

COLLEGE CREDIT PROGRAM AREAS

THE ASSOCIATE IN ARTS DEGREE

For Transfer to a University

The College offers a two-year program leading to the Associate in Arts degree. Usually referred to as the Transfer or University Parallel Program, it is designed for students who plan to complete their first two years of college work at Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice. Earned credits may be transferred to these senior institutions and applied toward a Bachelor's degree.

In planning a program at Florida Junior College at Jacksonville, the student should be certain to meet the General Education requirements for the Associate in Arts degree and complete a program of at least 62 semester hours exclusive of occupational courses and exclusive of physical education activity courses in excess of two one-semester hour courses. Within this 62 semester hours the student should be certain to fulfill the pre-major course requirements for the major which the student intends to take at the university the student plans to attend.

Any student transferring to a senior college from Florida Junior College at Jacksonville is advised to write the registrar of that college for information concerning special course requirements that should be met while attending Florida Junior College at Jacksonville. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and an advisor or counselor soon after the student enrolls at Florida Junior College at Jacksonville. To maximize transferability, the student is advised to choose a major as early as possible while at Florida Junior College at Jacksonville.

The counselors in the office of Student Development on each campus have counseling manuals provided by each state university in Florida, which list courses to be taken at the junior college for each undergraduate major the university offers. Using these manuals, as well as catalogs from the universities, the counselor or advisor will work out a program of study at Florida Junior College at Jacksonville for the student. The student has the responsibility for making contact with a counselor or advisor in the office of Student Development to work out the student's program of study at FJC.

Graduation Requirements

In order to be awarded the Associate in Arts de-

gree, the student must have met the following requirements:

1. Earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of courses designated as occupational, and exclusive of physical education activity courses in excess of two one-semester hour courses.
2. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville exclusive of courses designated as occupational, and exclusive of physical education activity courses in excess of two one-semester hour courses.
3. Completed in residence at Florida Junior College at Jacksonville at least 15 semester hours of the total of 62 semester hours required for the degree.
4. Completed 62 semester hours of college credit work as follows:
 - a. Complete the general education requirements (36 semester hours) set forth on pages 43 through 45 of this catalog.
 - b. Complete the elective requirements (26 semester hours) set forth on page 45 of this catalog.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

Note: Students are cautioned to pay particular attention to conditions on page 45 of this catalog concerning acceptable credits to meet degree requirements.

Graduation Options

A student has the following options in meeting graduation requirements:

1. Option 1 — The requirements stated in the catalog which is effective for the term in which the student graduates.*
2. Option 2 — The requirements stated in the catalog which was effective for the term in which the student initially en-

tered Florida Junior College at Jacksonville as a college credit student.

3. Option 3 — A student has the option of meeting the graduation requirements stated in any catalog which was in effect between the term in which the student initially entered Florida Junior College at Jacksonville as a college credit student and the term in which the student graduates.*

*NOTE: See page 36 for determination of the term in which a student graduates.

General Education Requirements

1. The General Education program for the Associate in Arts degree shall consist of a minimum of 36 semester hours of work. This 36 semester hours is part of the minimum of 62 semester hours required for the Associate in Arts degree. General Education, as conceived at Florida Junior College at Jacksonville, is concerned with developing responsible citizenship in a democratic situation. It is formulated to develop skills, attitudes, and understandings in broad areas; the humanities, communications, the social sciences, mathematics, and the natural sciences.
2. The following subject areas shall be included in the program in the manner specified:

I. SOCIAL SCIENCE 6 semester hours

- A. Three semester hours from any of the following: (Meets State requirement for Study of U.S. Constitution)
 - AMH 2010 — UNITED STATES HISTORY I
 - EUH 1001 — WESTERN CIVILIZATION
 - POS 2041 — AMERICAN FEDERAL GOVERNMENT
 - SSI 1120 — ORIGINS OF AMERICAN SOCIETY II
- B. Three semester hours from any of the following:
 - AMH 2020 — UNITED STATES HISTORY II
 - AMH 2420 — HISTORY OF FLORIDA
 - AMH 2571 — AFRO-AMERICAN HISTORY AND CULTURE I
 - AMH 2572 — AFRO-AMERICAN HISTORY AND CULTURE II
 - ANT 2410 — CULTURAL ANTHROPOLOGY
 - ANT 2511 — PHYSICAL ANTHROPOLOGY

ASH 2300 — HISTORY OF THE FAR EAST
 CPO 2002 — INTRODUCTION TO COMPARATIVE GOVERNMENT
 DEP 2004 — HUMAN GROWTH & DEVELOPMENT
 DEP 2102 — CHILD PSYCHOLOGY
 DEP 2302 — ADOLESCENT PSYCHOLOGY
 ECO 2000 — FOUNDATIONS OF THE AMERICAN ECONOMY
 ECO 2013 — PRINCIPLES OF ECONOMICS I
 ECO 2023 — PRINCIPLES OF ECONOMICS II
 EDP 2002 — EDUCATIONAL PSYCHOLOGY
 EUH 1000 — WESTERN CIVILIZATION
 GEA 1000 — WORLD GEOGRAPHY
 GEO 2370 — CONSERVATION OF RESOURCES
 HES 1000 — PERSONAL AND COMMUNITY HEALTH
 HIS 1907 — HONORS SURVEY OF HISTORY
 INR 2002 — INTERNATIONAL RELATIONS
 LAH 2000 — HISTORY OF THE AMERICAS
 MAF 2200 — MARRIAGE AND FAMILY
 *PCB 2030 — THE ECOLOGICAL CRISIS
 POS 2112 — STATE AND LOCAL GOVERNMENT
 PSY 1012 — GENERAL PSYCHOLOGY
 *REL 2300 — WORLD RELIGIONS
 SOC 2000 — INTRODUCTORY SOCIOLOGY
 SOC 2020 — SOCIAL PROBLEMS
 SOP 1002 — HUMAN RELATIONS
 SOP 1502 — DYNAMICS OF BEHAVIOR
 SSI 1110 — ORIGINS OF AMERICAN SOCIETY I

II. HUMANITIES 6 semester hours

- A. Six semester hours from any of the following:
 - HUM 2211 — WESTERN HUMANITIES I or HUM 2477 — MEDITERRANEAN HUMANITIES
 - HUM 2231 — WESTERN HUMANITIES II or HUM 2478 — NORTHERN EUROPEAN HUMANITIES

*May be used to satisfy area I. B. or III. A., but not both.

HUM 2250 — WESTERN HUMANITIES III
 HUM 2410 — ASIAN HUMANITIES
 HUM 2450 — AMERICAN HUMANITIES
 HUM 2460 — LATIN AMERICAN HUMANITIES

OR

- B. Three semester hours from the foregoing category A, and three semester hours from any of the following:

ARH 1000 — ART APPRECIATION
 ARH 2050 — ART HISTORY I (Course designed primarily for Art majors)
 ARH 2051 — ART HISTORY II (Course designed primarily for Art majors)
 LIT 2211 — GREAT IDEAS IN WORLD LITERATURE I
 LIT 2221 — GREAT IDEAS IN WORLD LITERATURE II
 MUH 2211 — SURVEY OF MUSIC HISTORY (Course designed primarily for Music majors)
 MUL 1011 — MUSIC APPRECIATION
 PHI 2010 — INTRODUCTION TO PHILOSOPHY
 PHI 2600 — INTRODUCTION TO MORAL AND POLITICAL PHILOSOPHY
 *REL 2300 — WORLD RELIGIONS
 THE 1000 — INTRODUCTION TO THEATRE

III. MATHEMATICS — NATURAL SCIENCE.....9 semester hours

- A. Six semester hours from any of the following:

APB 1150 — LIFE IN ITS BIOLOGICAL ENVIRONMENT
 APB 2190C — HUMAN ANATOMY AND PHYSIOLOGY I
 APB 2191C — HUMAN ANATOMY AND PHYSIOLOGY II
 AST 1002 — INTRODUCTION TO ASTRONOMY
 BOT 1010C — BOTANY
 BSC 1011C — PRINCIPLES OF BIOLOGY
 CHM 1020 — CHEMISTRY FOR LIBERAL ARTS
 CHM 1034C — INTRODUCTORY CHEMISTRY
 CHM 1035C — INTRODUCTORY CHEMISTRY
 CHM 1041C — GENERAL CHEMISTRY & QUALITATIVE ANALYSIS I

CHM 1042C — GENERAL CHEMISTRY & QUALITATIVE ANALYSIS II
 GLY 1000 — EARTH AND SPACE SCIENCE
 GLY 1010 — PHYSICAL GEOLOGY
 GLY 1100 — HISTORICAL GEOLOGY
 ISC 1000 — UNIFIED SCIENCE
 MCB 2013C — MICROBIOLOGY
 MET 1001 — METEOROLOGY
 *PCB 2030 — THE ECOLOGICAL CRISIS
 PHY 1020 — PHYSICS FOR LIBERAL ARTS
 PHY 2048C — PHYSICS I WITH CALCULUS
 PHY 2049C — PHYSICS II WITH CALCULUS
 PHY 2053C — GENERAL PHYSICS I
 PHY 2054C — GENERAL PHYSICS II
 PSC 1341 — PHYSICAL SCIENCE
 ZOO 1010C — GENERAL ZOOLOGY
 ZOO 2713C — COMPARATIVE ANATOMY

- B. Three semester hours from any of the following:

CNM 1001 — COMPUTER ORIENTED MATHEMATICS
 ***MAC 1104 — COLLEGE ALGEBRA
 ***MAC 1114 — COLLEGE TRIGONOMETRY
 MAC 1132 — COLLEGE ALGEBRA AND TRIGONOMETRY
 MAC 1311 — CALCULUS WITH ANALYTIC GEOMETRY I
 MAC 2312 — CALCULUS WITH ANALYTIC GEOMETRY II
 MAC 2313 — CALCULUS WITH ANALYTIC GEOMETRY III
 MAP 2302 — DIFFERENTIAL EQUATIONS
 MAT 1003 — GENERAL MATHEMATICS
 MAT 1024 — ELEMENTARY ALGEBRA
 MAT 1033 — INTERMEDIATE ALGEBRA
 MGF 1113 — COLLEGE MATHEMATICS
 STA 1014 — ELEMENTARY STATISTICS

*May be used to satisfy area I. B. or II. B., but not both.

***Will not apply toward Associate in Arts degree if credit is also earned in MAC 1132 — College Algebra and Trigonometry.

IV. COMMUNICATIONS . . . 9 semester hours

- A. BOTH of the following three semester hour courses are required of all students:
 ENC 1103 — ENGLISH COMPOSITION I
 ENC 1136 — ENGLISH COMPOSITION II.
- B. ONE of the following three semester hour courses is required of all students:
 *ENC 1005 — INTRODUCTION TO COMPOSITION
 LIT 2021 — INTRODUCTION TO LITERATURE
 **REA 1305 — DEVELOPMENTAL READING
 SPC 1010 — FUNDAMENTALS OF SPEECH

V. COURSES FROM ANY ONE OR MORE OF THE ABOVE FOUR AREAS (I, II, III, IV) 6 semester hours**VI. ELECTIVES 26 semester hours
 TOTAL: 62 SEMESTER HOURS**

The 26 semester hours of elective credit required in Area VI may be selected from among the courses listed in the catalog with the following designations, subject to conditions listed below:

(P) University Parallel . . . This course is intended to transfer to a university.

(D) Dual Purpose . . . Any course identified by this symbol is a university parallel course. The course is also part of certain occupational programs; hence, it serves both university parallel and occupational objectives.

Conditions:

- (1) Not more than two of the 26 semester hours may consist of physical education activity courses (all one-semester hour courses).
- (2) Not more than four of the 26 semester hours may consist of music, speech, and drama activity courses. These courses are: MUO 1001, MUN 1130, MUN 1280, MUN 1380, MUN 1410, MUN 1710, MUNA 1310, MUNB 1310, SPC 2594, THE 2925.

Many courses in this catalog have prerequisite courses listed in the course descriptions. Students are advised to be guided by these requirements.

*ENC 1005 is a composition skills course and will not apply toward Associate in Arts degree if taken AFTER passing ENC 1103 or ENC 1136 with a grade of C or better, or after earning credit in ENC 1103 or ENC 1136 through CLEP or AP (Advanced Placement).

**Students may be advised to enroll in REA 1005, 1006, and 1007 in lieu of REA 1305.

The Associate in Science Degree

For General Education or To a Job and Career in Two Years

Florida Junior College at Jacksonville offers a comprehensive series of business, health, engineering and industrial related, home economics, distributive, public service, and other programs designed to fulfill the occupational needs of the community's citizens and employers.

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 catalog, is planning to enter a chosen career at the semi-professional level, or who plans to transfer to a senior institution offering the baccalaureate degree in a related technology area, based on the articulation agreement with the senior institutions.

Advisory committees help Florida Junior College at Jacksonville create programs and courses to prepare today's youth and adults for the world of work. The advisory committees are made up of civic-minded representatives of business, industry, government, health agencies, public service, and labor.

Individuals who seek to pursue a career at the technician or at the para-professional level may enroll in a two-year college credit program leading to the Associate in Science degree. For those persons desiring to spend less than two years in preparation, College Credit Certificate programs are available in several areas.

The program director may prescribe deficiency courses which are necessary for successful completion of the Associate in Science degree. If the student is a veteran, a copy of the director's recommendation must be on file and the course or courses certified as deficiency to the Veterans Administration.

The program director may approve another elective or professional course not listed as an approved elective in the Associate in Science degree curriculum which will apply toward Associate in Science degree graduation. If the student is a veteran, it is necessary that such course substitution be obtained from the State approving agency prior to the student's enrollment in the course being substituted. A record of the approval will be maintained in the veteran's file.

Graduation Requirements

In order to be awarded the Associate in Science degree, the student must have met the following requirements:

1. Earned a cumulative grade point average of 2.00 (C) on all college credit courses, including transfer credits, exclusive of physical education activity courses.
2. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville, exclusive of physical education activity courses.
3. Completed in residence at Florida Junior College at Jacksonville at least 15 semester hours of the required program.
4. Completed the general education requirements and required courses as set forth in the college catalog or as approved by the director of the program. A minimum of 60 semester hours is required for this degree, of which at least 15 semester hours must be in general education.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

General Education Requirements

1. A minimum of fifteen semester hours of General Education is required for all Associate in Science degree programs of study.
2. The following subject areas shall be included in each program in the manner specified hereafter:

I. SOCIAL SCIENCE 3 Semester Hours

Any one of the following 3 semester hour courses to meet State requirement for study of the U.S. Constitution:

AMH 2010 — UNITED STATES HISTORY I
 EUH 1001 — WESTERN CIVILIZATION
 POS 2041 — AMERICAN FEDERAL GOVERNMENT
 SSI 1120 — ORIGINS OF AMERICAN SOCIETY II

II. HUMANITIES 3 Semester Hours

Any course(s) listed under Area II (Humanities) for Associate in Arts degree.

III. MATHEMATICS — NATURAL SCIENCE 3 Semester Hours

Any course(s) listed under Area III (Mathematics—Natural Science) for Associate

in Arts degree—OR as specified in individual Associate in Science degree programs from the course(s) listed under Area III (Mathematics—Natural Science) for Associate in Arts degree.

IV. COMMUNICATIONS 3 Semester Hours

One of the following three semester hour courses is required of all Associate in Science degree students.

ENC 1103 — ENGLISH COMPOSITION I
or
 ENC 1005 — INTRODUCTION TO COMPOSITION

V. THE REMAINING GENERAL EDUCATION REQUIREMENT may be selected from courses listed in any one of the four categories under requirements for Associate in Arts degree **OR** as specified in individual Associate in Science degree programs.

A minimum of 60 semester hours is required for the Associate in Science degree. Some programs require more. Lists of additional courses required are set forth in individual Associate in Science degree programs.

Associate in Applied Science Degree

To Prepare For an Occupation in Two Years

The objective of the Associate in Applied Science degree is to provide a more comprehensive

and higher level of training than can be offered by the non-college credit occupational preparatory programs of study.

Associate in Applied Science degree general education requirements and graduation requirements are the same as those for the Associate in Science degree.

College Credit Certificate

To a Job in One Year

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

Graduation Requirements

In order to be awarded a College Credit Technical Certificate, the student must have met the following requirements:

1. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
2. Completed the required courses as set forth in the College catalog or as approved by the director of the program.
3. Completed at least one-fourth of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

ASSOCIATE IN SCIENCE DEGREE Special Areas of Study In:	Fred H. Kent Campus	North Campus	South Campus	Downtown Campus
BUSINESS				
Accounting	X	X	X	
Data Processing		X		
*Computer Operations		X		
*Computer Programming		X		
General Business	X	X	X	X
Secretarial Science	X	X	X	X
*Clerical	X	X	X	X
*Stenography	X	X	X	X
DISTRIBUTIVE	X			
Banking	X			
Hospitality Management	X			
Insurance	X		X	
Real Estate	X		X	
Sales-Marketing-Retailing	X	X	X	
Transportation				
ENGINEERING & INDUSTRIAL RELATED				
Air Traffic Management		X		
Architectural & Building Construction Technology				X
*Architectural & Building Construction				X
Civil Engineering Technology				X
*Civil Engineering				X
Drafting and Design Technology				X
*Drafting			X	X
Electronic Engineering Technology				X
*Electronics				X
Mechanical Engineering Technology				X
*Mechanical Engineering				X
Printing/Graphic Arts		X		
X-Ray Engineering Technology				X
HEALTH				
Dental Hygiene		X		
*Dental Assisting		X		
Emergency Medical Technology		X		
Medical Laboratory Technology		X		
Radiologic Technology		X		
Respiratory Therapy		X		
Technical Nursing		X		
HOME ECONOMICS				
Child Care Services		X		
*Child Care Services		X		
*Residential Child Care Services		X		
Fashion Merchandising	X			
Food Service Technology	X			
*Food Service Technology	X			

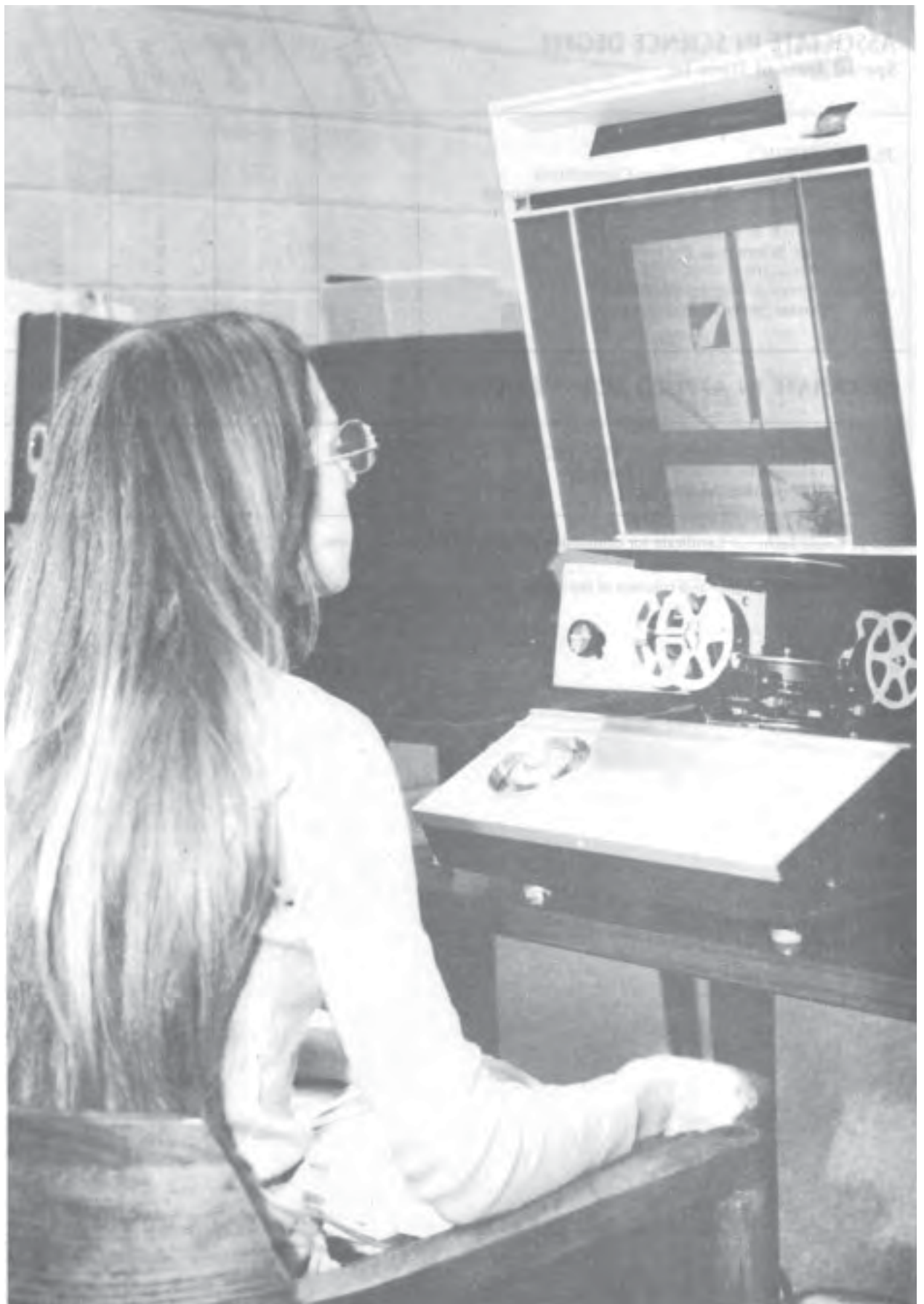
*College Credit Technical Certificate for completion of specialized courses of study.

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)

ASSOCIATE IN SCIENCE DEGREE Special Areas of Study In:	Fred H. Kent Campus	North Campus	South Campus	Downtown Campus
PUBLIC SERVICE Criminal Justice Education-Corrections Criminal Justice Education-Law Enforcement *Law Enforcement Fire Science & Prevention *Fire Science & Prevention Legal Assistant Postal Service Management *Postal Service Management			X X X X	X X X
ASSOCIATE IN APPLIED SCIENCE DEGREE				
ENGINEERING & INDUSTRIAL RELATED Automotive Mechanics Technology *Automotive Mechanics				X X

*College Credit Technical Certificate for completion of specialized courses of study.

(An "X" in any of the right hand columns of the above chart indicates the campus on which a program is located.)



Associate in Science Degree, Associate in Applied Science Degree, Certificate, and University of North Florida Transfer Programs

BUSINESS EDUCATION

Accounting

The Accounting Program is primarily designed for those students who intend to seek immediate employment in some area of accounting. The program is also intended for, 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 in industry; federal, state, and local government; and public accounting. The professional certified public accountant candidate should follow the Associate in Arts degree Business Administration program of studies.

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.

General Education	Associate In Science		credit hours
ECO 2013 Principles of Economics I	3	*Refer to AS degree General Education Requirements	
*Communications	3	**Approved Electives:	
*Humanities	3		
*Mathematics-Natural Science	3		
*Social Science	3		
credit hours	15		
 Professional and Other Required Courses			
ACC 2001 Principles of Accounting I	3	BUL 2111 Business Law	3
ACC 2021 Principles of Accounting II	3	BUL 2112 Business Law	3
ACC 2109 Intermediate Accounting I	3	COE 1000 Cooperative Education Seminar	1
ACC 2129 Intermediate Accounting II	3	— 1949 Cooperative Education Work Experience I (with program director's prior consent)	3
ACC 2409 Cost Accounting	3	— 2949 Cooperative Education Work Experience II (with program director's prior consent)	3
ACC 2509 Federal Tax Course — Tax Accounting	4	FIN 2000 Principles of Finance	3
QMB 1001 Business Mathematics	3	GEB 1011 Introduction to Business	3
SES 2335 Business Communications	3	MAN 2000 Principles of Management	3
**Approved Electives	20	MAN 2300 Personnel Management	3
credit hours	45	MAR 1011 Principles of Marketing	3
Total credit hours	60	RMI 1030 Principles of Insurance	3
		SES 1324 Calculating Machines	3

The program director may require additional courses or make substitutions required to meet the needs of students.

Data Processing

There are three programs in Data Processing at Florida Junior College at Jacksonville. These programs are: (a) Associate in Science with an emphasis in Data Processing, (b) Certificate in Computer Operations, and (c) Certificate in Computer Programming.

Students who are interested in pursuing a Computer/Information Systems Science degree at a senior in-

stitution should elect the Associate in Arts degree and utilize the program requirements at the senior institution and Florida Junior College at Jacksonville to determine the best combination of courses for transfer.

The Associate in Science degree is a two-year course of study to prepare students for a variety of positions in data processing. The following are some of the job titles: (a) program coders, (b) control analysts, (c) junior programmers, and (d) programmer-analyst trainees.

The Certificate in Computer Operations is a one-year program which includes experience with the operation of data processing equipment in the College's Data Center and the Data Processing instructional laboratory. Field trips enable students to be exposed to a greater variety of equipment, operating systems, and computer applications.

A limited number of laboratory assistantships are available for students to gain valuable experience with the operation of the IBM System/370 Model 138 Computer System and the Prime 300 minicomputer system in the data processing instructional laboratory on the North Campus.

The Certificate in Computer Programming is an abbreviated program recommended for those students with previous college-level course work and/or business experience. It is a one-year course of study for those who wish to be gainfully employed as junior programmers or programmer-analyst trainees.

Students interested in a computer programming career are urged to take the Programmer's aptitude test available through the Student Development Office on the North Campus.

Full-time students wishing to complete any of the above programs must be enrolled in two Data Processing courses as part of their course load during the Fall and Winter Terms (I and II). However, these courses are not to be taken in the order as listed hereafter.

General Education	Associate In Science	Technical Certificate In:	
		Computer Operations	Computer Programming
*Communications	3	3	
*General Education Elective	3		
*Humanities	3		
*Mathematics—Natural Science	3		
*Social Science	3	3	
	credit hours 15	6	
Professional and Other Required Courses			
**ACC 2001 Principles of Accounting I	3	3	3
CAP 1001 Data Processing Applications	3	3	3
CIS 2100 Data Management & Utility Programs	3	3	3
CIS 2321 System Development & Design	3		3
CNM 1005 Data Processing Mathematics	3	3	3
COC 1300 Introductory Computer Concepts	3	3	3
COP 2120 Basic COBOL Programming	3		3
COP 2121 Advanced COBOL Programming			3
COP 2610 Advanced Computing & Programming Systems ..	3		
CRM 1039 Data Processing Workshop		3	
GEB 1011 Introduction to Business	3	3	3
MAN 2000 Principles of Management	3		
***SES 1100 Beginning Typewriting I	3	3	3
SES 2335 Business Communications	3	3	3
Data Processing Elective	3		
Data Processing or General Business Elective	3		
Programming Elective	3		3
	credit hours 45	27	36
	==	==	==
	Total credit hours 60	33	36

*Refer to AS degree General Education Requirements

**ACC 1009 and ACC 1029 may be used in place of ACC 2001

***Students with touch typing skills may elect to substitute a Data Processing or General Business Elective course for SES 1100.

Where appropriate the following are desirable as electives:

Data Processing Electives	credit hours	Data Processing-Electives	credit hours
COP 1160 RPG Programming	3	COP 2110 FORTRAN Programming	3
COP 1400 Basic Assembly Language Programming	3	COP 2121 Advanced COBOL Programming .	3
COP 2110 FORTRAN Programming	3	COP 2130 PL/I Programming	3
COP 2121 Advanced COBOL Programming .	3	COP 2170 Basic Programming	3
COP 2130 PL/I Programming	3	COP 2401 Advanced Assembly Language Programming	3
COP 2170 Basic Programming	3	COP 2610 Advanced Computing and Programming Systems	3
COP 2401 Advanced Assembly Language Programming	3	General Business Electives	
CRM 1039 Data Processing Workshop	3	ACC 2021 Principles of Accounting II	3
Programming Electives		BUL 2111 Business Law	3
COP 1160 RPG Programming	3	MAN 2000 Principles of Management	3
COP 1400 Basic Assembly Language Programming	3		

The program director may require additional courses or make substitutions required to meet the needs of students.

General Business

The two-year General Business Program is designed to prepare students for advancement in a business profession. The emphasis of the course selections is on business courses as only five General Education Courses are required. It is important to note that this program is not intended to be a substitute for the four-year Business Administration program. The Director of the Program may require and/or approve additional courses for program completion or may approve substitution of courses based on student needs.

General Education	Associate In Science	
ECO 2013 Principles of Economics I	3	
*Communications	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
	<hr/>	
	credit hours	15
Professional and Other Required Courses		
ACC 1009, 1029 Accounting I & II or		
ACC 2001 Principles of Accounting I	3-6	
QMB 1001 Business Mathematics	3	
SES 2335 Business Communications	3	
**Approved Electives	33-36	
	<hr/>	
	credit hours	45
	<hr/>	
	Total credit hours	60

*Refer to AS degree General Education Requirements

**Approved Electives:		credit hours
ACC 2021 Principles of Accounting II		3
ADV 2000 Advertising		3
BUL 2111 Business Law		3
BUL 2112 Business Law		3
COE 1000 Cooperative Education Seminar .		1
— 1949 Cooperative Education Work Experience I (With Program Director's prior consent)		3
— 2949 Cooperative Education Work Experience II (With Program Director's prior consent)		3
FIN 2000 Principles of Finance		3
FIN 2100 Personal Finance		3
GEB 1011 Introduction to Business		3
MAN 2000 Principles of Management		3
MAN 2300 Personnel Management		3
MAR 1011 Principles of Marketing		3
MAR 1101 Salesmanship		3
MAR 1151 Retail Merchandising		4
MAR 1301 Sales Promotion		4
MAR 2401 Sales Management		3
RMI 1030 Principles of Insurance		3
SES 1100 Beginning Typewriting I		3
SES 1101 Beginning Typewriting II		3
SES 1110 Intermediate Typewriting		3
SES 1150 Introduction to Word Processing .		3
SES 1324 Calculating Machines		3
SES 1361 Machine Transcription		3
SES 2151 Word Processing — Magnetic Typewriting		3

Secretarial Science

The two-year Secretarial Science Program is designed to fill the 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. Classroom experiences aid the student 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 student may elect to learn either machine shorthand or Gregg shorthand in order to satisfy the re-

quirements of the program. The student selecting machine shorthand must complete the course sequence SES 1221, SES 2222, and SES 2223. The student selecting Gregg shorthand must complete the course sequence SES 1211, SES 2212, and SES 2213. Individual courses in one course sequence are not interchangeable with courses in the other course sequence. Machine shorthand is offered only on the South Campus.

A student may obtain a Certificate in Clerical or Stenography by completing the courses identified hereafter.

The Director of the Program may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

General Education	Associate In Science	Technical Certificate In	
		Clerical	Stenography
*Communications	3	3	3
*Humanities	3		
*Mathematics — Natural Science	3		
*Social Science	<u>6</u>	<u>6</u>	<u>3</u>
	credit hours 15	9	6
Professional and Other Required Courses			
+ACC 1009, 1029 Accounting	6	6	6
BUL 2111 Business Law	3	3***	3***
GEB 1011 Introduction to Business	3	3***	3
MAN 2000 Principles of Management		3***	
QMB 1001 Business Mathematics	3	3	3
COC 1300 Introductory Computer Concepts	3		
SES 1003 General Office Procedures	3	3	3
SES 1101 Beginning Typewriting II	3**		
SES 1110 Intermediate Typewriting	3**	3****	3****
SES 1211 Intermediate Shorthand or			
SES 1221 Machine Shorthand I	3**		3
SES 1324 Calculating Machines		3***	
SES 1361 Machine Transcription	3	3	3***
SES 2120 Advanced Typewriting — Executive	3**	3****	3****
SES 2131 Advanced Typewriting — Legal	3**	3****	3****
SES 2132 Advanced Typewriting — Medical	3**	3****	3****
SES 2133 Advanced Typewriting — Technical	3**	3****	3****
SES 2151 Word Processing — Magnetic Typewriting	3**		
SES 2212 Advanced Shorthand or			
SES 2222 Machine Shorthand II	3**		3
SES 2213 Dictation & Transcription or			
SES 2223 Machine Shorthand III	3**		3***
SES 2335 Business Communications	3	3	3
SES 2402 Secretarial Practices	<u>3</u>		<u>3</u>
	<u>48</u>	<u>30</u>	<u>39</u>
	Total credit hours 63	39	45

*Refer to AS degree General Education Requirements.

**Students will be placed at proper level in typewriting and shorthand. Students without skills required for completion of SES 1210 Beginning Shorthand, if Gregg Shorthand method is selected, and SES 1100 Beginning Typewriting I will be required to take these courses, which may increase the hours required for graduation. The Secretarial Science two-year degree program requires nine hours in typewriting and nine hours in shorthand.

***Students are required to take any two of these courses.

****Certificate programs require six hours in typing.

+ACC 2001 may be taken in place of ACC 1009 and 1029.

DISTRIBUTIVE EDUCATION

Banking

This two-year program is structured to provide students with both the general and specialized skills and competencies needed to embark upon a profitable and rewarding banking career. Jacksonville is a hub of financial activity, and financial institutions such as banks are looking for qualified and motivated degree students to enter their executive training programs. Opportunities in banking are especially good because of the variety of departments such as business development, public relations, installment credit, international trade development, commercial services, loans and securities.

Those already employed in banks have the opportunity to register for in-house courses leading to American Institute of Banking certification and at the same time earning college credit toward degree requirements.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the transfer program to the University of North Florida must complete the transfer program requirements.

General Education	Associate In Science	AS Degree Option UNF Transfer
ECO 2013 Principles of Economics I	3	3
ECO 2023 Principles of Economics II		3
ENC 1005 Introduction to Composition		3
ENC 1103 English Composition I		3
ENC 1005 Introduction to Composition or		
ENC 1103 English Composition I	3	
HUM 2211 Western Humanities I	3	3
MAC 1104 College Algebra		3
POS 2041 American Federal Government		3
PSY 1012 General Psychology	3	3
SPC 1010 Fundamentals of Speech	3	
STA 1014 Elementary Statistics		3
*General Education Electives		6
*Mathematics — Natural Science	3	
*Social Science	3	
*Social Science or Humanities	3	
	credit hours	24
		33
Professional and Other Required Courses		
ACC 1009 General Accounting I	3	
ACC 2001 Principles of Accounting I		3
ACC 2021 Principles of Accounting II		3
BAN 1110 Principles of Bank Operation	3	3
BAN 1700 Financing Business Enterprise	3	
BAN 2303 Savings and Time Deposits	3	3
BUL 2111 Business Law	3	3
FIN 2000 Principles of Finance	3	3
FIN 2230 Money and Banking	3	3
GEB 1011 Introduction to Business	3**	3
MAN 2000 Principles of Management	3	3
QMB 1001 Business Mathematics	3	
Approved Electives		6
	credit hours	36
		27
	Total credit hours	60
		60

*Refer to General Education Requirements

**Another course may be selected upon approval of program director.

The program director may require additional courses or make substitutions required to meet the needs of students.

Hospitality Management

This program is designed to provide career-oriented students with the basic principles and job entry working skills and the training for supervisory and management positions in the hotel, motel, apartment, lodging and food service industry. The program is designed to provide the student with a foundation for building a rewarding position and satisfying career in a dynamic, growing industry.

The hotel, motel, apartment, tourism, and food service industry is the largest and fastest growing business in Florida. AS degree students with an educational background of this business are in demand. Training includes communication and managerial skills, human relations, and leadership. Through the internship program of Hospitality Management, students gain college credit and valuable, profitable work experience. Job placement is available through the college Hospitality Management Advisory Committee.

General Education	Associate In Science	Professional and Other Required Courses	
ECO 2013 Principles of Economics I	3	ACC 1009 General Accounting I	3
*Communications	3	BUL 2111 Business Law	3
*Humanities	3	FIN 2100 Personal Finance	3
*Physical or Biological Science	3	FSS 1251 Restaurant Operations	3
*Social Science	<u>6</u>	FSS 2501 Food & Beverage Control	3
credit hours	18	HFT 1000 Introduction to Hospitality Management	3
		HFT 1250 Hotel-Motel Operation	3
		HFT 1270 Apartment Management	3
		HFT 2221 Customer-Personnel Relations	3
		HFT 2700 Tourism	3
		**HFT 2941 Internship	3
		**HFT 2942 Internship	3
		MAN 2000 Principles of Management	3
		MAR 1101 Salesmanship	3
		QMB 1001 Business Mathematics	<u>3</u>
		credit hours	<u>45</u>
		Total credit hours	<u>63</u>

*Refer to AS degree General Education Requirements

**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 HFT 2941 and 2942. 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.

The program director may require additional courses or make substitutions required to meet the needs of students.

Insurance

This program's objective is to provide students with the necessary course work that can lead to profitable and rewarding careers in the insurance industry — life, property and casualty, and health. Emphasis is placed on job preparation for affiliation with insurance agencies and home office operations. Jacksonville, being the "Insurance Capital of the South", offers great opportunity to qualified insurance AS graduates.

Courses are made available to those persons already employed for career advancement opportunities. These include Chartered Life Underwriters (CLU), Life Office Management (LOMA) and Insurance Institute of America (IIA). Courses leading to licensing requirements for property and casualty general agents, solicitors, and adjusters are also available.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the Transfer Program requirements.

		Associate In Science	AS degree Option UNF Transfer
General Education			
ECO 2013	Principles of Economics I		3
ECO 2023	Principles of Economics II		3
ENC 1005	Introduction to Composition		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology	3	3
STA 1014	Elementary Statistics		3
	*Communications	3	
	*General Education Electives		6
	*Humanities	3	
	*Mathematics — Natural Science	3	
	*Social Science	6	
		18	33
	credit hours		

Professional and Other Required Courses

ACC 1009	General Accounting I	3	
ACC 1029	General Accounting II	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
GEB 1011	Introduction to Business	3	3
MAN 2000	Principles of Management	3	3
MAR 1011	Principles of Marketing		3**
MAR 1101	Salesmanship	3	
QMB 1001	Business Mathematics	3	
RMI 1030	Principles of Insurance	3	3
RMI 1110	Principles of Life Insurance I		3***
RMI 1200	Principles of Casualty Insurance and Surety Bonding	3	3***
RMI 1210	Principles of Fire and Allied Lines	3	3***
	Approved Insurance Electives	9	
		42	30
	credit hours		
	Total credit hours	60	63

*Refer to AS degree General Education Requirements

**Required course in UNF Transfer Option.

***Any two of these courses.

The program director may require additional courses or make substitutions required to meet the needs of students.

Real Estate

This program is designed to provide students with a meaningful background in real estate as particularly related to principles, practices, and license law. Pre-licensing requirements established by the Florida Real Estate Commission for licensed salespersons are incorporated into the program. Through a variety of course offerings, students are presented an opportunity to specialize in other areas of real estate including management.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the program requirements.

		Associate In Science	AS degree Option UNF Transfer
General Education			
ECO 2013	Principles of Economics I	3	3
ECO 2023	Principles of Economics II		3
ENC 1005	Introduction to Composition		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology		3
SPC 1010	Fundamentals of Speech	3	
STA 1014	Elementary Statistics		3
*Communications		3	
*General Education Electives			6
*Humanities		6	
*Mathematics — Natural Science (Except MAT 1024)		3	
*Social Science		3	
	credit hours	21	33
Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
GEB 1011	Introduction to Business	3**	3
MAN 2000	Principles of Management	3	3
MAN 2300	Personnel Management	3	
MAR 1011	Principles of Marketing		3****
QMB 1001	Business Mathematics	3	
REE 1000	Real Estate Principles and Practices	3	3
REE 1100	Real Estate Appraisal	3	
REE 1400	Real Estate License Law	3	3
REE 1810	Real Estate Sales	3***	
REE 2200	Real Estate Finance	3***	
REE 2270	Mortgage Broker in Mortgage Lending	3***	3*****
REE 2300	Real Estate Investment	3***	
REE 2430	Real Estate Law	3***	3*****
REE 2500	Real Estate Management	3***	
Approved Real Estate Elective		3	
	credit hours	42	30
	Total credit hours	63	63

*Refer to AS degree General Education Requirements

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

***Any three of these six courses

****Required course in UNF Transfer Option

*****Any one of these courses

The program director may require additional courses or make substitutions required to meet the needs of students.

Sales—Marketing—Retailing

The Sales-Marketing-Retailing Program provides the student with a background that will assist in preparing for a career in the areas of sales, sales management, sales promotion, advertising, wholesaling, retailing, and market research. Career opportunities in these fields 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 a broad understanding of the marketing process, as well as specialized knowledge in the various areas of marketing.

The Director of the Program may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

General Education	Associate In Science	credit hours	**Approved Electives:	credit hours
ECO 2013 Principles of Economics I	3		BUL 2111 Business Law	3
*Communications	3		BUL 2112 Business Law	3
*Humanities	3		COE 1000 Cooperative Education Seminar	1
*Mathematics — Natural Science	3		— 1949 Cooperative Education Work Experience I (with program director's prior consent)	3
*Social Science	3		— 2949 Cooperative Education Work Experience II (with program director's prior consent)	3
credit hours	15		FIN 2000 Principles of Finance	3
Professional and Other Required Courses			GEB 1011 Introduction to Business	3
ACC 1009, 1029 General Accounting I and II or			MAN 2000 Principles of Management	3
ACC 2001 Principles of Accounting I	3-6		MAN 2300 Personnel Management	3
ADV 2000 Advertising	3		MAR 1151 Retail Merchandising	4
MAR 1011 Principles of Marketing	3		MAR 1301 Sales Promotion	4
MAR 1101 Salesmanship	3		MAR 2221 Principles of Wholesale Distribution	3
QMB 1001 Business Mathematics	3		MAR 2240 Principles of International Trade: Export-Import	3
SES 2335 Business Communications	3		MAR 2401 Sales Management	3
**Approved Electives	24-27		RMI 1030 Principles of Insurance	3
credit hours	45		SES 1100 Beginning Typewriting I	3
Total credit hours	60		SES 1101 Beginning Typewriting II	3
			SES 1110 Intermediate Typewriting	3
			SES 1324 Calculating Machines	3

*Refer to AS Degree General Education Requirements

Transportation

The purpose of the Transportation Program is to enable students to obtain a meaningful career, either in industrial traffic management or in the commercial carrier industry.

The Transportation Advisory Committee continually keeps the faculty aware of industrial needs, job opportunities, changes in transportation technology, and placement services.

Transportation curricula are continually updated, and new courses developed to meet community requirements. The courses provide students with ample specialized training and skills to enter the highly technical field of transportation and distribution.

An option transfer program is available to students for admittance to the University of North Florida. Students electing this option are accepted as third year students at UNF. Students electing the Transfer Program to the University of North Florida must complete the Transfer Program requirements.

General Education		Associate In Science	AS degree Option UNF Transfer
ECO 2013	Principles of Economics I	3	3
ECO 2023	Principles of Economics II		3
ENC 1005	Introduction to Composition		3
ENC 1103	English Composition I		3
HUM 2211	Western Humanities I		3
MAC 1104	College Algebra		3
POS 2041	American Federal Government		3
PSY 1012	General Psychology		3
SPC 1010	Fundamentals of Speech	3	
STA 1014	Elementary Statistics		3
*Communications	6	
*General Education Electives		6
*Humanities	6	
*Mathematics — Natural Science, (Except MAT 1024)	3	
*Social Science	3	
	credit hours	<u>24</u>	<u>33</u>
 Professional and Other Required Courses			
ACC 1009	General Accounting I	3	
ACC 2001	Principles of Accounting I		3
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law	3	3
FIN 2000	Principles of Finance	3	3
GEB 1011	Introduction to Business	3**	3
MAN 2000	Principles of Management	3	3
QMB 1001	Business Mathematics	3	
TRA 1010	Principles of Transportation	3	
TRA 1032	Transportation and Traffic Management I	3	
TRA 1230	Material Handling	3	
TRA 1420	Commercial Motor Transportation	3	
TRA 2020	Economics of Transportation	3	3
***Approved Electives	3	9
	credit hours	<u>36</u>	<u>30</u>
	Total credit hours	<u>60</u>	<u>63</u>

*Refer to AS Degree General Education Requirements

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

***Approved Electives for UNF Transfer Option:

		credit hours
ASC 1001	Introduction to Aviation/Aerospace	3
ATF 1010	Ground School—Private Pilot ...	3
ATT 1110	Ground School III—Commercial Pilot	3
ATT 1120	Ground School IV—Instrument Pilot	3
MAR 2221	Principles of Wholesale Distribution	3
MAR 2240	Principles of International Trade: Export-Import	3
TRA 1010	Principles of Transportation	3
TRA 1032	Transportation and Traffic Management I	3
TRA 1033	Carrier Liability and Claims	3
TRA 1100	Transportation and Traffic Management	3
TRA 1121	Rate Clerk	3
TRA 1230	Material Handling	3
TRA 1420	Commercial Motor Transportation	3
TRA 1905	Independent Study of Transportation	3
TRA 2110	Transportation and Traffic Management III	3
TRA 2120	Transportation and Traffic Management IV	3
TRA 2300	Interstate Commerce Act I	3
TRA 2310	Interstate Commerce Act II	3
TRA 2311	Interstate Commerce Law and Practice	3
TRA 2312	Interstate Commerce Act III	3
TRA 2313	Interstate Commerce Act IV	3

***Approved Electives for AS degree program:

		credit hours
ASC 1001	Introduction to Aviation/Aerospace	3
ATF 1010	Ground School—Private Pilot ...	3
ATT 1110	Ground School III—Commercial Pilot	3
ATT 1120	Ground School IV—Instrument Pilot	3
MAR 2221	Principles of Wholesale Distribution	3
MAR 2240	Principles of International Trade: Export-Import	3
TRA 1033	Carrier Liability and Claims	3
TRA 1100	Transportation and Traffic Management	3
TRA 1121	Rate Clerk	3
TRA 1420	Commercial Motor Transportation	3
TRA 1905	Independent Study of Transportation	3
TRA 2110	Transportation and Traffic Management III	3
TRA 2120	Transportation and Traffic Management IV	3
TRA 2300	Interstate Commerce Act I	3
TRA 2310	Interstate Commerce Act II	3
TRA 2311	Interstate Commerce Law and Practice	3
TRA 2312	Interstate Commerce Act III	3
TRA 2313	Interstate Commerce Act IV	3

The program director may require additional courses or make substitutions required to meet the needs of students.

ENGINEERING AND INDUSTRIAL RELATED EDUCATION

Air Traffic Management

The Air Traffic Management Program provides the student with a background that will assist in preparing for a career in air traffic control and air traffic facility operation. Career opportunities in the fields exist in private industry and government.

The curriculum includes the study of activities necessary to control aircraft in the air and on the ground safely and economically.

Upon completion of this program, the student would be able to step right into FAA vacancies precluding extensive additional training.

General Education	Associate In Science	Professional And Other Required Courses	
ENC 1103 English Composition I	3	ASC 1000 Principles of Flight	3
MGF 1113 College Mathematics	3	ASC 1005 History of Air Transportation ..	3
*REA 1305 Developmental Reading	3	ASC 1210 Aviation Weather	3
SPC 1010 Fundamentals of Speech	3	ASC 1310 Federal Air Regulations	3
SSI 1120 Origins of American Society ..	3	ASC 1690 Environment of the Air Traffic	
**Humanities	3	Controller	3
credit hours	18	AVM 2431 The Flight Service Station ...	3
		AVM 2821 The Air Traffic Control Tower ..	3
		AVM 2823 Approach Control	3
		AVM 2825 Air Route Traffic Control	
		Center	3
		AVM 2831 Radar/Computer Interface ...	3
		AVM 2941 Facility Internship	4
		COC 1300 Introductory Computer	
		Concepts	3
		MET 1001 Meteorology	3
		***Approved Electives	6
		credit hours	46
		Total credit hours	64

*Individual Scores at an appropriate level Nelson-Denny Reading Test. Student may substitute another communications course, with director's approval.

**Any course with HUM prefix

***Approved Electives:

	credit hours
ECO 2000 Foundations of the American	
Economy	3
ENC 2315 Technical Report Writing	3
MAN 2050 Transportation Management and	
Theory	3
MAN 2300 Personnel Management	3
SES 1100 Beginning Typewriting I	3
SOP 1002 Human Relations	3
TRA 1010 Principles of Transportation	3

Architectural and Building Construction Technology

The objective of this program is to prepare the student for a career as a drafter or as an assistant to architects, engineers, or employers whose companies are associated through services or products with the architectural and building construction field.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024, Elementary Algebra, and MAT 1033, Intermediate Algebra.

The objective of the certificate program is to prepare students for occupations related to the building construction industry. In particular the graduate of this program could be employed by a surveying company either as a field party member or as an office drafter transferring the field notes into survey plats. Other job opportunities would consist of working as a technician for an engineering testing company, making those in-place tests or laboratory tests required of the contractor. Still other possibilities are to assist the architect as the job inspector, or to assist the job superintendent on the job site, or to draw up preliminary

sketches, for the contractor, architect or engineer. In summary, this certificate program provides a starting point for the graduate to enter building construction or related businesses.

Graduates of the one-year certificate program in Architectural and Building Construction Technology may elect to continue for the Associate in Science degree in Architectural and Building Construction Technology.

	Associate In Science	Technical Certificate In Architectural & Bldg. Const.
General Education		
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
	<hr/>	<hr/>
credit hours	15	3
Professional and Other Required Courses		
ARC 2120C Architectural Drafting	3	3
BCN 1001C Building Construction	3	3
BCN 2614 Planning and Estimating	3	3
COC 2307 Computer Concepts	3	
ENC 2315 Technical Report Writing	3	
ETD 1100C Engineering Drawing	3	3
ETD 2121C Civil Drafting	3	3
ETG 2504C Engineering Mechanics	4	
ETG 2535C Testing & Strength of Materials	4	
ETI 1421C Engineering Materials & Processes	4	4
ETI 1700 Industrial Safety	3	3
ETM 2610C Air Conditioning & Heating	3	3
MAC 1104 College Algebra	3	3
MTB 1322 Technical Math II	3	
SUR 1101C Surveying	3	3
**Professional Course Elective	3	
	<hr/>	<hr/>
credit hours	51	31
	<hr/>	<hr/>
Total credit hours	66	34

*Refer to AS Degree General Education Requirements

**Approved Electives:

Any course included in any college credit Engineering Technology Program or one of the following:

	credit hours		credit hours
BUL 2111 Business Law	3	ETI 1121 Introduction to Non-destructive Testing	3
ETE 1001 Fundamentals of General Electricity	3	ETI 1122 Non-destructive Testing: Liquid Penetrants and Magnetic Particles	3
GEB 1011 Introduction to Business	3		

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

Civil Engineering Technology

The objective of this program is to prepare the student for a career in fields related to Civil Engineering such as drafting, construction, surveying, road building, hydraulics, or instrumentation.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024, Elementary Algebra, and MAT 1033, Intermediate Algebra.

The objective of the one-year certificate program in Civil Engineering Technology is to prepare the student for a career in the fields related to civil engineering such as drafting, construction, surveying and road building. A graduate of this program could be employed to assist the architect as the job inspector, or to draw up preliminary sketches for the contractor or engineer. In summary, this certificate program provides a starting point for the graduate to enter the building construction business or related businesses.

Graduates of the Civil Engineering Technology certificate program may elect to continue studies for the Associate in Science degree in Civil Engineering Technology.

	Associate In Science	Technical Certificate In Civil Engineering
General Education		
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	<u>3</u>	
	credit hours 15	3
Professional and Other Required Courses		
BCN 1001C Building Construction	3	3
BCN 2614C Planning and Estimating	3	3
BUL 2111 Business Law		
or		
GEB 1011 Introduction to Business	3	
EGN 1130C Descriptive Geometry	3	3
ENC 2315 Technical Report Writing	3	3
ETD 1100C Engineering Drawing	3	3
ETD 2121C Civil Drafting	3	3
ETG 2504C Engineering Mechanics	4	
ETG 2535C Testing & Strength of Materials	4	
ETI 1421C Engineering Materials & Processes	4	4
ETM 2221 Elements of Applied Energy	3	
ETM 2310 Fluid Mechanics	3	
MAC 1104 College Algebra	3	
MTB 1322 Technical Math II	3	
SUR 1101C Surveying	3	3
**Professional Course Elective	<u>3</u>	<u>3</u>
	credit hours 51	28
	Total credit hours 66	31

*Refer to AS Degree General Education Requirements

**Approved Electives:

Any course included in any college credit Engineering Technology Program or one of the following:

	credit hours		credit hours
BUL 2111 Business Law	3	ETI 1121 Introduction to Non-destructive Testing	3
ETE 1001 Fundamentals of General Electricity	3	ETI 1122 Non-destructive Testing: Liquid Penetrants and Magnetic Particles	3
GEB 1011 Introduction to Business	3		

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

Drafting and Design Technology

The objective of this program is to prepare students for careers as assistants to engineers or architects. The graduate will be prepared to translate ideas, sketches, calculations, and specifications into complete and accurate working drawings.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024, Elementary Algebra, and MAT 1033, Intermediate Algebra.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

A certificate program is also offered in Drafting and is designed to prepare the student for employment as a drafter.

The graduate of the certificate program may elect to continue studies for the Associate in Science degree in Drafting and Design Technology.

	Associate In Science	Technical Certificate In Drafting
General Education		
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	<u>3</u>	
credit hours	15	3
Professional and Other Required Courses		
ARC 2120C Architectural Drafting	3	3
BCN 2614C Planning and Estimating	3	
BCN 1001C Building Construction	3	
EGN 1130C Descriptive Geometry	3	3
ENC 2315 Technical Report Writing	3	3
ETD 1100C Engineering Drawing	3	3
ETD 1645C Mechanical and Electrical Drafting	3	3
ETD 2121C Civil Drafting	3	3
ETG 2504C Engineering Mechanics	4	
ETG 2535C Testing and Strength of Materials	4	
ETI 1421C Engineering Materials and Processes	4	4
ETI 1700 Industrial Safety	3	
ETI 2440 Industrial Design	3	3
MAC 1104 College Algebra	3	3
MTB 1322 Technical Math II	3	
ETC 1321L Surveying	<u>3</u>	
credit hours	<u>51</u>	<u>28</u>
Total credit hours	66	31

*Refer to AS degree General Education Requirements

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

Electronic Engineering Technology

The objective of this program is to prepare the student for a career associated with the electronics industry as a technician or assistant to engineers and scientific personnel in electronic systems and processes.

A student will be considered as selected for this program when the student has an Associate in Science

degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024, Elementary Algebra, and MAT 1033, Intermediate Algebra.

The student completing the one-year program in Electronics may expect to find employment at the entry or beginning technician level in those local industries which normally employ highly skilled people to service and maintain the complex electronics equipment and systems used in modern industry. These industries may use automated process and production equipment, complex business and data processing systems, computer data terminals and other communications systems. In addition, the beginning technician may be employed as an assistant to engineers and engineering technicians in the design and implementation of automated production equipment, the production of technical manuals, blueprints and drawings, and electronics photocopy.

Graduates of the one-year certificate program in Electronics may elect to continue studies for the Associate in Science degree in Electronic Engineering Technology.

General Education	Associate In Science	Technical Certificate In Electronics
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
	<u>15</u>	<u>3</u>
credit hours	15	3
 Professional and Other Required Courses		
COC 2307 Computer Concepts	3	
ENC 2315 Technical Report Writing	3	3
ETD 1100C Engineering Drawing	3	
ETE 1010 D/C Theory and Circuits	3	3
ETE 1020 A/C Theory and Circuits	3	3
ETE 2101 Electronics I	3	3
ETE 2111 Electronics II	3	3
ETE 2112 Electronics III	3	3
ETE 2121 Advanced Electronic Circuit Analysis	3	3
ETE 2141 Semi-conductor Circuit Design	3	
ETE 2527 Electrical-Electronic Control Systems	3	
ETE 2633C Computer Logic Circuits	3	
ETI 1700 Industrial Safety	3	3
MAC 1104 College Algebra	3	3
MTB 1322 Technical Math II	3	3
MTB 2323 Technical Math III	3	
**Professional Course Elective	3	
	<u>51</u>	<u>30</u>
credit hours	51	30
Total credit hours	<u>66</u>	<u>33</u>

*Refer to AS degree General Education Requirements

**Approved Electives:

Any course included in any college credit Engineering Technology Program or one of the following:

	credit hours		credit hours
BUL 2111 Business Law	3	ETI 1121 Introduction to Non-destructive Testing	3
ETE 1001 Fundamentals of General Electricity	3	ETI 1122 Non-destructive Testing: Liquid Penetrants and Magnetic Particles	3
GEB 1011 Introduction to Business	3		

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

Mechanical Engineering Technology

The objective of this program is to prepare the student for a career as an engineering aide or technical assistant in numerous specialty areas associated with mechanical engineering or technology.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024, Elementary Algebra, and MAT 1033, Intermediate Algebra.

The Mechanical Engineering one-year certificate program is designed to prepare students to work as "engineering aides" in various mechanical engineering areas. The aide may work under the supervision of a mechanical engineer or a trained technician. The aide may complete drawings from sketches, prepare working drawings, work in production control, safety department, or in the maintenance department of a manufacturing or industrial organization.

Students completing the certificate program may elect to continue studies for the Associate in Science degree in Mechanical Engineering Technology.

General Education	Associate In Science	Technical Certificate In Mechanical Engineering
*Communications	3	3
*General Education Elective	3	
*Humanities	3	
*Mathematics - Natural Science	3	
*Social Science	<u>3</u>	
	credit hours 15	<u>3</u>

Professional and Other Required Courses

COC 2307	Computer Concepts	3	3
EGN 1130C	Descriptive Geometry	3	
ENC 2315	Technical Report Writing	3	3
ETD 1100C	Engineering Drawing	3	3
ETD 1645C	Mechanical & Electrical Drafting	3	3
ETG 2504C	Engineering Mechanics	4	4
ETG 2535C	Testing & Strength of Materials	4	
ETI 1421C	Engineering Materials & Processes	4	4
ETI 1700	Industrial Safety	3	3
ETI 2440	Industrial Design	3	
ETI 2681	Industrial Supervision	3	
ETM 2221	Elements of Applied Energy	3	
ETM 2310	Fluid Mechanics	3	
MAC 1104	College Algebra	3	3
MTB 1322	Technical Math II	3	3
**Professional Course Elective		<u>3</u>	
		credit hours <u>51</u>	<u>29</u>

*Refer to AS degree General Education Requirements

**Approved Electives:

Total credit hours 66 32

Any course included in any college credit Engineering Technology Program or one of the following:

	credit hours		credit hours
BUL 2111	3	ETI 1121	3
ETE 1001	3	ETI 1122	3
GEB 1011	3		

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.

Printing/Graphic Arts

The two-year program in Printing/Graphic Arts is designed to provide the student with a working knowledge of each of six major areas of the printing industry, and then to develop in the student occupational skills in the one area or process in which the student demonstrates aptitude and interest.

Lecture courses and hands-on laboratory experience will be provided for training in Hand and Machine Composition and Form Make-up; Letterpress Press Operation and Form Lockup; Cold Typesetting and Pasteup; Camera Operation and Film Processing; Negative Stripping and Offset Platemaking; and Offset Press Operation and Related Bindery Functions.

General Education		Associate In Science		
*Communications.....	3	**ARV 2234 Camera Operation and Film Processing.....	3	
*Social Science.....	3	***ARV 2241C Advanced Camera Operation and Film Processing..	5	
*Humanities.....	3	**ARV 2250 Negative Stripping and Offset Platemaking.....	3	
*Mathematics — Natural Science.....	3	***ARV 2251 Advanced Stripping and Offset Platemaking.....	5	
*General Education Electives.....	<u>6</u>	**ARV 2253 Offset Press Operation.....	3	
credit hours	18	***ARV 2254 Advanced Offset Press Operation.....	5	
Professional and Other Required Courses		**ARV 2256 Letterpress Press Operation and Lockup.....	3	
ARV 1200 Theory of Printing Processes.....	5	***ARV 2257 Advanced Letterpress Operation and Lockup....	5	
ARV 1201 Printing Processes Lab.....	4	ARV 2945 Practicum.....	6	
ARV 1203 Layout and Design.....	3	HES 2402 Standard First Aid and Personal Safety.....	2	
ARV 1207 Theory of Lithographic Processes.....	5	SES 1101 Beginning Typewriting II.....	<u>3</u>	
ARV 1209 Lithographic Processes Lab....	4	credit hours	<u>43</u>	
ARV 1260 Graphic Arts Estimating.....	3	Total credit hours	61	
**ARV 2225 Cold Type Typesetting and Pasteup.....	3			
***ARV 2226 Advanced Cold Type Typesetting and Pasteup.....	5			
**ARV 2230 Hand and Machine Composition and Form Makeup....	3			
***ARV 2231 Advanced Compositional Makeup.....	5			

*Refer to AS degree General Education Requirements

**Students are required to select one of these courses for three credits.

***Students are required to select one of these courses for five credits.

The program director may require additional courses or make substitutions required to meet the needs of students.

X-Ray Engineering Technology

The objective of this program is to prepare a student for a career in the medical or industrial field as a technologist specializing in the use, installation, calibration, and maintenance of radiologic equipment.

A student will be considered as selected for this program when the student has an Associate in Science degree advising sheet signed by the program director. Students with an inadequate mathematics background will be required to enroll in MAT 1024 Elementary Algebra, and MAT 1033 Intermediate Algebra.

General Education		Associate In Science		
*Communications.....	3	*Mathematics — Natural Science.....	3	
*General Education Elective.....	3	*Social Science.....	<u>3</u>	
*Humanities.....	3	credit hours	15	

Professional and Other Required Courses

COC 2307 Computer Concepts.....	3	ETG 2202C X-Ray Technology II.....	3
ENC 2315 Technical Report Writing....	3	ETG 2203C X-Ray Technology III.....	3
ETD 1100C Engineering Drawing.....	3	ETG 2204C X-Ray Technology IV.....	3
ETE 1010 D/C Theory and Circuits.....	3	ETG 2205C X-Ray Technology V.....	3
ETE 1020 A/C Theory and Circuits.....	3	ETI 1700 Industrial Safety.....	3
ETE 2101 Electronics I.....	3	MAC 1104 College Algebra.....	3
ETE 2111 Electronics II.....	3	MTB 1322 Technical Math II.....	3
ETE 2112 Electronics III.....	3		
ETE 2633C Computer Logic Circuits.....	3		credit hours <u>51</u>
ETG 1201C X-Ray Technology I.....	3		<u>66</u>
		Total credit hours	66

*Refer to AS degree General Education Requirements

NOTE: Students are advised to refer to individual course descriptions for prerequisites.

The program director may specify some curriculum modifications. No changes or course substitutions will be made without the approval of the program director.



HEALTH EDUCATION

Dental Hygiene

The program in Dental Hygiene offers the student an opportunity to learn the technical and clinical skills of dental hygiene. The curriculum includes academic, technical, and clinical courses. Upon completion of the program, the student is prepared to take the dental hygiene licensure examinations. Upon successful completion of these examinations, the graduate will be licensed to practice in the field in dental hygiene.

One class is admitted annually to this two-year AS degree program. Due to facility requirements and accreditation standards, admission to the program is limited. Applicants must show evidence of good health and be a graduate of an accredited high school or its equivalent. College preparatory biology and chemistry or their equivalent are requirements for admission to the Dental Hygiene Program. A background of science and mathematics and good manual dexterity are strongly recommended. Continuation in the program's second year is dependent upon maintaining a 2.00 average in the first year. A grade of C or above must be maintained in all Dental Hygiene courses. Present program of studies is subject to change.

An application for admission to the program must include the following:

1. Application to Florida Junior College at Jacksonville.
2. Application to the Dental Hygiene Program.
3. High School transcript or copy of General Education Development (GED) test scores.
4. College transcript (if any college work has been attempted).
5. Official copy of Dental Hygiene Aptitude Test Scores.
6. Official copy of California Achievement Test (CAT).

Students admitted to the program must present a report of a complete physical examination made not more than 30 days prior to the enrollment for the first dental hygiene course.

Information may be obtained by contacting the Director of Dental Programs, North Campus, Florida Junior College at Jacksonville concerning program requirements and admission procedures.

Any students who have academic deficiencies as determined by the program director will be scheduled into additional appropriate courses for correction of those deficiencies. This assessment may occur prior to or during the program.

General Education	Associate In Science	Professional and Other Required Courses	
APB 2190C Human Anatomy and Physiology I	3	DEH 1000C Principles of Dental Hygiene ..	4
APB 2191C Human Anatomy and Physiology II	3	DEH 1001 Clinical Dental Hygiene I ...	5
CHM 1034C, 1035C Introductory Chemistry	8	DEH 1701 Dental Health Education	3
ENC 1103 English Composition I	3	DEH 1802C Clinical Dental Hygiene II ...	5
MCB 2013C Microbiology	4	DEH 2101 Oral Histology and Embryology	2
PSY 1012 General Psychology	3	DEH 2303 Pharmacology	2
SPC 1010 Fundamentals of Speech	3	DEH 2401 Oral Pathology	2
SSI 1120 Origins of American Society II	3	DEH 2600 Advanced Periodontics	2
*Humanities	3	DEH 2702 Community Dental Health ..	2
credit hours	33	DEH 2804C Clinical Dental Hygiene III ..	5
		DEH 2806C Clinical Dental Hygiene IV ..	5
		DEH 2930 Dental Hygiene Seminar I ...	1
		DEH 2931 Dental Hygiene Seminar II ...	1
		DEH 1000C Oral Anatomy	3
		DES 1100C Dental Materials & Assisting ..	3
		DES 1201C Dental Radiology	3
		HUN 1001 Principles of Nutrition	3
		credit hours	51
		Total credit hours	84

*Refer to AS degree General Education Requirements

Dental Assisting

This is a one-year certificate program that will enable the student to demonstrate skills in dental assisting and the expanded duty functions of the dental auxiliary procedures, such as x-ray technique, dental material manipulation and identification, and the use and sterilization of dental instruments. Chairside assisting, application and use of medicaments, and assisting in the care of dental patients are also included. This program will qualify the graduate for the Certified Dental Assistant certificate. A background in science and good manual dexterity is recommended. Admission prerequisites and information for the DA program may be obtained by contacting the Director of Dental Programs, North Campus, Florida Junior College at Jacksonville.

Dental Assisting is a limited-admission program.

An application for admission to the program must include the following:

1. Application to Florida Junior College at Jacksonville.
2. Application to the Dental Assisting Program.
3. High School transcript or copy of General Education Development (GED) test.
4. College transcript (if any college work has been attempted).
5. Crawford Small Parts Dexterity Test Score.
6. California Achievement Test Score.

Students admitted to the program must present a report of a complete physical examination made not more than 30 days prior to the enrollment for the first dental assisting course.

Information may be obtained by contacting the Director of Dental Programs, North Campus, Florida Junior College at Jacksonville, concerning program requirements and admission procedures.

Any students who have academic deficiencies as determined by the program director will be scheduled into additional appropriate courses for correction of those deficiencies. This assessment may occur prior to or during the program.

General Education	Technical Certificate in Dental Assisting	Professional and Other Required Courses	
APB 2190C Human Anatomy and Physiology I.....	3	DEA 1000 Introduction to Practice.....	1
MCB 2013C Microbiology.....	4	DEA 1020 Preclinical Orientation.....	2
PSY 1012 General Psychology.....	3	DEA 1100 Science for Dental Assistants.....	2
SPC 1010 Fundamentals of Speech.....	3	DEA 2210 Office Management.....	2
*Communications.....	<u>3</u>	DEA 2800 Clinical Practice I.....	2
credit hours	16	DEA 2801 Clinical Practice II.....	2
		DEA 2802 Clinical Practice III.....	2
		DEA 2803 Clinical Practice IV.....	3
		DES 1102 Dental Materials and Laboratory.....	2
		DES 1200C Dental Radiology.....	2
		HES 1000 Personal and Community Health.....	3
		HUN 1001 Principles of Nutrition.....	3
		SES 2335 Business Communications...	<u>3</u>
		credit hours	<u>29</u>
		Total credit hours	<u>45</u>

*Refer to AS degree General Education Requirements

The program director may require additional courses or make substitutions required to meet the needs of students.

Emergency Medical Technology

The program is a combination of general education, technical education and clinical skills. This process offers a student the opportunity to learn the technical skills of crisis emergency care necessary to support life.

All VA students must have their advising sheets signed by the Coordinator of Emergency Medical Technology.

A personal interview is required in order to advise the applicant and to explain the clinical portion of the program.

Any students who have academic deficiencies, determined by the program director, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

During the clinical phase the student will observe a special calendar, which is not identical with the college's published calendar. The schedule is designed to meet minimum requirements promulgated by the Health Program Office-Emergency Medical Services Section, of the State of Florida.

Emergency Medical Technology courses must be taken in sequence with the designated prerequisite and corequisite courses. A grade of 2.00 must be earned in each professional course, Human Anatomy & Physiology, Microbiology and Chemistry. A cumulative GPA of 2.00 must be achieved prior to scheduling EMT 2287 and must be maintained throughout the remainder of the program.

The student will be required to purchase one uniform (approximately \$15.00), name tag (\$1.25), and provide insurance protection. The funding for these additions will be assessed either during registration or will be provided by the student prior to the first clinical experience.

General Education	Associate In Science	Professional and Other Required Courses	
AMH 2010 United States History I or		EMT 1101 Basic Emergency Medical Technology.....	6
EUH 1001 Western Civilization or		EMT 1185C Fundamentals of Emergency Medical Care I.....	6
POS 2041 American Federal Government or		EMT 2208 Fundamentals of Emergency Medical Care II.....	6
SSI 1120 Origins of American Society II	3	EMT 2287 Advanced Emergency Medical Technology.....	6
APB 2190C, 2191C Human Anatomy & Physiology I & II.....	6	EMT 2806 Practicum in Emergency Medical Technology.....	6
CHM 1020 Chemistry for Liberal Arts.....	3		
ENC 1103 English Composition I.....	3		
ENC 1136 English Composition II.....	3		
MCB 2013C Microbiology.....	4		
PSY 1012 General Psychology.....	3		
SOC 2000 Introductory Sociology.....	3		
*Humanities.....	<u>3</u>		
	credit hours		31
		credit hours	<u>30</u>
		Total credit hours	<u>61</u>

*Refer to AS degree General Education Requirements

The program director may require additional courses or make substitutions required to meet the needs of students.

Medical Laboratory Technology

The goal of the program in Medical Laboratory Technology is to offer the student an opportunity to learn the technical skills of medical laboratory science. The curriculum includes academic, technical, and clinical courses.

Admission to the program for medical laboratory technicians is limited. Program admission procedures may be obtained from the Director of Medical Laboratory Technology, North Campus. Prior to registration for each term, all students must have academic advisement by the program director.

Students who have academic deficiencies and/or requirements as determined by the program director, will be placed in additional appropriate courses for the correction of these deficiencies and/or requirements. This assessment may occur either prior to or during the program.

Students must earn a grade of C or better in the medical laboratory courses and complete all campus-based courses with a grade point average of 2.00 or better before entering the clinical phase of their education. During the student's clinical phase, a special calendar which is not identical to the College's published calendar, will be observed. This will conform to the clinical facilities schedule and the requirements of the National Association for Accrediting Clinical Laboratory Science, AMA Council on Medical Education.

In order to be employed in a medical laboratory in Florida, program graduates must pass the Florida State Licensure Examination for Medical Technicians. Program graduates are eligible for the Florida State Licensure Examination for Medical Laboratory Technologists.

General Education	Associate In Science	Professional and Other Required Courses	
**CHM 1034C Introductory Chemistry . . .	4	MLS 1010C Hematology	6
**CHM 1035C Introductory Chemistry . . .	4	MLS 1400C Medical Microbiology	6
MAC 1104 College Algebra		MLS 2530 Serology and Blood Banking . .	6
or		MLS 2600C Principles of Clinical	
MAT 1033 Intermediate Algebra	3	Instrumentation	5
MCB 2013C Microbiology	4	MLS 2610C Clinical Chemistry	6
*Communications	3	MLS 2802C Clinical Practicum I	9
*Humanities	3	MLS 2803 Clinical Diagnosis	5
*Social Science	<u>3</u>	MLS 2804 Clinical Practicum II	<u>12</u>
	credit hours 24		credit hours <u>55</u>
		Total credit hours	<u>79</u>

*Refer to AS degree General Education Requirements

**Students who qualify may substitute CHM 1041C and CHM 1042C.

The program director may require additional courses or make substitutions required to meet the needs of students.

Radiologic Technology

The purpose of this program is to offer advanced training and supporting science and general education to persons who are currently Registered Radiologic Technologists. It is an advanced Associate in Science degree program in Radiologic Technology. Only persons currently on the American Registry of Radiologic Technologists are eligible to enroll in it. Upon enrollment and presentation of current ARRT Registry, degree-seeking students will be granted 30 semester hours toward the total of 63 semester hours required for the degree.

Specific information on program admission requirements and costs can be obtained from the Coordinator for Radiologic Technology, North Campus.

General Education	Associate In Science	Professional and Other Required Courses	
*Social Science	3	RTE 2202 Radiologic Management and	
*Humanities	3	Education	3
*Mathematics	3	RTE 2587 Advanced Developments in	
*Communications	3	Radiologic Technology	3
APB 2190C Human Anatomy and		Credits Granted for ARRT Registry	30
Physiology I	3	**Approved Electives	<u>9</u>
APB 2191C Human Anatomy and			credit hours <u>45</u>
Physiology II	<u>3</u>		Total credit hours <u>63</u>
	18		

*Refer to AS degree General Education Requirements
 **Approved Electives:

	credit hours		credit hours
SOP 1002 Human Relations	3	COC 1300 Introductory Computer	
MCB 2013C Microbiology	4	Concepts	3
PHY 1020 Physics for Liberal Arts	3	EMT 1101 Basic Emergency Medical	
CHM 1020 Chemistry for Liberal Arts	3	Technology	6

Respiratory Therapy

This program is designed to help the student to learn the skills of a respiratory therapist. Graduates of this program are eligible to take the national examination, given by the National Board for Respiratory Therapy, to become Registered Therapists.

Admission to this two-year AS degree program is limited. Applicants must be graduates of an accredited high school or its equivalent. A background in science and mathematics is strongly recommended.

The Respiratory Therapy Program admits students one time per year in the Fall of every year; specific information on program requirements, admission procedures and dates, and costs may be obtained by contacting the coordinator for Respiratory Therapy, North Campus.

The curriculum includes technical courses, clinical practicum, and academic courses. Graduation from the program is dependent upon receiving a grade of C or above in all required science, mathematics, and respiratory therapy courses.

COST OF PROGRAM:

Fees for the Respiratory Therapy Program are the same and subject to the same charges as those stated under student fees for regular students with the following additions:

1. Uniforms..... approximately \$10.00 (needed first day of clinical experience)
2. Stethoscope..... minimum of \$20.00 (needed first day of clinical experience)
3. Name tag..... approximately \$1.25

General Education	Associate In Science	Professional and Other Required Courses	
APB 2190C, 2191C Human Anatomy & Physiology I & II	6	APB 1260 Cardiopulmonary Anatomy and Physiology	3
CHM 1034C Introductory Chemistry	4	APB 2293 Pulmonary Pathology	3
ENC 1103 English Composition I	3	APB 2650 Pharmacology for the Respiratory Therapist	2
MAT 1024 Elementary Algebra or		RET 1024 Fundamentals of Respiratory Therapy	3
MAT 1033 Intermediate Algebra	3	RET 1244 Emergencies and the Respiratory Therapist	3
MCB 2013C Microbiology	4	RET 1264 Respiratory Therapy Advanced Equipment	3
PHY 1020 Physics for Liberal Arts	3	RET 1276 Respiratory Therapy Nursing Care	3
*Humanities	3	RET 1414 Arterial Blood Gases and Pulmonary Function Studies	4
*Psychology	3	RET 2272 Respiratory Therapy Clinical Applications	4
*Social Science	3	RET 2273C Clinical Seminar In Intensive Respiratory Care I	2
credit hours	32	RET 2274L Respiratory Intensive Care Practicum I	7
		RET 2284C Clinical Seminar In Intensive Respiratory Care II	2
		RET 2285L Respiratory Intensive Care Practicum II	7
		credit hours	46
		Total credit hours	78

*Refer to AS degree General Education Requirements

Technical Nursing

The program of study is a combination of General Education and Technical Nursing Education. Nursing courses are based on the concept of the Wellness-Illness Continuum. It is this concept that the faculty accepts as the framework for unifying all experiences within the program. Graduates of the program are prepared to function as beginning Technical Nurse Practitioners in giving direct care to patients. Upon completion of the program, graduates are awarded an Associate in Science Degree in Technical Nursing and are eligible to write the State Board Test Pool Examination to qualify for licensure to practice as a Registered Nurse.

Enrollment in the Technical Nursing Program is limited. Applicants are admitted into the program three times a year: fall term, winter term, spring/summer term. A brochure outlining costs, admission requirements, cut-off dates, and procedures is available from the nursing counselor, North Campus, and from the Student Development offices at North, South, Kent, or the Downtown Campuses. Approximately three weeks prior to the beginning of each term, letters are sent to each applicant indicating admission, accepted for alternate, or not accepted. Both single and married men and women may be admitted to the program. There is no age limit.

Application Prerequisites:

Applicants to the Technical Nursing Program must:

1. Be a graduate of an accredited high school or have a GED Certificate.
2. Be accepted for admission to Florida Junior College at Jacksonville, be currently enrolled at FJC, or a former student of FJC.
3. Have completed a course in chemistry with a minimum grade of C, in high school or college.
4. Have six college credits in anatomy and physiology with a minimum grade of C earned.

NOTE: It is recommended that students have a conference with the nursing counselor prior to applying to the Nursing Program.

Cost of Program:

Fees for the nursing program are the same and subject to the same charges as those stated under student fees for regular students with the following additions:

1. Uniforms approximately \$100.00
(e.g., Shoes, Watch, Name Tag, and Stockings)
2. Graduation pin approximately \$45.00
3. Insurance (Liability) \$7.00 per term
4. Graduation cap approximately \$8.50
5. State Board Examination \$50.00

Any students who have academic deficiencies as determined by the program director will be scheduled into additional appropriate courses for correction of those deficiencies. This assessment may occur prior to or during the program.

General Education	Associate In Science	Professional and Other Required Courses	
APB 2190C, 2191C Human Anatomy & Physiology I & II	6	NUU 1140C Nursing Process I — Fundamentals of Nursing	10
DEP 2004 Human Growth & Development	3	NUR 2210C Nursing Process II — Medical-Surgical Nursing	10
ENC 1103, 1136 English Composition I & II	6	NUR 2133C Nursing Process IIIa — Nursing Care of the Childbearing Family	6
MCB 2013C Microbiology	4	NUR 2120C Nursing Process IIIb — Nursing Care of Children	6
PSY 1012 General Psychology	3	NUR 2220C Nursing Process IVa — Medical-Surgical Nursing Care of the Adult Patient	9
SOC 2000 Introductory Sociology	3	NUR 2310C Nursing Process IVb — Psychiatric Nursing	3
*Humanities	3		
*Social Science	3		
credit hours	31	credit hours	44
		Total credit hours	75

*Refer to AS degree General Education Requirements

HOME ECONOMICS EDUCATION

Child Care Services

Students completing the program will have had the opportunity to observe and participate in the Child Care Laboratory at the North Campus. Graduates of the program will be able to serve the community through acquired skills which will qualify them to work with young children.

Child Care students are expected to read at 10.5 grade level as measured by a standard reading test approved by the program director. Any students who have academic deficiencies, as determined by the program director, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

General Education	Associate In Science	Technical Certificate In Child Care Services	Technical Certificate In Residential Child Care Services
ARH 1000 Art Appreciation	3		
BSC 1011C Principles of Biology	4		
DEP 2004 Human Growth and Development	3		
ENC 1103 English Composition I	3		
ENC 1136 English Composition II	3		
GLY 1000 Earth and Space Science	3		
MUL 1011 Music Appreciation	3		
PSY 1012 General Psychology	3		
REA 1305 Developmental Reading	3	3	3
*Humanities	3		
*Mathematics	3		
*Social Science	3		
	credit hours 37	3	3
 Professional and Other Required Courses			
CHD 1220 Child Growth & Development I	3	3	3
CHD 1230 Child Growth & Development II	3	3	3
**CHD 1850 Training of Residential Child Care Workers I ..	3		3
**CHD 1851 Training of Residential Child Care Workers II ..	3		3
**DEP 2102 Child Psychology	3		
EDG 2940 Observing & Recording Child Behavior	6	6	6
EDG 2941 Supervised Student Participation	6	6	
**EEC 1001 Introduction to Early Childhood Education ...	3	3	
**EEC 1201 Overview of Early Childhood Curriculum I ...	3	3	
**EEC 1202 Overview of Early Childhood Curriculum II ...	3	3	
	credit hours 27	27	18
	Total credit hours 64	30	21

*Refer to AS degree General Education Requirements

**For Associate in Science degree students wishing training as residential child care workers or foster parents, CHD 1850, CHD 1851, and DEP 2102 must be taken as a block in substitution for the three EEC courses.

Fashion Merchandising

This is a program designed to prepare students for entering the fashion retailing industry. Employment may be secured in occupations such as salesperson, assistant department manager, display artist, fabric specialist, assistant buyer, department manager, and mid-management positions in sales supporting areas. The program will include instruction in career orientation, merchandising functions and techniques, garment construction, textile performance, and general business practices and procedures along with practical on-the-job work experiences.

General Education	Associate In Science	Professional and Other Required Courses	
PSY 1012 General Psychology	3	CTE 1310 Basic Clothing Construction ..	3
*Communications	3	CTE 1401 Basic Textiles	3
*Humanities	3	MKA 1402, 1403 Fashion Merchandising I & II	6
*Mathematics — Natural Science	3	MKA 2364 Fashion Merchandising Practicum/Seminar I	4
*Social Science	3	MKA 2366 Fashion Merchandising Practicum/Seminar II	4
credit hours	15	MKA 2367 Fashion Merchandising Practicum/Seminar III	4
*Refer to AS degree General Education Requirements		**Approved Electives	21
**Approved Electives:		credit hours	45
ACC 1009, 1029, 2001 Accounting	9		
BUL 2111 Business Law	3		
GEB 1011 Introduction to Business	3		
MAN 2000 Principles of Management	3		
MAN 2300 Personnel Management	3		
MAR 1101 Salesmanship	3		
QMB 1001 Business Mathematics	3		
SPC 1010 Fundamentals of Speech	3		
		Total credit hours	60

The program director may require additional courses or make substitutions required to meet the needs of students.

Food Service Technology

This competency-based program is designed to prepare students to seek employment in the food service industry at the mid-management level in restaurants, cafeterias, extended care facilities, schools, hospitals, and fast food service operations. Competencies needed may be acquired through a combination of theory, laboratory and community experiences. Students may acquire credits for demonstrated specified competencies acquired through previous education and/or experience.

Students must purchase individualized instructional modules from the book store.

General Education	Associate In Science	Technical Certificate In Food Service Technology
*Communications	3	3
*Humanities	3	
*Mathematics — Natural Science	3	
*Social Science	3	
*General Education Elective	<u>3</u>	
	credit hours 15	<u>3</u>
 Professional and Other Required Courses		
FOS 1201 Sanitation and Safety	2	2
FSS 1004 Orientation to Food Service Technology	3	3
FSS 1100 Menu Design and Food Merchandising	3	3
FSS 1120 Food and Beverage Purchasing	3	3
FSS 1201 Basic Food Preparation	4	4
FSS 1221 Quantity Food Production	3	3
FSS 1410 Food Service Equipment/Facility Planning	3	3
FSS 2300 Supervision and Personnel Management	3	3
FSS 2501 Food and Beverage Control	3	3
FSS 2945 Food Service Internship	9	
HUN 1001 Principles of Nutrition	3	3
**Approved Electives	<u>6</u>	<u>6</u>
	credit hours <u>45</u>	<u>36</u>
	Total credit hours 60	<u>39</u>

*Refer to AS degree General Education Requirements

**Approved Electives:

	credit hours
AAC 1009 General Accounting I	3
DIE 1201 Therapeutic Nutrition	3
FSS 1246 Baking	3
FSS 1248 Garde Manger I	3
FSS 1249 Garde Manger II	3
FSS 1250 Food and Beverage Service	3
FSS 1940 Food Service Practicum I	3
FSS 1941 Food Service Practicum II	3
QMB 1001 Business Mathematics	3

The program director may require additional courses or make substitutions as required to meet the needs of students.

PUBLIC SERVICE EDUCATION

Criminal Justice Education—Corrections

This program is under the guidance of an advisory committee composed of community leaders and administrators from local criminal justice agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Law enforcement courses and general education subjects are offered on a day and evening interchangeable basis.

The program director may require and/or approve additional courses for program completion or may approve the substitution of courses based on student needs.

General Education	Associate in Science
APB 1150 Life in Its Biological Environment	3
ENC 1005 Introduction to Composition or	
ENC 1103 English Composition I	3
HUM 2450 American Humanities	3
POS 2041 American Federal Government	3
POS 2112 State & Local Government	3
PSY 1012 General Psychology	3
SOC 2000 Introductory Sociology	3
SOC 2020 Social Problems	3
SOP 1002 Human Relations	<u>3</u>
	credit hours 27

Professional and Other Required Courses

CCJ 1010 Introduction to Criminology	3
CCJ 1020 Introduction to Criminal Justice	3
CCJ 1030 Introduction to Criminal Behavior	3
CCJ 1300 Introduction to Corrections	3
CCJ 2220 State and Local Law — Criminal Law II	3
CCJ 2250 Constitutional Law — Criminal Law I	3
CCJ 2330 Probation, Pardon, and Parole	3
CCJ 2340 Introduction to Correctional Treatment	3
CCJ 2360 Introduction to Contemporary Practices in Corrections	3
CCJ 2500 Juvenile Delinquency	3
CCJ 2933 Introductions to Special Problems In Corrections	3
CJD 2310 Police Supervision	<u>3</u>
	credit hours <u>36</u>
	Total credit hours 63

Criminal Justice Education—Law Enforcement

This program is under the guidance of an advisory committee composed of community leaders and administrators from local criminal justice agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Law enforcement courses and general education subjects are offered on a day and evening interchangeable basis.

The program director may require additional courses or make substitutions required to meet the needs of students.

A student may apply for and obtain a Certificate in Criminal Justice-Law Enforcement by completing the 12 law enforcement courses specified for that purpose hereafter under Professional and Other Required Courses.

General Education		Associate In Science	Technical Certificate In Law Enforcement
APB 1150	Life in its Biological Environment	3	
ENC 1005	Introduction to Composition or		
ENC 1103	English Composition I	3	
HUM 2450	American Humanities	3	
POS 2041	American Federal Government	3	
POS 2112	State and Local Government	3	
PSY 1012	General Psychology	3	
SOC 2000	Introductory Sociology	3	
SOP 1002	Human Relations	<u>3</u>	
	credit hours	24	
Professional and Other Required Courses			
CCJ 1010	Introduction to Criminology	3	
CCJ 1020	Introduction to Criminal Justice	3	3
CCJ 1030	Introduction to Criminal Behavior	3	3
CCJ 1400	Police Organization and Administration	3	3
CCJ 1420	Police Operations	3	3
CCJ 2220	State and Local Law — Criminal Law II	3	3
CCJ 2230	Evidence	3	3
CCJ 2250	Constitutional Law — Criminal Law I	3	3
CCJ 2500	Juvenile Delinquency	3	3
CCJ 2930	Seminar in Police Problems	3	3
CJD 2310	Police Supervision	3	3
CJT 2100	Criminal Investigation	3	3
CJT 2110	Introduction to Criminalistics	<u>3</u>	<u>3</u>
	credit hours	<u>39</u>	<u>36</u>
	Total credit hours	63	36

Fire Science and Prevention

The Fire Science and Prevention Program is designed to provide training for persons who desire to enter the fire service; to seek employment in industrial fire protection, with insurance companies or with fire protection equipment companies; and to upgrade the professional status and intellectual competence of those currently employed in the fire service.

The program is under the guidance of an advisory committee composed of community leaders and administrators from local fire departments. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field.

Fire science and general education subjects are offered on a primary night and alternate night basis.

The program director may require additional courses or make substitutions required to meet the needs of students.

General Education		Associate In Science	AS Degree Option UNF Transfer	Technical Certificate In Fire Science and Prevention
CHM 1034C	Introductory Chemistry		4	
ENC 1005	Introduction to Composition or			
ENC 1103	English Composition I	3		
ENC 1103	English Composition I		3	
HUM 2450	American Humanities	3	3	
MAT 1024	Elementary Algebra	3		
MAC 1104	College Algebra**		3	
MAC 1114	College Trigonometry		3	
PHY 2053C	General Physics I		4	
POS 2041	American Federal Government	3	3	
POS 2112	State and Local Government	3		
PSC 1341	Physical Science	3		
PSY 1012	General Psychology	3	3	
SOC 2000	Introductory Sociology or			
SOP 1002	Human Relations	3		
SPC 1010	Fundamentals of Speech	3	3	
	credit hours	27	29	

Professional and Other Required Courses

PHI 2100	Introduction to Logic		3	
FFP 1000	Introduction to Fire Science	3	3	3
FFP 1100	Fire Company Organization and Procedure	3		3
FFP 1110	Fire Operations	3		3
FFP 1203	Fundamentals of Fire Prevention	3		3
FFP 2240	Fire Investigation	3		3
FFP 2310	Fire Codes and Building Construction	3		3
FFP 2400	Fire Fighting Tactics and Strategy	3		3
FFP 2500	Flammable Hazardous Materials	3		3
FFP 2524	Explosive and Toxic Hazardous Materials	3		3
FFP 2600	Fire Fighting Equipment and Apparatus	3		3
FFP 2660	Rescue Practices	3		3
Any nine of the above FFP courses not including FFP 1000			27	
	credit hours	33*	33	33
Total credit hours		60	62	33

*For the Associate in Science degree only, EMT 1101—Basic Emergency Medical Technology may be used to satisfy six hours of the requirements for 33 hours of FFP prefixed professional courses. If this option is selected, FFP 1000 must be taken and FFP 2660 may not also be taken for credit.

**Students not having sufficient mathematics preparation may be required to take MAT 1024 and MAT 1033 before taking MAC 1114. In such cases total credit hours required for graduation will be increased.

Legal Assistant

This program, under the guidance of an advisory committee of attorneys and legal assistants, is designed to prepare a student for a career as a lawyer's assistant in legal practice, or in various businesses, industries, or governmental agencies. Professional courses are taught by attorneys whenever possible, thereby assuring students of meaningful and direct instruction in specific areas of the law.

		Associate In Science
General Education		
*Communications	3
*Humanities	3
*Mathematics — Natural Science	3
*Social Science	<u>6</u>
credit hours		15
 Professional and Other Required Courses		
ACC 1009	General Accounting I	3
ACC 1029	General Accounting II	3
BUL 2111	Business Law	3
LEA 1001	Introduction to Legal Technology	3
LEA 1013	Legal Writing and Research I	3
LEA 1014	Legal Writing and Research II	3
LEA 1101	Litigation	3
LEA 1151	Torts	3
LEA 1201	Real Property Law	3
LEA 1211	Wills, Trusts, and Probate	3
LEA 1311	Corporate Law	3
LEA 1501	Laws of Domestic Relations	3
**Approved Electives	<u>12</u>
credit hours		<u>48</u>
Total credit hours		<u>63</u>

*Refer to AS degree General Education Requirements

**Approved Electives:

		credit hours
BUL 2112	Business Law	3
COC 1300	Introductory Computer Concepts	3
— 1949	Cooperative Education Work Experience I	3
— 2949	Cooperative Education Work Experience II	3
LEA 1401	Law Office Management	3
LEA 1601	Criminal Law	3
LEA 1721	State and Federal Tax Law	3
PHI 2100	Introduction to Logic	3
SOP 1002	Human Relations	3

Courses other than those listed previously may be selected upon approval of the program director.

Students wishing to enter the program without prior experience in the legal field must successfully complete the General Education Requirements or have permission of the director before enrolling in any professional course in the Legal Assistant Program.

Postal Service Management

This is a program providing postal employees with educational opportunities to enhance their managerial potential. This Associate in Science degree and certificate program under the guidance of an advisory committee offers college level training within the specific field of Postal Management as one means of achieving upward mobility within the Postal Service.

General Education	Associate In Science	Technical Certificate In Postal Service Management
ENC 1103 English Composition I	3	
SPC 1010 Fundamentals of Speech	3	3
*Humanities	3	
*Mathematics - Natural Science	3	
*Social Science	6	
	credit hours 18	3
 Professional and Other Required Courses		
MAN 1392 Postal Management - Customer Service I	3	3
MAN 1394 Postal Management - Finance I	3	3
MAN 2000 Principles of Management	3	3
MAN 2393 Postal Management - Customer Service II	3	3
MAN 2394 Postal Management - Finance II	3	3
MAN 2395 Postal Management - Mail Processing I	3	3
MAN 2396 Postal Management - Mail Processing II	3	3
MAN 2397 Postal Management - Employee Relations (Personnel)	3	3
MAN 2398 Postal Management - Labor Relations	3	3
**Approved Electives	15	
	credit hours 42	27
	Total credit hours 60	30

*Refer to AS degree General Education Requirements

**Approved Electives:

	credit hours
ACC 1009 General Accounting I	3
ACC 1029 General Accounting II	3
ACC 2001 Principles of Accounting I	3
ACC 2021 Principles of Accounting II	3
ACC 2109 Intermediate Accounting I	3
ACC 2129 Intermediate Accounting II	3
BUL 2111 Business Law	3
BUL 2112 Business Law	3
COC 1300 Introductory Computer Concepts	3
ECO 2000 Foundations of the American Economy	3
ECO 2013 Principles of Economics I	3
ECO 2023 Principles of Economics II	3
GEB 1011 Introduction to Business	3
MAN 2300 Personnel Management	3
SOP 1002 Human Relations	3
SOP 1502 Dynamics of Behavior	3
STA 1014 Elementary Statistics	3

Elective courses other than those listed previously may be selected upon approval of program director.

The Associate in Applied Science Degree

The objective of the Associate in Applied Science degree is to provide a more comprehensive and higher level of training than can be offered by the non-college credit occupational preparatory programs of study. This area of study is closely coordinated with other local educational training agencies to avoid unwarranted duplication of local training programs. Education here is designed to meet the training needs of the individual as indicated by local industry needs. Professionals from local industry are very instrumental in assessing community needs and serve on special advisory committees to assist FJC with meeting these needs.

The technical competencies acquired by the individual will enhance the ability of the graduate to comprehend and stay current with rapid change in technology and employment requirements of a chosen occupation. A certificate option is also available to provide the basic professional courses of the occupation.

Associate in Applied Science degree general education requirements and graduation requirements are the same as those for the Associate in Science degree.

Before a student may graduate, the student must have fulfilled all financial obligations to the College.

Automotive Mechanics Technology

The objective of this program is to prepare the student for a career in the fields related to Automotive Mechanics Technology.

The two-year program in Automotive Mechanics Technology is designed to provide the student with a working knowledge of each of eight major areas of the automotive industry, to include development of managerial skills needed to run an efficient automotive shop.

Theory courses and hands-on laboratory experience will be provided to train students to keep pace with and handle competently the ever more sophisticated and complex machines, instruments, and technical literature which are continually being developed by the automotive industry.

		Associate In Applied Science	Technical Certificate In Automotive Mechanics
General Education			
ENC 1005	Introduction to Composition	3	
*Humanities	3	
MGF 1113	College Math	3	3
PSY 1012	General Psychology	3	
REA 1305	Developmental Reading	3	
	credit hours	15	3
Professional and Other Required Courses			
AER 1100	Auto Electrical Systems	4	4
AER 1120	Steering & Suspension Systems	4	4
AER 1121	Brake Systems & Chassis Rep	4	4
AER 1131	Transmissions & Drive Systems	4	4
AER 1162	Introduction to Automotive Parts Dept. Management	3	
AER 1163	Introduction to Automotive Service Dept. Management	3	
AER 1180	Integrated Automotive Systems	4	4
AER 1271	Introduction to Automotive Body Shop Management	3	
AER 2004	Power Plant Overhaul	4	4
AER 2112	Advanced Engine Diagnosis	4	4
AER 2171	Heating & Air-Conditioning	4	4
**Professional	Course Elective	6	
	credit hours	47	32
*Refer to AS degree General Education Requirements			
**Approved Electives:		Total credit hours	62
			35

		credit hours
ACC 1009	General Account I	3
BUL 2111	Business Law	3
GEB 1011	Introduction to Business	3
MAR 1101	Salesmanship	3



Additional Instructional Programs

Experience-Based Education

Experience-based Education encompasses educational alternatives designed to integrate academic foundations with practical experiences while encouraging maximum self-discovery learning. The focus of learning is normally undertaken in an off-campus setting under the sponsorship of a mentor. In contrast, the traditional classroom educational experience emphasized the pre-determined syllabus, tests, lectures, and content to be mastered within the structured and controlled learning environment provided by the faculty member.

Cooperative Education, one form of off-campus Experience-based Education, combines classroom learning with on-the-job experience in an integrated academic/career program. Students who participate in the program are placed in career related work experiences that relate directly to their career goals. In addition to gaining valuable practical experience while attending college, students receive academic credit for their supervised work experience.

Work and study schedules may vary to meet the needs of the students and the employers. Common work-study patterns include parallel work and study and alternating work and study. In the parallel plan, the student attends school and works at the same time. In the alternating program, the student works full-time one semester and attends school full-time the next semester.

Cooperative Education is open to all students in the College pursuing an AA degree who have completed one semester of satisfactory college study. Students in AS degree programs require the program director's prior approval in order to include cooperative work experience in their program of study.

Another Experience-Based Education program is the University Year for Action (UYA). UYA is a program jointly sponsored by Florida Junior College at Jacksonville and the federal government in which full-time college students work in human service agencies.

Participating students enroll for a full load of regularly offered and accredited courses. All course work is done on a contractual, independent study basis. A professor will supervise the student's independent study and any course related field work until the course is completed.

The UYA student is assigned to a human service agency in Jacksonville and receives a small living stipend for full-time voluntary service, as well as a year of federal civil service credit. The UYA volunteer gains valuable career oriented service-learning while participating in a program designed as one small step in overcoming the effects of poverty.

Other forms of Experience-based Education are prior learning assessments, internships, practicum, on-the-job training, and field research.

Nursing Continuing Education

A Continuing Education program is planned to meet the needs of nurses in updating knowledge and skills essential in professional practice. Continuing education courses are designed to enhance nursing practice and to help ensure the public safe and high quality nursing care.

Nursing practice is based on a continuously expanding body of knowledge and skills which prepares nurses to function effectively as members of the health care team.

Reassessment and ongoing evaluation will be done to determine the need for expanding this Continuing Education Program and offering additional relevant courses.

Nursing Continuing Education college credit courses which may be offered are:

NUR 2240C Critical Care Seminar	4 cr.
NUR 2242C Coronary Care Nursing	4 cr.
NUR 2243C Emergency Department Nursing	4 cr.

Developmental Education

Downtown Campus

The Developmental Education Department at the Downtown Campus offers various courses to college credit students. The goal of the department is to assist students who need additional help in the academic area to reach their educational goals. Students are advised into developmental education based on test scores and individual needs. Program strategies include:

1. Classes meeting five days per week.
2. Smaller classes allowing for personal attention.
3. Individualized instruction allowing for more personalized assistance.
4. Tutorial assistance in reading, math, and English.
5. Personal and vocational counseling as well as academic advisement.
6. Career planning, instruction on how to become employable, and instruction in study skills.

Other services include:

1. Assistance in wise career decision-making and goalsetting through the Downtown Campus career center, Occupational Assessment and Information System (OASIS).
2. In-depth student evaluation through the Evaluation Resource Center (ERC).

North Campus

The College recognizes that many students enroll lacking the proper academic skills and background to realize their full potential and be successful in their studies. To enable these students to develop their skills, a comprehensive college credit Developmental Education Program has been created at the North Campus. Students are advised to enroll in the program based upon their test scores and previous high school record. Transferable college credit is awarded upon successful completion of the program. Learning strategies in the program include:

1. Classes five days a week.
2. Small classes for personal attention (maximum 20.)
3. Assistance from student tutors as well as professors.
4. Individualized instruction (students begin at their own level of proficiency and proceed at their own learning rate).
5. Programmed Instruction:
 - (a) Various published materials and additional materials developed by the professors
 - (b) Cassette and reel-to-reel tapes
 - (c) Video cassette tapes
 - (d) Filmstrips
 - (e) Slides
 - (f) Motion picture films
6. A communications laboratory available to the student for additional help.
7. Non-punitive grading.
8. Counseling, guidance, goal-seeking activity.
9. Career awareness skills.

South Campus

The Developmental Education Program is for those students who need more time and some assistance in developing their full potential. It is a program to foster the development of learning

skills in reading, writing, and mathematics so that students can be academically successful.

In this Developmental Education Program the courses are designed so that students can earn full college credits while improving basic communication skills. Individual counseling also enables students to reevaluate their educational goals or set goals, where necessary.

The Developmental Education Program consists of the following core courses:

ENC 1005 Introduction to Composition
 REA 1305 Developmental Reading
 SPC 1010 Fundamentals of Speech

or:

MAT 1024 Elementary Algebra
 SOP 1502 Dynamics of Behavior
 REA 1605 Study Skills Development

Classes meet five days a week. Classes are small (maximum, 20) so that greater personal attention to each individual student is possible.

Both group work and individualized instruction are utilized. All students' levels of proficiency are identified, so that they can proceed at their own learning rate. Self-pacing makes it possible for students to remain with the course for more than one term.

Varied materials and methods are used in instruction, such as programmed texts, cassettes, tapes, filmstrips and kits. Part of the instruction is in a classroom situation and part is of a learning lab nature.

Fred H. Kent Campus

The Developmental Education Program offers individualized tutorial assistance to students who want to improve their learning skills. Students who need help in reading, writing or mathematics are encouraged to seek the assistance of the appropriate instructors in the Developmental Education Laboratory.

Developmental Education courses are designed so that students can earn full college credit while improving their basic skills. Individualized counseling also enables students to re-evaluate their educational goals or set goals if necessary.

The Developmental Educational Program consists of the following core courses:

ENC 1005 Introduction to Composition
 MAT 1003 General Mathematics
 REA 1305 Developmental Reading

Classes are small (maximum 20) and meet five days a week. Individualized instruction enables the

student to work at the student's best pace. Varied materials and methods are used in instruction. Materials include programmed texts, cassettes, tapes, film strips and special learning kits. Part of the instruction is in a conventional classroom setting and the other part is on a one-to-one basis.

Summer Overseas Studies

Florida Junior College at Jacksonville sponsors an Overseas Program offering college credit in the area of Humanities. Orientation meetings and regular classes designed to make the tours valid educational experiences are held during the weeks prior to trip departures.

Class attendance and participation in the scheduled events of the tours are mandatory for students taking the courses for credit. Regular admission policies of the College must be followed to enroll in the program. Complete information about the courses and tours may be obtained by contacting

the Dean of Academics at the Kent Campus. Students are expected to pay their own transportation and other charges.

Army ROTC — South Campus

Army ROTC is open to all students who wish to acquire a basic military education which, in conjunction with other college disciplines, develops individual character and those attributes essential to an officer.

Upon completion of the basic courses offered at FJC, a student is eligible for selection into the advanced program at any university with an ROTC program. A student enrolled in the advanced program will receive a daily monetary subsistence allowance amounting to \$100 for each academic month.

Students enrolled in the basic program incur no obligation towards the military.