of Medical Laboratory Technology and Saint Luke's Hospital. The curriculum is designed to provide entry level skills in medical laboratory technology.

The credits earned are transferable fully in the Associate in Science Degree program in Medical Laboratory Technology. The program is designed to fulfill the training requirements for Laboratory Technicians under Chapter 170E-11-06 of the State of Florida Statutes pertaining to the licensure of Medical Laboratory Personnel.

The standards of academic excellence necessary for successful completion of the program will be determined by the Department of Medical Laboratory Technology. The Certificate may be awarded a candidate after successful completion of the courses.

Course	Credits
MLT 170 (MLT 101) Medical Laboratory Technology	5
MLT 171 (MLT 102) Medical Laboratory Technology	5
MLT 290 (MLT 103) Clinical Practicum	10
MLT 172 (MLT 201) Medical Laboratory Technology	3
MLT 291 (MLT 202) Clinical Chemistry	5
	28

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.

TERM I	Credits
DEA 170 (DA 110) Pre-Clinical Orientation	2
DEA 174 (DA 114) Dental Materials	2
DEA 195 (DA 116) Dental Radiology	2
DEA 290 (DA 120) Clinical Practice I	2
ENG 101 (EH 101) English Composition	3
ANA 215 (BY 211) Anatomy and Physiology	4
	15

TERM II

DEA 291 (DA 122) Clinical Practice II	2
APC 291 (BEN 215) Business Communications	3
DEA 292 (DA 123) Office Management	2
HEN 107 (HH 105) Personal and Community Health	3
BIO 241 (BY 209) Microbiology	4
SPE 110 (SCH 105) Fundamentals of Speech	3
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	17

TERM III

DEA 293 (DA 124) Clinical Practice III	2
DEA 173 (DA 113) Basic Science	2
DEA 171 (DA 111) Introduction to Practice	1
	<hr/>
	5

TERM IV

PSY 111 (PSY 105) General Psychology	3
FSM 162 (FS 102) Basic Nutrition	3
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	6

July 31-August 25

DEA 294 (DA 125) Externship Program	3
Business Office (4 weeks)	

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
TERM I	
DTG 170 (EG 101) Engineering Drawing	3
APM 061 or APM 160 (TEG 99 or TEG 101) Introduction to Technical Math or Technical Math I	3
OCO 160 (TEG 100) Introduction to Engineering Technology	3
ENG 101 (EH 101) English Composition	3
SOP 110 (PSY 101) Human Relations	3
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TERM II

DTG 280 (TED 201) Architectural Drafting	3
APM 164 (EG 105) Engineering Calculations (Slide Rule)	1
MEY 160 (TEM 101) Engineering Materials and Processes	4
DTG 160 (TED 102) Mechanical and Electrical Drafting	3
DTG 281 (TED 203) Civil Drafting	3
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	14

TERM III

DTG 283 (TED 206) Advanced Drafting	3
	<hr/>
	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
FIF 160 (FSP 100) Introduction to Fire Science	3
FIF 161 (FSP 101) Fire Company Organization and Procedure	3
FIF 162 (FSP 102) Fire Operations	3
FIF 163 (FSP 103) Fundamentals of Fire Prevention	3
FIF 267 (FSP 200) Fire Fighting Tactics and Strategy	3
FIF 260 (FSP 201) Fire Investigation	3
FIF 261 (FSP 202) Fire Codes and Building Construction	3
FIF 266 (FSP 203) Flammable Hazardous Materials	3

FIF 264 (FSP 205) Fire Fighting Equipment and Apparatus	3
FIF 265 (FSP 206) Rescue Practices	3
FIF 263 (FSP 207) Explosive and Toxic Hazardous Material	3
	<hr/>
	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.

TERM I	Credits
FSM 161 (FS 101) Orientation to Food Service	3
FSM 162 (FS 102) Nutrition I	3
FSM 164 (FS 105) Equipment	3
FSM 171 (FS 104) Basic Food Preparation	3
FSM 165 (FS 106) Food Accounting and Cost Control	3
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	15
TERM II	
FSM 163 (FS 103) Nutrition II	3
FSM 281 (FS 201) Sanitation and Safety	3
FSM 291 (FS 202) Quantity Food	3
FSM 282 (FS 203) Supervision and Management	3
FSM 283 (FS 204) Food Purchasing and Storage	3
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	15
TERM III	
*FSM 292 (FS 205) Area of Specialization	3
FSM 284 (FS 206) Food Merchandising	3
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	6

*Restaurant Management	School Food Service Administration
Cafeteria Management	Hospital Supervision
Nursing Home Supervision	Private Club Management

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
LAE 160 (PSA 100) Introduction to Criminal Justice....	3
LAE 161 (PSA 101) Police Organization and Administration	3
LAE 162 (PSA 102) Police Operations	3
LAE 163 (PSA 103) The Role of Criminal Justice in Crime and Delinquency	3
LAE 260 (PSA 200) Constitutional Law-Criminal Law I	3
LAE 281 (PSA 203) Criminal Investigation	3
LAE 262 (PSA 201) Introduction to Criminalistics	3
LAE 264 (PSA 204) Police Supervision	3
LAE 265 (PSA 205) Seminar in Police Problems	3
LAE 266 (PSA 207) Evidence	3
LAE 280 (PSA 208) State and Local Law-Criminal Law II	3
LAE 267 (PSA 213) Juvenile Delinquency	3
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NON-CREDIT PROGRAMS IN CAREER EDUCATION

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

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. Completion of high school is not required for enrollment in most non-college credit Career Education programs.



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 Downtown Center, Manpower Development Training Center, Technical High School, and designated outlying adult centers.

SPECIFIC PROGRAMS AND COURSES

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 & Transcription	Supervisory Training

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

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

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	Surgical Technician
Nurse Assistant	O.R.T. Surgical Technician
	Unit Clerk

Home Economics Education

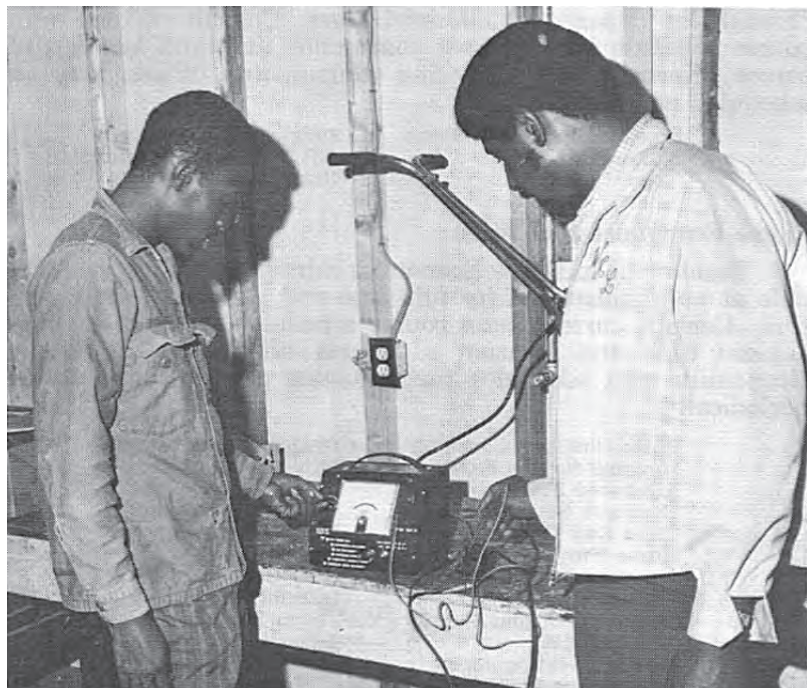
Enrollment in Home Economics Education courses is available at approximately fifty full-time and part-time adult centers. Consult current term course schedule for the most convenient time and location of course offerings. The Home Economics area schedules the following courses, and others, periodically.

Basic Clothing Construction	Drapery Construction
Housing for the Family	Slipcover Construction
Advanced Floral Design	Furniture Re-Upholstery
Boutique Sewing	Children's Clothing
Child Day Care	Child Psychology
Home Furnishings (Slip- covers, Draperies, Bed- spreads)	Infant Care
Management and Family Economics	Nutrition
Family Relationships	Interior Design
Custom Dressmaking	Floral Design
	Advanced Re-Upholstery
	Supervised Food Service Worker

Cake Decorating	Food Service Supervision
Advanced Clothing Construction	Homemaker's Assistant Alterations
Basic Tailoring	Foundations of Quantity Food Preparation and Service
Advanced Tailoring	Basic Principles of Nutrition
Intermediate Clothing Construction	Quantity Cookery
Food for the Family	Equipment Use and Care
Advanced Foods	Organization and Management
Short Cuts in Meal Preparation	Accounting and Reporting
Catering	Purchasing
Meals for Two	Gourmet Cooking
	Family Consumer Buying
	Chef's Cooking

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
Cabinet and Furniture Making	Radio Communications
Carpentry	Radio & Television Service
Commercial Art	Roofing
Cosmetology	Sheet Metal
Diesel Mechanics	Water & Sewage Plant Operation — Math
Drafting	Water & Sewage Plant-Related Communication
Electricity Industrial	Water & Sewage Plant-Related Chemistry
Electric Code	Shoe Repair
Electric Wiring	Tailoring
Electronics	Welding
Commercial Garment Making	Tool and Die
Gasoline Engines Mechanics	Blueprint Reading
Hydraulic Mechanics	Tool and Die Mat: Upholstering
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 more than 100 different locations throughout Duval and Nassau Counties. Many programs, courses, and services are offered on a continuing basis. Short courses, 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-five (55) 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:

- Cumberland Campus
- Downtown Center
- N. B. Forrest Evening Adult Center
- North Campus
- South Campus
- 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.

A minimum of sixteen (16) units of credits, excluding credit in physical education, shall be required for an Adult High School Diploma. Two (2) credits of these sixteen (16) credits must be earned in one each of the following areas:

1. English (2)
2. Mathematics (2)
3. Natural Science (2)
4. Social Studies (2)

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. (No candidate under the age of twenty (20) shall qualify for a high school equivalency diploma at a date earlier than six (6) months following the end of the school year in which he last attended the regular day school program.)
2. Any candidate who has reached the age of twenty (20) is qualified by age to apply for the high school equivalency diploma.

3. A candidate must be a resident of the State of Florida. He is considered a resident of the State when he meets one or more of the following conditions:
 - (a) Has maintained a continuous residence in the State of Florida for a period of at least one (1) year.
 - (b) Owns a home or business in Florida at the time of application for the GED Tests.
 - (c) Has filed a manifestation of domicile with the Clerk of Circuit Court of his Florida County of residence.
4. Credit is required in both American History and American Government or Civics. This requirement may be met by High School transcript showing courses completed in both subjects, or by demonstrating competency in these subjects by examination.
5. Must make application in person.
6. Must attain minimum test scores of forty (40) or above on each of five (5) GED 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 Testing Center, Building 1, Cumberland Campus, Florida Junior College at Jacksonville.

Civics, History, and GED examinations for the high school equivalency diploma are offered on various campuses on a regular schedule. For information regarding the scheduling of these examinations, contact the Registrar's Office on Cumberland Campus.

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 Campus Adult Deans' Offices 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 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 individual's choice.