

# 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. The specific programs of study of a given major such as pre-medical, pre-law, pre-dental, pre-optometry, pre-agriculture, pre-architectural, pre-engineering, and pre-veterinary should be worked out individually between the student and the counselor soon after the student enrolls at Florida Junior College at Jacksonville. Earned credits may be transferred to 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 comprised of courses designated as either college parallel (P) or dual purpose (D). (Occupational courses do not count toward an Associate in Arts degree.) Also, the Associate in Arts degree cannot include more than four one-semester hour courses in physical education and four one-semester hour courses from music, speech and drama activity courses as described under Conditions (1) and (2) on page 47. 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 pro-

vided 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 degree, the student must have met the following requirements:

1. Earned an all-college cumulative grade point average of 2.00 (C) on courses which comprise the Associate in Arts degree program.
2. Earned a Florida Junior College at Jacksonville cumulative grade point average of 2.00 (C) on courses which comprise the Associate in Arts degree program.
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 45 through 47 of this catalog.
  - b. Complete the elective requirements (26 semester hours) set forth on page 47 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 47 of this catalog concerning acceptable credits to meet degree requirements.

A student has the option of meeting the gradua-

tion 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 pages 35 and 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 FJC 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
- DEP 2401 – ADULT 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
  - HUM 2250 – WESTERN HUMANITIES III
  - HUM 2410 – ASIAN HUMANITIES
  - HUM 2450 – AMERICAN HUMANITIES

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

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

**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)  
 HUMA 1740 – OVERSEAS STUDY  
 HUMB 1740 – OVERSEAS STUDY  
 LIT 2110 – GREAT IDEAS IN WORLD LITERATURE I  
 LIT 2120 – 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 1040C – INTRODUCTORY CHEMISTRY  
 CHM 1041C – INTRODUCTORY CHEMISTRY  
 CHM 1045C – GENERAL CHEMISTRY & QUALITATIVE ANALYSIS I  
 CHM 1046C – 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

**IV. COMMUNICATIONS . . . 9 semester hours**

- A. BOTH of the following three semester hour courses are required of all students:  
 ENC 1101 – ENGLISH COMPOSITION I

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

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

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

## ENC 1102 – ENGLISH COMPOSITION II

B. ONE of the following three semester hour courses is required of all students:

\*ENC 1002 – INTRODUCTION TO COMPOSITION

LIT 2000 – 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

OR

A combination of three to four credits from the above four areas (I, II, III, IV) and the balance of two or three credits from any one-hour physical activity course (DAA, LEI, PEL, PEN) .....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 designa-

tions, 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 four of the 26 semester hours may consist of one-semester hour physical education activity courses less any used in Area V.
- (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 1002 is a composition skills course and will not apply toward Associate in Arts degree if taken AFTER passing ENC 1101 or ENC 1102 with a grade of C or better, or after earning credit in ENC 1101 or ENC 1102 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.

2. Earned a grade point average of 2.00 (C) on all courses taken at Florida Junior College at Jacksonville.
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. The health education programs of study may require a "C" grade or better in professional courses. 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 FJC 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 1101 — ENGLISH COMPOSITION I  
or

ENC 1002 — 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. The total credit hours listed for each individual program are minimum hours required for program completion.

## 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.

| <b>ASSOCIATE IN SCIENCE DEGREE</b>                  |                                |                         |                         |                            |
|---|--------------------------------|-------------------------|-------------------------|----------------------------|
| <b>Special Areas of Study In:</b>                   |                                |                         |                         |                            |
|   | <b>Fred H. Kent<br/>Campus</b> | <b>North<br/>Campus</b> | <b>South<br/>Campus</b> | <b>Downtown<br/>Campus</b> |
| <b>BUSINESS</b>                                     |                                |                         |                         |                            |
| 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                          |
| <b>DISTRIBUTIVE</b>                                 |                                |                         |                         |                            |
| Banking   | X                              |                         |                         |                            |
| Hospitality Management                              | X                              |                         |                         |                            |
| Insurance   | X                              |                         |                         |                            |
| Real Estate   | X                              |                         |                         |                            |
| Sales-Marketing-Retailing                           | X                              | X                       | X                       | X                          |
| Transportation                                      | X                              |                         |                         |                            |
| <b>ENGINEERING &amp; INDUSTRIAL RELATED</b>         |                                |                         |                         |                            |
| Air Traffic Management                              |                                | X                       |                         |                            |
| Architectural & Building Construction<br>Technology |                                |                         |                         | X                          |
| *Architectural & Building<br>Construction           |                                |                         |                         | X                          |
| Civil Engineering Technology                        |                                |                         |                         | X                          |
| *Civil Engineering                                  |                                |                         |                         | X                          |
| Drafting and Design Technology                      |                                |                         |                         | X                          |
| *Drafting   |                                |                         |                         | X                          |
| Electronic Engineering<br>Technology                |                                |                         |                         | X                          |
| *Electronics  |                                |                         |                         | X                          |
| Mechanical Engineering<br>Technology                |                                |                         |                         | X                          |
| *Mechanical Engineering                             |                                |                         |                         | X                          |
| Printing/Graphic Arts                               |                                | X                       |                         |                            |
| X-Ray Engineering Technology                        |                                |                         |                         | X                          |
| <b>HEALTH</b>                                       |                                |                         |                         |                            |
| Dental Hygiene                                      |                                | X                       |                         |                            |
| *Dental Assisting                                   |                                | X                       |                         |                            |
| Emergency Medical Technology                        |                                | X                       |                         |                            |
| Medical Laboratory<br>Technology                    |                                | X                       |                         |                            |
| Radiologic Technology                               |                                | X                       |                         |                            |
| Respiratory Therapy                                 |                                | X                       |                         |                            |
| Nursing   |                                | X                       |                         |                            |
| <b>HOME ECONOMICS</b>                               |                                |                         |                         |                            |
| Child Care Services                                 |                                | X                       |                         |                            |
| *Child Care Services                                |                                | X                       |                         |                            |
| *Infant and Toddler Care Services                   |                                | X                       |                         |                            |
| *Residential Child Care Services                    |                                | X                       |                         |                            |
| Fashion Merchandising                               | X                              |                         |                         |                            |
| Food Service Technology                             | X                              |                         |                         |                            |
| *Food Service Technology                            | X                              |                         |                         |                            |
| **Dietetic Technician                               | X                              |                         |                         |                            |
| Interior Design Technology                          | X                              |                         |                         |                            |

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

\*\*AS degree option.

(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, Technical 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 for the 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<br>In<br>Science | Refer to AS degree General Education Requirements<br>**Students are required to take any two of the three courses.<br>***Approved Electives |  |   |
|--------------------------------|-----------------------------|----------------------------|---|--|---|
|                                |                             |                            | credit hours  |  |   |
| ECO 2013                       | Principles of Economics I   | 3                          |   |  |   |
| *Communications                |                             | 3                          | ACC 2409  | Cost Accounting  | 3 |
| *Humanities                    |                             | 3                          | ACC 2501  | Individual Taxes   | 3 |
| *Mathematics — Natural Science |                             | 3                          | ACC 2529  | Corporate, Estate, and Trust Taxes   | 3 |
| *Social Science                |                             | 3                          | ACC 2869  | Fund Accounting  | 3 |
|                                |                             | —                          | BUL 2111  | Business Law   | 3 |
|                                |                             | —                          | BUL 2112  | Business Law   | 3 |
|                                | credit hours                | 15                         | COC 2001  | Computer Concepts  | 3 |
|                                |                             |                            | COE 1000  | Cooperative Education Seminar  | 1 |
|                                |                             |                            | —1949   | Cooperative Education Work<br>Experience I (with program<br>director's prior consent)  | 3 |
|                                |                             |                            | —2949   | Cooperative Education Work<br>Experience II (with program<br>director's prior consent) | 3 |
| ACC 2001                       | Principles of Accounting I  | 3                          | FIN 2000  | Principles of Finance  | 3 |
| ACC 2021                       | Principles of Accounting II | 3                          | GEB 1011  | Introduction to Business   | 3 |
| ACC 2109                       | Intermediate Accounting I   | 3                          | MAN 2000  | Principles of Management   | 3 |
| ACC 2129                       | Intermediate Accounting II  | 3                          | MAN 2300  | Personnel Management   | 3 |
| **ACC 2409                     | Cost Accounting             | 3                          | MAR 1011  | Principles of Marketing  | 3 |
| **ACC 2501                     | Individual Taxes            | 3                          | RMI 1030  | Principles of Insurance  | 3 |
| **ACC 2869                     | Fund Accounting             | 3                          | SES 1324  | Calculating Machines   | 3 |
| QMB 1001                       | Business Mathematics        | 3                          |   |  |   |
| SES 2335                       | Business Communications     | 3                          |   |  |   |
| ***Approved Electives          |                             | 21                         |   |  |   |
|                                |                             | —                          |   |  |   |
|                                | credit hours                | 45                         |   |  |   |
|                                |                             | —                          |   |  |   |
|                                |                             | —                          |   |  |   |
|                                | Total credit hours          | 60                         |   |  |   |

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.

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.

Graduates with the AS degree may be able to continue studies in Information Systems Technology in a senior institution. Those who wish to major in Computer Science are advised to elect the AA degree which should include the Calculus sequence as part of the program requirements.

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 is available for students to gain valuable experience with the operation of the IBM Computer System and the Prime 300 minicomputer system.

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.

|  |  | Associate<br>In<br>Science | Computer<br>Operations | Technical<br>Certificate In:<br>Computer<br>Programming |
|--|--|----------------------------|------------------------|---|
| <b>General Education</b>                       |  |                            |                        |   |
| *Communications                                | .....  | 3                          | 3                      |   |
| *Natural Science                               | .....  | 6                          |                        |   |
| *Humanities                                    | .....  | 3                          |                        |   |
| *Social Science                                | .....  | 3                          |                        |   |
|  | credit hours                                 | 15                         | 3                      |   |
| <b>Professional and Other Required Courses</b> |  |                            |                        |   |
| **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 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                          | 3                      |   |
| ***SES 1100                                    | Beginning Typewriting I                      | 3                          | 3                      | 3   |
| SES 2335                                       | Business Communications                      | 3                          | 3                      | 3   |
|  | Data Processing Elective                     | 3                          |                        | 3   |
|  | Data Processing or General Business Elective |                            |                        | 3   |
|  | Programming Elective                         |                            |                        | 3   |
| ***Mathematics Elective                        | .....  | 3                          |                        |   |
|  | credit hours                                 | 45                         | 30                     | 36  |
| <b>Total credit hours</b>                      |  | 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. Prefer MAC 1101 College Algebra or above.

In lieu of CRM 1039, verifiable data processing experience may be approved by the appropriate dean.

| <b>Data Processing Electives</b> |  | <b>credit hours</b> |
|----------------------------------|--|---------------------|
| COP 1160                         | RPG Programming .....                        | 3                   |
| COP 1400                         | Basic Assembly Language Programming .....    | 3                   |
| COP 2110                         | FORTTRAN Programming .....                   | 3                   |
| COP 2121                         | Advanced COBOL Programming .....             | 3                   |
| COP 2130                         | PL/I Programming .....                       | 3                   |
| COP 2170                         | Programming in BASIC .....                   | 3                   |
| COP 2401                         | Advanced Assembly Language Programming ..... | 3                   |
| CRM 1039                         | Data Processing Workshop .....               | 3                   |
| <b>Programming Electives</b>     |  |                     |
| COP 1160                         | RPG Programming .....                        | 3                   |
| COP 1400                         | Basic Assembly Language Programming ..       | 3                   |

|                                   |  | <b>credit hours</b> |
|-----------------------------------|--|---------------------|
| COP 2110                          | FORTTRAN Programming .....                       | 3                   |
| COP 2121                          | Advanced COBOL Programming .....                 | 3                   |
| COP 2130                          | PL I Programming .....                           | 3                   |
| COP 2170                          | Programming in BASIC .....                       | 3                   |
| COP 2401                          | Advanced Assembly Language Programming .....     | 3                   |
| COP 2610                          | Advanced Computing and Programming Systems ..... | 3                   |
| <b>General Business Electives</b> |  |                     |
| ACC 2021                          | Principles of Accounting II .....                | 3                   |
| BUL 2111                          | Business Law .....                               | 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.

|  |  | <b>Associate<br/>In<br/>Science</b> | <b>credit hours</b> |
|--|--|-------------------------------------|---------------------|
| <b>General Education</b>   |  |                                     |                     |
| ECO 2013   | Principles of Economics I .....  | 3                                   |                     |
| *Communications .....  |  | 3                                   |                     |
| *Humanities .....  |  | 3                                   |                     |
| *Mathematics – Natural Science .....   |  | 3                                   |                     |
| *Social Science .....  |  | 3                                   |                     |
|  |  | —                                   |                     |
|  |  | credit hours                        | 15                  |
| <b>Professional and Other Required Courses</b>                               |  |                                     |                     |
| ACC 1009,  | 1029 Accounting I & II .....   | 6                                   |                     |
|  | or   |                                     |                     |
| ACC 2001   | Principles of Accounting I .....   | 3                                   |                     |
| QMB 1001   | Business Mathematics .....   | 3                                   |                     |
| SES 2335   | Business Communications .....  | 3                                   |                     |
| **Approved Electives .....   |  | 33-36                               |                     |
|  |  | —                                   |                     |
|  |  | credit hours                        | 45                  |
|  |  | —                                   |                     |
|  |  | —                                   |                     |
|  |  | Total credit hours                  | 60                  |
| *Refer to AS degree General Education Requirements.<br>**Approved Electives: |  |                                     |                     |
| ACC 2021   | Principles of Accounting II .....  | 3                                   |                     |
| ADV 2000   | Advertising .....  | 3                                   |                     |
| BUL 2111   | Business Law .....   | 3                                   |                     |
| BUL 2112   | Business Law .....   | 3                                   |                     |
| COC 1300   | Introductory Computer Concepts .....   | 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                                   |                     |
| FEN 2000   | Principles of Finance .....  | 3                                   |                     |
| FEN 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.

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.

|  |  | Associate<br>In<br>Science |
|--|--|----------------------------|
| <b>General Education</b>                       |  |                            |
| * Communications                               | .....                                  | 3                          |
| * Humanities                                   | .....                                  | 3                          |
| * Mathematics — Natural Science                | .....                                  | 3                          |
| * Social Science                               | .....                                  | 6                          |
|  |  | —                          |
|  | credit hours                           | 15                         |
| <b>Professional and Other Required Courses</b> |  |                            |
| +ACC 1009                                      | 1029 Accounting                        | 6                          |
| BUL 2111                                       | Business Law                           | 3                          |
| GEB 1011                                       | Introduction to Business               | 3                          |
| QMB 1001                                       | Business Mathematics                   | 3                          |
| COC 1300                                       | Introductory Computer Concepts         | 3                          |
| SES 1401                                       | General Office Procedures              | 3                          |
| **SES 1101                                     | Beginning Typewriting II               | 3                          |
| **SES 1110                                     | Intermediate Typewriting               | 3                          |
| SES 1211                                       | Intermediate Shorthand                 | 3                          |
|  | or                                     |                            |
| **SES 1221                                     | Machine Shorthand I                    | 3                          |
| **SES 1171                                     | Machine Transcription                  | 3                          |
| **SES 2120                                     | Advanced Typewriting — Executive       | 3                          |
| **SES 2131                                     | Advanced Typewriting — Legal           | 3                          |
| **SES 2132                                     | Advanced Typewriting — Medical         | 3                          |
| **SES 2133                                     | Advanced Typewriting — Technical       | 3                          |
| **SES 2151                                     | Word Processing — Magnetic Typewriting | 3                          |
| SES 2212                                       | Advanced Shorthand                     | 3                          |
|  | or                                     |                            |
| **SES 2222                                     | Machine Shorthand II                   | 3                          |
| SES 2213                                       | Dictation & Transcription              | 3                          |
|  | or                                     |                            |
| **SES 2223                                     | Machine Shorthand III                  | 3                          |
| SES 2335                                       | Business Communications                | 3                          |
| SES 2402                                       | Secretarial Practices                  | 3                          |
|  |  | —                          |
|  |  | 48                         |
|  |  | —                          |
|  |  | —                          |
|  | Total credit hours                     | 63                         |

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.

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

## Clerical

This clerical certificate program prepares students for entry into the clerical job market. It combines training in communications, numerical skills, typewriting and office procedures to ensure the student's employability upon completion of the program.

The program director may require and/or approve additional courses for program completion or may approve course substitutions based on student needs.

|                          |  |
|--------------------------|--|
| <b>General Education</b> | <b>Technical<br/>Certificate<br/>In<br/>Clerical</b> |
|--------------------------|--|

|                       |   |
|-----------------------|---|
| *Communications ..... | 3 |
|                       | — |
| credit hours          | 9 |

### Professional and Other Required Courses

|              |                                 |   |
|--------------|---------------------------------|---|
| QMB 1001     | Business Math .....             | 3 |
| SES 1993     | General Office Procedures ..... | 3 |
| SES 2335     | Business Communications .....   | 3 |
|              |                                 | — |
| credit hours |                                 | 9 |

Students are Required to Take Three of the Following Courses:

|              |  |   |
|--------------|--|---|
| SES 1100     | Beginning Typewriting I .....                | 3 |
| SES 1101     | Beginning Typewriting II .....               | 3 |
| SES 1110     | Intermediate Typewriting .....               | 3 |
| SES 2120     | Advanced Typewriting - Executive .....       | 3 |
| SES 2131     | Advanced Typewriting - Legal .....           | 3 |
| SES 2132     | Advanced Typewriting - Medical .....         | 3 |
| SES 2133     | Advanced Typewriting - Technical .....       | 3 |
| SES 2151     | Word Processing - Magnetic Typewriting ..... | 3 |
|              |  | — |
| credit hours |  | 9 |

Approved Business Electives — Take Three of the Following Courses:

|              |                                |    |
|--------------|--------------------------------|----|
| ACC 1009     | General Accounting I .....     | 3  |
| ACC 1029     | General Accounting II .....    | 3  |
| BUL 2111     | Business Law .....             | 3  |
| GEB 1011     | Introduction to Business ..... | 3  |
| SES 1324     | Calculating Machines .....     | 3  |
| SES 1361     | Machine Transcription .....    | 3  |
|              |                                | —  |
| credit hours |                                | 9  |
|              |                                | —  |
|              |                                | —  |
|              | Total credit hours             | 30 |

\*Refer to AS degree General Education Requirements.

## Stenography

This technical certificate program is designed for the student who is preparing to enter the job market with typing and stenographic skills. It combines training in typing, office procedures, business communications, and shorthand.

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

|  |   |
|--|---|
|  | <b>Technical<br/>Certificate<br/>In<br/>Stenography</b> |
|--|---|

**General Education**

|                       |   |   |
|-----------------------|---|---|
| *Communications ..... | 3 |   |
|                       | — |   |
| credit hours          |   | 3 |

**Professional and Other Required Courses**

|              |                                 |   |   |
|--------------|---------------------------------|---|---|
| QMB 1001     | Business Math .....             | 3 |   |
| SES 1401     | General Office Procedures ..... | 3 |   |
| SES 2335     | Business Communications .....   | 3 |   |
|              |                                 | — |   |
| credit hours |                                 |   | 9 |

Students are Required to Take Three of the Following Courses:

|              |  |   |   |
|--------------|--|---|---|
| SES 1100     | Beginning Typewriting I .....                | 3 |   |
| SES 1101     | Beginning Typewriting II .....               | 3 |   |
| SES 1110     | Intermediate Typewriting .....               | 3 |   |
| SES 2120     | Advanced Typewriting - Executive .....       | 3 |   |
| SES 2131     | Advanced Typewriting - Legal .....           | 3 |   |
| SES 2132     | Advanced Typewriting - Medical .....         | 3 |   |
| SES 2133     | Advanced Typewriting - Technical .....       | 3 |   |
| SES 2151     | Word Processing - Magnetic Typewriting ..... | 3 |   |
|              |  | — |   |
| credit hours |  |   | 9 |

Students are Required to Take Three of the Following Courses:

|              |                                   |   |   |
|--------------|-----------------------------------|---|---|
| SES 1210     | Beginning Shorthand .....         | 3 |   |
| SES 1211     | Intermediate Shorthand .....      | 3 |   |
| SES 2212     | Advanced Shorthand .....          | 3 |   |
| SES 2213     | Dictation and Transcription ..... | 3 |   |
|              |                                   | — |   |
| credit hours |                                   |   | 9 |

Total credit hours 30

\*Refer to AS degree General Education Requirements

## 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.

The program is designed to serve both the younger student who recently completed high school and experienced bank employees. Besides providing college credit, completed banking courses count toward American Institute of Banking certificate programs.

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.

Those desiring credit union education should select two specialized credit union courses, replacing bank-oriented courses.

| General Education                       |                                     | Associate<br>In<br>Science | AS Degree<br>Option UNF<br>Transfer |
|---|-------------------------------------|----------------------------|-------------------------------------|
| ECO 2013                                | Principles of Economics I .....     | 3                          | 3                                   |
| ECO 2023                                | Principles of Economics II .....    |                            | 3                                   |
| ENC 1002                                | Introduction to Composition .....   |                            | 3                                   |
| ENC 1101                                | English Composition I .....         |                            | 3                                   |
| ENC 1002                                | Introduction to Composition .....   | 3                          |                                     |
|   | or                                  |                            |                                     |
| ENC 1101                                | 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                          |                                     |
|   |                                     | —                          | —                                   |
| Professional and Other Required Courses |                                     | credit hours 24            | 33                                  |
| 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                          |                                     |
| **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

\*\*For AS degree students wishing to specialize in Credit Unions, approved

Credit Union electives may be substituted for BAN 1110, 1700.

Approved Credit Union Electives:

|          |  |   |
|----------|--|---|
| FIN 2360 | Foundation and Structure of Credit Union ..... | 3 |
| ACC 2887 | Credit Union Accounting .....                  | 3 |

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

\*\*\*\*Approved electives:



|   | credit hours |                                      | credit hours |
|---|--------------|--------------------------------------|--------------|
| BAN 1100 Bank Starter Series .....            | 3            | BAN 2200 Credit Administration ..... | 3            |
| BAN 1160 Bank Letters and Reports .....       | 3            | FIN 2100 Personal Finance .....      | 3            |
| BAN 1210 Analyzing Financial Statements ..... | 3            | BAN 2240 Installment Credit .....    | 3            |
| BAN 2150 Public Relations and Marketing ..... | 3            | BAN 2720 Bank Management .....       | 3            |

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<br>In<br>Science | Professional and Other Required Courses                  |                       |
|--|-----------------|----------------------------|--|-----------------------|
| ECO 2013 Principles of Economics I ..... | 3               |                            | ACC 2815 Hotel-Motel Accounting .....                    | 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 .....                    | 6               |                            | FSS 2501 Food & Beverage Control .....                   | 3                     |
|  | —               |                            | HFT 1000 Introduction to Hospitality<br>Management ..... | 3                     |
|  | credit hours 18 |                            | HFT 1250 Hotel-Motel Operation .....                     | 3                     |
|  |                 |                            | HFT 1270 Apartment Management .....                      | 3                     |
|  |                 |                            | HFT 2221 Customer-Personnel<br>Relations .....           | 3                     |
|  |                 |                            | HFT 2700 Tourism .....                                   | 3                     |
|  |                 |                            | **HFT 2941 Internship .....                              | 2                     |
|  |                 |                            | **HFT 2942 Internship .....                              | 3                     |
|  |                 |                            | HFT 1410 Front Office Management<br>Hotel/Motel .....    | 3                     |
|  |                 |                            | MAR 1101 Salesmanship .....                              | 3                     |
|  |                 |                            | QMB 1001 Business Mathematics .....                      | 3                     |
|  |                 |                            |  | —                     |
|  |                 |                            |  | credit hours 45       |
|  |                 |                            |  | —                     |
|  |                 |                            |  | —                     |
|  |                 |                            |  | Total credit hours 63 |

\*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<br>In<br>Science | AS degree<br>Option UNF<br>Transfer |
|--|---------------------------------------|----------------------------|-------------------------------------|
| General Education                        |                                       |                            |                                     |
| ECO 2013                                 | Principles of Economics I . . . . .   |                            | 3                                   |
| ECO 2023                                 | Principles of Economics II . . . . .  |                            | 3                                   |
| ENC 1002                                 | Introduction to Composition . . . . . |                            | 3                                   |
| ENC 1101                                 | 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                          |                                     |
|  |                                       | —                          | —                                   |
| credit hours                             |                                       | 18                         | 33                                  |

#### 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*** |
| RMI 1210                         | Principles of Fire and Allied Lines                 | 3  | 3*** |
| ****Approved Insurance Electives |   | 9  |      |
|                                  |   | —  | —    |
|                                  | credit hours  | 42 | 30   |
|                                  |   | —  | —    |
|                                  |   | —  | —    |
|                                  | Total credit hours                                  | 60 | 63   |

\*Refer to AS degree General Education Requirements.

\*\*Required course in UNF Transfer Option.

\*\*\*Any two of these courses.

\*\*\*\*Approved Insurance Electives:

|          |                                      | credit hours |          |                                       | credit hours |
|----------|--------------------------------------|--------------|----------|---------------------------------------|--------------|
| RMI 1110 | Principles of Life Insurance .....   | 3            | RMI 1280 | Principles of Property Insurance      |              |
| RMI 1120 | Principles of Health Insurance ..... | 3            |          | Adjusting I .....                     | 3            |
| RMI 1160 | Marketing Principles of Life and     |              | RMI 1430 | Legal Aspects of Life Insurance ..... | 3            |
|          | Health Insurance .....               | 3            | RMI 1432 | Life Company Operations .....         | 3            |
| RMI 1260 | Principles of Insurance and          |              | RMI 2270 | Liability Insurance Adjusting .....   | 3            |
|          | Liability Claim Adjusting .....      | 3            | RMI 2281 | Property Insurance Adjusting .....    | 3            |
|          |                                      |              | RMI 2750 | Life Insurance Accounting .....       | 3            |

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<br>In<br>Science | AS Degree<br>Option UNF<br>Transfer |
|--|-----------------------------------|----------------------------|-------------------------------------|
| <b>General Education</b>                               |                                   |                            |                                     |
| ECO 2013   | Principles of Economics I .....   | 3                          | 3                                   |
| ECO 2023   | Principles of Economics II .....  |                            | 3                                   |
| ENC 1002   | Introduction to Composition ..... |                            | 3                                   |
| ENC 1101   | 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     |

\*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.

\*\*\*\*\*Approved Real Estate Electives:

Total credit hours 63 63

|          |  | credit hours |
|----------|--|--------------|
| REE 1810 | Real Estate Sales .....                      | 3            |
| REE 2200 | Real Estate Finance .....                    | 3            |
| REE 2220 | Home Mortgage Lending .....                  | 3            |
| REE 2270 | Mortgage Broker in Mortgage<br>Lending ..... | 3            |
|          |  | credit hours |
| REE 2300 | Real Estate Investment .....                 | 3            |
| REE 2430 | Real Estate Law .....                        | 3            |
| REE 2500 | Real Estate Management .....                 | 3            |

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.

|  |                                      | Associate<br>In<br>Science |           | credit hours   |   |
|--|--------------------------------------|----------------------------|-----------|--|---|
| <b>General Education</b>                       |                                      |                            |           |  |   |
| ECO 2013                                       | Principles of Economics I .....      | 3                          | ACC 2021  | Principles of Accounting II .....  | 3 |
| *Communications .....                          |                                      | 3                          | BU1. 2111 | Business Law .....   | 3 |
| *Humanities .....                              |                                      | 3                          | BU1. 2112 | Business Law .....   | 3 |
| *Mathematics—Natural Science .....             |                                      | 3                          | COE 1000  | Cooperative Education Seminar .....  | 1 |
| *Social Science .....                          |                                      | 3                          | ---1949   | Cooperative Education Work<br>Experience I (with program<br>director's prior consent) .....  | 3 |
|  |                                      | —                          | ---2949   | Cooperative Education Work<br>Experience II (with program<br>director's prior consent) ..... | 3 |
|  | credit hours                         | 15                         | FIN 2000  | Principles of Finance .....  | 3 |
| <b>Professional and Other Required Courses</b> |                                      |                            | GEB 1011  | Introduction to Business .....   | 3 |
| ACC 1009, 1029                                 | General Accounting I and<br>II ..... | 6                          | MAN 2000  | Principles of Management .....   | 3 |
|  | or                                   |                            | MAN 2300  | Personnel Management .....   | 3 |
| ACC 2001                                       | Principles of Accounting I .....     | 3                          | MAR 1151  | Retail Merchandising .....   | 4 |
| ADV 2000                                       | Advertising .....                    | 3                          | MAR 1301  | Sales Promotion .....  | 4 |
| MAR 1011                                       | Principles of Marketing .....        | 3                          | MAR 2221  | Principles of Wholesale Distribution .....   | 3 |
| MAR 1101                                       | Salesmanship .....                   | 3                          | MAR 2240  | Principles of International Trade:<br>Export-Import .....                                    | 3 |
| QMB 1001                                       | Business Mathematics .....           | 3                          | MAR 2401  | Sales Management .....   | 3 |
| SES 2335                                       | Business Communications .....        | 3                          | RMI 1030  | Principles of Insurance .....  | 3 |
| **Approved Electives .....                     | 24-27                                | —                          | SES 1100  | Beginning Typewriting I .....  | 3 |
|  |                                      | —                          | SES 1101  | Beginning Typewriting II .....   | 3 |
|  |                                      | —                          | SES 1110  | Intermediate Typewriting .....   | 3 |
|  |                                      | —                          | SES 1324  | Calculating Machines .....   | 3 |
|  | credit hours                         | 45                         |           |  |   |
|  |                                      | —                          |           |  |   |
|  |                                      | —                          |           |  |   |
|  | Total credit hours                   | 60                         |           |  |   |

\*Refer to AS Degree General Education Requirements

\*\*Approved Electives:



## 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<br>In<br>Science | AS degree<br>Option UNF<br>Transfer |
|---|---|----------------------------|-------------------------------------|
| ECO 2013  | Principles of Economics I .....               | 3                          | 3                                   |
| ECO 2023  | Principles of Economics II .....              |                            | 3                                   |
| ENC 1002  | Introduction to Composition .....             |                            | 3                                   |
| ENC 1101  | 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                                  | 24                         | 33                                  |
| <b>Professional and Other Required Courses</b>          |   |                            |                                     |
| 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 Transportation/Aviation Electives .....     |   | 3                          | 9                                   |
|   |   | —                          | —                                   |
|   | credit hours                                  | 36                         | 30                                  |
|   |   | —                          | —                                   |
|   |   | —                          | —                                   |
|   | Total credit hours                            | 60                         | 63                                  |

Refer to AS Degree General Education Requirements.

Another course may be selected upon approval of Program Director.

For AS degree students wishing to specialize in the field of Aviation, Aviation courses from the list of approved electives may be substituted for these courses.

## \*\*\* Approved Electives for UNF Transfer Option:

|   | credit hours |
|---|--------------|
| ASC 1001 Introduction to Aviation/Aerospace .....               | 3            |
| ATF 1000 Basic Flight I .....                                   | 3            |
| ATF 1010 Ground School—Private Pilot .....                      | 3            |
| ATF 1100 Basic Flight II .....                                  | 3            |
| ATF 2201C Intermediate Flight I .....                           | 3            |
| ATF 2202C Intermediate Flight II .....                          | 3            |
| ATF 2203C Intermediate Flight III .....                         | 3            |
| ATF 2300 Advanced Flight .....                                  | 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 1000 Basic Flight I .....                                   | 3            |
| ATF 1010 Ground School—Private Pilot .....                      | 3            |
| ATF 1100 Basic Flight II .....                                  | 3            |
| ATF 2201C Intermediate Flight I .....                           | 3            |
| ATF 2202C Intermediate Flight II .....                          | 3            |
| ATF 2203C Intermediate Flight III .....                         | 3            |
| ATF 2300 Advanced Flight .....                                  | 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<br>In<br>Science | Professional and Other Required Courses |  |
|------------------------|---|----------------------------|---|--|
| ENC 1101               | 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<br>Controller . . . . . 3 |
| **Humanities . . . . . |   | 3                          | AVM 2431                                | The Flight Service Station . . . 3                       |
|                        |   | —                          | AVM 2821                                | The Air Traffic Control Tower . 3                        |
|                        | credit hours                              | 18                         | AVM 2823                                | Approach Control . . . . . 3                             |
|                        |   |                            | AVM 2825                                | Air Route Traffic Control<br>Center . . . . . 3          |
|                        |   |                            | AVM 2831                                | Radar/Computer Interface . . . 3                         |
|                        |   |                            | AVM 2941                                | Facility Internship . . . . . 4                          |
|                        |   |                            | COC 1300                                | Introductory Computer<br>Concepts . . . . . 3            |
|                        |   |                            | MET 1001                                | Meteorology . . . . . 3                                  |
|                        |   |                            | ***Approved Electives . . . . .         | 6  |
|                        |   |                            |   | —  |
|                        |   |                            |   | credit hours 46  |
| ECO 2000               | Foundations of the American Economy . . . | 3                          |   | —  |
| ENC 2210               | Technical Report Writing . . . . .        | 3                          |   | —  |
| MAN 2050               | Transportation Management and Theory . .  | 3                          |   |  |
| MAN 2300               | Personnel Management . . . . .            | 3                          |   | Total credit hours 64                                    |
| SES 1100               | Beginning Typewriting I . . . . .         | 3                          |   |  |
| SOP 1002               | Human Relations . . . . .                 | 3                          |   |  |
| TRA 1010               | Principles of Transportation . . . . .    | 3                          |   |  |

\*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.

### 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<br>In<br>Science | Technical<br>Certificate In<br>Architectural<br>& Bldg. Const. |
|--|---|----------------------------|--|
| <b>General Education</b>                       |   |                            |  |
| *Communications .....                          |   | 3                          | 3  |
| *General Education Elective .....              |   | 3                          |  |
| *Humanities .....                              |   | 3                          |  |
| *Mathematics—Natural Science .....             |   | 3                          |  |
| *Social Science .....                          |   | 3                          |  |
|  |   | —                          | —  |
|  | credit hours                            | 15                         | 3  |
| <b>Professional and Other Required Courses</b> |   |                            |  |
| ARC 2120C                                      | Architectural Drafting .....            | 3                          | 3  |
| BCN 1001C                                      | Building Construction .....             | 3                          | 3  |
| BCN 2614C                                      | Planning and Estimating .....           | 3                          | 3  |
| COC 2001                                       | Computer Concepts .....                 | 3                          |  |
| ENC 2210                                       | 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                          |  |
|  |   | —                          | —  |
|  | credit hours                            | 51                         | 31   |
|  |   | —                          | —  |
|  | 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 |
|----------|---|--------------|
| BUL 2111 | Business Law .....  | 3            |
| ETE 1001 | Fundamentals of General Electricity .....                                     | 3            |
| GEB 1011 | Introduction to Non-destructive Testing ..                                    | 3            |
| ETI 1121 | Introduction to Non-destructive Testing ..                                    | 3            |
| ETI 1122 | Non-destructive Testing: Liquid<br>Penetrants and Magnetic<br>Particles ..... | 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<br>In<br>Science | Technical<br>Certificate In<br>Civil<br>Engineering |
|---|-----------------------------------|----------------------------|---|
| <b>General Education</b>                          |                                   |                            |   |
| *Communications                                   |                                   | 3                          | 3   |
| *General Education Elective                       |                                   | 3                          |   |
| *Humanities                                       |                                   | 3                          |   |
| *Mathematics – Natural Science                    |                                   | 3                          |   |
| *Social Science                                   |                                   | 3                          |   |
|   | credit hours                      | 15                         | 3   |
| <b>Professional and Other Required Courses</b>    |                                   |                            |   |
| BCN 1001C   | Building Construction             | 3                          | 3   |
| BCN 2614C   | Planning and Estimating           | 3                          | 3   |
| BUL 2111  | Business Law                      | 3                          |   |
|   | or                                |                            |   |
| GEB 1011  | Introduction to Business          | 3                          |   |
| EGN 1130C   | Descriptive Geometry              | 3                          | 3   |
| ENC 2210  | 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                    |                                   | 3                          | 3   |
|   | credit hours                      | 51                         | 28  |
| Refer to AS Degree General Education Requirements |                                   | —                          | —   |
| Approved Electives:                               |                                   | —                          | —   |
| Total credit hours                                |                                   | 66                         | 31  |

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<br>In<br>Science | Technical<br>Certificate<br>In<br>Drafting |
|--|---|----------------------------|--|
| <b>General Education</b>                       |   |                            |  |
| *Communications .....                          |   | 3                          | 3  |
| *General Education Elective .....              |   | 3                          |  |
| *Humanities .....                              |   | 3                          |  |
| *Mathematics — Natural Science .....           |   | 3                          |  |
| *Social Science .....                          |   | 3                          |  |
|  |   | —                          | —  |
|  | credit hours                              | 15                         | 3  |
| <b>Professional and Other Required Courses</b> |   |                            |  |
| ARC 2120C                                      | Architectural Drafting .....              | 3                          | 3  |
| BCN 2614C                                      | Planning and Estimating .....             | 3                          |  |
| BCN 1001C                                      | Building Construction .....               | 3                          |  |
| EGN 1130C                                      | Descriptive Geometry .....                | 3                          | 3  |
| ENC 2210                                       | 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                          |  |
| SUR 1101C                                      | Surveying .....                           | 3                          |  |
|  |   | —                          | —  |
|  | credit hours                              | 51                         | 28   |
|  |   | —                          | —  |
|  |   | —                          | —  |
|  | 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.

|  |                                       | Associate<br>In<br>Science | Technical<br>Certificate<br>In<br>Electronics |
|--|---------------------------------------|----------------------------|---|
| <b>General Education</b>                       |                                       |                            |   |
| *Communications                                | .....                                 | 3                          | 3   |
| *General Education Elective                    | .....                                 | 3                          |   |
| *Humanities                                    | .....                                 | 3                          |   |
| *Mathematics—Natural Science                   | .....                                 | 3                          |   |
| *Social Science                                | .....                                 | 3                          |   |
|  |                                       | —                          | —   |
| credit hours                                   |                                       | 15                         | 3   |
| <b>Professional and Other Required Courses</b> |                                       |                            |   |
| COC 2001                                       | Computer Concepts                     | 3                          |   |
| ENC 2210                                       | 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 1121                                       | 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                          |   |
| ETE 2680C                                      | Microprocessors                       | 3                          | 3   |
| ETI 1700                                       | Industrial Safety                     | 3                          | 3   |
| MAC 1104                                       | College Algebra                       | 3                          | 3   |
| MTB 1322                                       | Technical Math II                     | 3                          | 3   |
| or   |                                       |                            |   |
| MAC 1114                                       | College Trigonometry                  | 3                          |   |
| MTB 2323                                       | Technical Math III                    | 3                          |   |
| or   |                                       |                            |   |
| MAC 1311                                       | Calculus with Analytic Geometry I     | 4                          |   |
|  |                                       | —                          | —   |
| credit hours                                   |                                       | 51                         | 33  |
|  |                                       | —                          | —   |
| Total credit hours                             |                                       | 66                         | 36  |

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.

## 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.

|  |                                   | Associate<br>In<br>Science | Technical<br>Certificate In<br>Mechanical<br>Engineering |
|--|-----------------------------------|----------------------------|--|
| <b>General Education</b>   |                                   |                            |  |
| *Communications  |                                   | 3                          | 3  |
| *General Education Elective  |                                   | 3                          |  |
| *Humanities  |                                   | 3                          |  |
| *Mathematics—Natural Science   |                                   | 3                          |  |
| *Social Science  |                                   | 3                          |  |
|  | credit hours                      | 15                         | 3  |
| <b>Professional and Other Required Courses</b>                           |                                   |                            |  |
| COC 2001   | Computer Concepts                 | 3                          | 3  |
| EGN 1130C  | Descriptive Geometry              | 3                          |  |
| ENC 2210   | 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   |                                   | 3                          |  |
|  | credit hours                      | 51                         | 29   |
|  |                                   | —                          | —  |
|  |                                   | —                          | —  |
| Refer to AS degree General Education Requirements<br>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     | Business Law                        | 3 | ETI 1121     | Introduction to Non-destructive Testing                              | 3 |
| EFE 1001     | Fundamentals of General Electricity | 3 | ETI 1122     | Non-destructive Testing: Liquid Penetrants<br>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.



## 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.

|   |                 | Associate<br>In<br>Science                                       |                       |
|---|-----------------|--|-----------------------|
| General Education   |                 |  |                       |
| *Communications . . . . .   | 3               | **ARV 2234 Camera Operation and Film Processing . . . . .        | 3                     |
| *Social Science . . . . .   | 3               | ***ARVA 2241C Advanced Camera Operation and Film Processing ..   | 5                     |
| *Humanities . . . . .   | 3               | **ARV 2250 Negative Stripping and Offset Platemaking . . . . .   | 3                     |
| *Mathematics — Natural Science . . . . .                          | 3               | ***ARVA 2251 Advanced Stripping and Offset Platemaking . . . . . | 5                     |
| *General Education Electives . . . . .                            | 6               | **ARV 2253 Offset Press Operation . . . . .                      | 3                     |
|   | —               | ***ARVA 2254 Advanced Offset Press Operation . . . . .           | 5                     |
|   | credit hours 18 | **ARV 2256 Letterspace Press Operation and Lockup . . . . .      | 3                     |
| Professional and Other Required Courses                           |                 |  |                       |
| ARV 1200 Theory of Printing Processes . .                         | 5               | ***ARVA 2257 Advanced Letterpress Operation and Lockup . . .     | 5                     |
| ARV 1201 Printing Processes Lab . . . . .                         | 4               | ARV 2945 Practicum . . . . .                                     | 6                     |
| ARV 1203 Layout and Design . . . . .                              | 3               | HES 2400 Standard First Aid and Personal Safety . . . . .        | 2                     |
| ARV 1207 Theory of Lithographic Processes . . . . .               | 5               | SES 1101 Beginning Typewriting II . . . .                        | 3                     |
| ARV 1209 Lithographic Processes Lab . . .                         | 4               |  | —                     |
| ARVA 1260 Graphic Arts Estimating . . . .                         | 3               |  | credit hours 43       |
| **ARV 2225 Cold Type Typesetting and Pasteup . . . . .            | 3               |  | —                     |
| ***ARVA 2226 Advanced Cold Type Typesetting and Pasteup .         | 5               |  | —                     |
| **ARV 2230 Hand and Machine Composition and Form Makeup . . . . . | 3               |  | —                     |
| ***ARVA 2231 Advanced Compositional Makeup . . . . .              | 5               |  | Total credit hours 61 |

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.

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

**Professional and Other Required Courses**

|           |  |   |           |                                |                       |
|-----------|--|---|-----------|--------------------------------|-----------------------|
| ENC 2210  | Technical Report Writing . . . . .                 | 3 | ETG 2204C | X-Ray Technology III . . . . . | 3                     |
| ETD 1100C | Engineering Drawing . . . . .                      | 3 | ETG 2205C | X-Ray Technology IV . . . . .  | 3                     |
| ETE 1010  | DC Theory and Circuits . . . . .                   | 3 | ETI 1700  | Industrial Safety . . . . .    | 3                     |
| ETE 1020  | A/C Theory and Circuits . . . . .                  | 3 | MAC 1104  | College Algebra . . . . .      | 3                     |
| ETE 2101  | Electronics I . . . . .                            | 3 | MTB 1322  | Technical Math II . . . . .    | 3                     |
| ETE 2111  | Electronics II . . . . .                           | 3 |           | or                             |                       |
| ETE 2112  | Electronics III . . . . .                          | 3 | MAC 1114  | College Trigonometry . . . . . | 3                     |
| ETE 2527  | Electrical-Electronic Control<br>Systems . . . . . | 3 |           |                                | —                     |
|           |  |   |           |                                | credit hours 51       |
| ETE 2633C | Computer Logic Circuits . . . . .                  | 3 |           |                                | —                     |
| ETE 2680C | Microprocessors . . . . .                          | 3 |           |                                | —                     |
| ETG 1201C | X-Ray Technology I . . . . .                       | 3 |           |                                |                       |
| ETG 2202C | X-Ray Technology II . . . . .                      | 3 |           |                                |                       |
|           |  |   |           |                                | 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 have an earned high school diploma or GED Certificate. College preparatory biology and chemistry 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. Dental Hygiene is a limited admissions 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 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.

|                   |                                  | Associate<br>In<br>Science | Professional and Other Required Courses   |                 |
|-------------------|----------------------------------|----------------------------|---|-----------------|
| General Education |                                  |                            | DEH 1000C Principles of Dental Hygiene .. | 4               |
|                   |                                  |                            | DEH 1001 Clinical Dental Hygiene I .....  | 5               |
|                   |                                  |                            | DEH 1701 Dental Health Education .....    | 3               |
| APB 2190C         | Human Anatomy and                |                            | DEH 1802C Clinical Dental Hygiene II .... | 5               |
|                   | Physiology I .....               | 3                          | DEH 2101 Oral Histology and Embryology    | 2               |
| APB 2191C         | Human Anatomy and                |                            | DEH 2303 Pharmacology .....               | 2               |
|                   | Physiology II .....              | 3                          | DEH 2401 Oral Pathology .....             | 2               |
| CHM 1040C, 1041C  | Introductory Chemistry .         | 8                          | DEH 2600 Advanced Periodontics .....      | 2               |
| ENC 1101          | English Composition I .....      | 3                          | DEH 2702 Community Dental Health ....     | 2               |
| MCB 2013C         | Microbiology .....               | 4                          | DEH 2804C Clinical Dental Hygiene III ... | 5               |
| PSY 1012          | General Psychology .....         | 3                          | DEH 2806C Clinical Dental Hygiene IV .... | 5               |
| SPC 1010          | Fundamentals of Speech .....     | 3                          | DEH 2930 Dental Hygiene Seminar I ....    | 1               |
| SSI 1120          | Origins of American Society II . | 3                          | DEH 2931 Dental Hygiene Seminar II ....   | 1               |
| *Humanities       | .....                            | 3                          | DES 1000C Oral Anatomy .....              | 3               |
|                   |                                  | —                          | DES 1100C Dental Materials & Assisting .. | 3               |
|                   | credit hours                     | 33                         | DES 1201C Dental Radiology .....          | 3               |
|                   |                                  |                            | HUN 1001 Principles of Nutrition .....    | 3               |
|                   |                                  |                            |   | —               |
|                   |                                  |                            |   | credit hours 51 |

\*Refer to AS degree General Education Requirements

Total credit hours 84



## 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 to take the national examination to become a Certified Dental Assistant. A background in science and good manual dexterity are recommended. Applicants must show evidence of good health and have an earned high school diploma or GED Certificate.

Dental Assisting is a limited-admission program. The program admits students once a year in the Fall Term.

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.

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

Refer to AS degree General Education Requirements

## Emergency Medical Technology

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

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.

| General Education     |   | Associate<br>In<br>Science | Professional and Other Required Courses |   |
|-----------------------|---|----------------------------|---|---|
| AMH 2010              | United States History I . . . . .         | 3                          | EMT 1101                                | Basic Emergency Medical Technology . . . . . 6        |
| EUH 1001              | Western Civilization . . . . .            | 3                          | EMT 1185C                               | Fundamentals of Emergency Medical Care I . . . . . 6  |
| POS 2041              | American Federal Government . . . . .     | 3                          | 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             | Human Anatomy and Physiology I . . . . .  | 3                          | EMT 2806                                | Practicum in Emergency Medical Technology . . . . . 6 |
| APB 2191C             | Human Anatomy and Physiology II . . . . . | 3                          |   | credit hours 30                                       |
| CHM 1020              | Chemistry for Liberal Arts . . . . .      | 3                          |   | —   |
| ENC 1101              | English Composition I . . . . .           | 3                          |   | —   |
| ENC 1102              | English Composition II . . . . .          | 3                          |   | —   |
| MCB 2013C             | Microbiology . . . . .                    | 4                          |   | Total credit hours 61                                 |
| PSY 1012              | General Psychology . . . . .              | 3                          |   |   |
| SOC 2000              | Introductory Sociology . . . . .          | 3                          |   |   |
| *Humanities . . . . . |   | 3                          |   |   |
|                       |   | —                          |   |   |
|                       |   | credit hours 31            |   |   |

\*Refer to AS degree General Education Requirements

## 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. Applicants must show evidence of good health and have an earned high school diploma or GED Certificate. 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<br>In<br>Science | Professional and Other Required Courses |                                    |
|---------------------------|--------------------------------|----------------------------|---|------------------------------------|
| **CHM 1040C               | Introductory Chemistry . . . . | 4                          | MLS 1010C                               | Hematology . . . . . 6             |
| **CHM 1041C               | Introductory Chemistry . . . . | 4                          | MLS 1400C                               | Medical Microbiology . . . . . 6   |
| MAC 1104                  | College Algebra . . . . .      | 3                          | 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 2802L                               | Clinical Practicum I . . . . . 9   |
| *Humanities . . . . .     |                                | 3                          | MLS 2803                                | Clinical Diagnosis . . . . . 5     |
| *Social Science . . . . . |                                | 3                          | MLS 2804                                | Clinical Practicum II . . . . . 12 |
|                           |                                | —                          |   | —                                  |
|                           | credit hours                   | 24                         |   | credit hours 55                    |
|                           |                                |                            |   | —                                  |
|                           |                                |                            |   | —                                  |
|                           |                                |                            | Total credit hours                      | 79                                 |

Refer to AS degree General Education Requirements

Students who qualify may substitute CHM 1045C and CHM 1046C.

## Nursing

The program of study is a combination of General Education and 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 Nurse Practitioners in giving direct care to patients. Upon completion of the program, graduates are awarded an Associate in Science Degree in 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 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 Nursing Program must:

1. Have an earned high school diploma or 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.

| General Education                                  |   | Associate<br>In<br>Science | Professional and Other Required Courses |  |    |
|--|---|----------------------------|---|--|----|
| APB 2190C  | Human Anatomy and Physiology I . . . . .  | 3                          | NUR 1040C                               | Nursing Process I – Fundamentals of Nursing . . .                                  | 10 |
| APB 2191C  | Human Anatomy and Physiology II . . . . . | 3                          | NUR 1200C                               | Nursing Process II – Medical-Surgical Nursing . . .                                | 10 |
| DEP 2004   | Human Growth & Development . . . . .      | 3                          | NUR 2133C                               | Nursing Process IIIa – Nursing Care of the Childbearing Family . . . . .           | 6  |
| ENC 1101   | English Composition I . . . . .           | 3                          | NUR 2120C                               | Nursing Process IIIb – Nursing Care of Children . . . . .                          | 6  |
| ENC 1102   | English Composition II . . . . .          | 3                          | NUR 2220C                               | Nursing Process IVa – Medical-Surgical Nursing Care of the Adult Patient . . . . . | 9  |
| MCB 2013C  | Microbiology . . . . .                    | 4                          | NUR 2310C                               | Nursing Process IVb – Psychiatric Nursing . . . . .                                | 3  |
| PSY 1012   | General Psychology . . . . .              | 3                          |   |  | —  |
| SOC 2000   | Introductory Sociology . . . . .          | 3                          |   |  | —  |
| *Humanities . . . . .                              |   | 3                          |   |  | —  |
| *Social Science . . . . .                          |   | 3                          |   |  | —  |
|  | credit hours                              | 31                         |   | credit hours   | 44 |
|  |   |                            |   |  | —  |
|  |   |                            |   |  | —  |
|  |   |                            |   | Total credit hours   | 75 |
| *Refer to AS degree General Education Requirements |   |                            |   |  |    |

\*Refer to AS degree General Education Requirements



## 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 this program. 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<br>In<br>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 .....              | 9               |
| APB 2191C Human Anatomy and |    |                            |   |                 |
| Physiology II .....         | 3  |                            |   | credit hours 45 |
|                             | —  |                            |   | —               |
|                             | 18 |                            |   | —               |
|                             |    |                            | Total credit hours                      | 63              |

\*Refer to AS degree General Education Requirements

\*\*Approved Electives:

|  | credit hours |
|--|--------------|
| ENC 1102 English Composition II .....            | 3            |
| SOP 1002 Human Relations .....                   | 3            |
| MCB 2013C Microbiology .....                     | 4            |
| PHY 1020 Physics for Liberal Arts .....          | 3            |
| CHM 1020 Chemistry for Liberal Arts .....        | 3            |
| COC 1300 Introductory Computer Concepts .....    | 3            |
| EMT 1101 Basic Emergency Medical 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 have an earned high school diploma or GED Certificate. A background in science and mathematics is strongly recommended.

The Respiratory Therapy Program admits students one time per year in the Fall Term; 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.

| General Education         |   | Associate<br>In<br>Science | Professional and Other Required Courses |   |                    |    |
|---------------------------|---|----------------------------|---|---|--------------------|----|
| APB 2190C                 | Human Anatomy and Physiology I . . . . .  | 3                          | APB 1260                                | Cardiopulmonary Anatomy and Physiology . . . . .              | 3                  |    |
| APB 2191C                 | Human Anatomy and Physiology II . . . . . | 3                          | APB 2293                                | Pulmonary Pathology . . . . .                                 | 3                  |    |
| CHM 1040C                 | Introductory Chemistry . . . . .          | 4                          | APB 2650                                | Pharmacology for the Respiratory Therapist . . . . .          | 2                  |    |
| ENC 1101                  | English Composition I . . . . .           | 3                          | RET 1024                                | Fundamentals of Respiratory Therapy . . . . .                 | 3                  |    |
| MAT 1024                  | Elementary Algebra or                     |                            | RET 1244                                | Emergencies and the Respiratory Therapist . . . . .           | 3                  |    |
| MAT 1033                  | Intermediate Algebra . . . . .            | 3                          | RET 1264                                | Respiratory Therapy Advanced Equipment . . . . .              | 3                  |    |
| MCB 2013C                 | Microbiology . . . . .                    | 4                          | RET 1276                                | Respiratory Therapy Nursing Care . . . . .                    | 3                  |    |
| PHY 1020                  | Physics for Liberal Arts . . . . .        | 3                          | RET 1414                                | Arterial Blood Gases and Pulmonary Function Studies . . . . . | 4                  |    |
| *Humanities . . . . .     |   | 3                          | RET 2272                                | Respiratory Therapy Clinical Applications . . . . .           | 4                  |    |
| *Psychology . . . . .     |   | 3                          | RET 2273C                               | Clinical Seminar In Intensive Respiratory Care I . . . . .    | 2                  |    |
| *Social Science . . . . . |   | 3                          | RET 2274L                               | Respiratory Intensive Care Practicum I . . . . .              | 7                  |    |
|                           |   | —                          | RET 2284C                               | Clinical Seminar In Intensive Respiratory Care II . . . . .   | 2                  |    |
|                           | credit hours                              | 32                         | RET 2285L                               | Respiratory Intensive Care Practicum II . . . . .             | 7                  |    |
|                           |   |                            |   |   | —                  |    |
|                           |   |                            |   |   | credit hours       | 46 |
|                           |   |                            |   |   |                    | —  |
|                           |   |                            |   |   |                    | —  |
|                           |   |                            |   |   | Total credit hours | 78 |

\*Refer to AS degree General Education Requirements

Total credit hours 78

\*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<br>In<br>Science | Technical<br>Certificate<br>In<br>Child Care<br>Services | Technical<br>Certificate<br>In<br>Residential<br>Child Care<br>Services | Technical<br>Certificate<br>In<br>Infant and<br>Toddler Care<br>Services |
|-------------------------|---------------------------------|----------------------------|--|---|--|
| BSC 1011C               | Principles of Biology .....     | 4                          |  |   |  |
| DEP 2004                | Human Growth and Development .. | 3                          |  |   |  |
| DEP 2102                | Child Psychology .....          | 3                          |  | 3   |  |
| ENC 1101                | English Composition I .....     | 3                          |  |   |  |
| ENC 1102                | 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   | 3  |
| * Humanities .....      |                                 | 3                          |  |   |  |
| ** Mathematics .....    |                                 | 3                          |  |   |  |
| ** Social Science ..... |                                 | 3                          |  |   |  |
|                         | credit hours                    | 37                         | 3  | 6   | 3  |

### Professional and Other Required Courses

|               |   |       |    |    |    |
|---------------|---|-------|----|----|----|
| CHD 1220      | Child Growth & Development I ...                    | 3     | 3  | 3  | 3  |
| CHD 1230      | Child Growth & Development II ..                    | 3     | 3  | 3  | 3  |
| *** CHD 1850  | Training of Residential Child Care Workers I .....  |       |    | 3  |    |
| *** CHD 1851  | Training of Residential Child Care Workers II ..... |       |    | 3  |    |
| EDG 2940      | Observing & Recording Child<br>Behavior .....       | 6     | 6  | 6  | 6  |
| EDG 2941      | Supervised Student Participation ..                 | 6     | 6  | 6  | 6  |
| EEC 1001      | Introduction to Early Childhood<br>Education .....  | 3     | 3  |    | 3  |
| *** EEC 1201  | Overview of Early Childhood<br>Curriculum I .....   | 3**** | 3  |    |    |
| *** EEC 1202  | Overview of Early Childhood<br>Curriculum II .....  | 3**** | 3  |    |    |
| **** CHD 1110 | Infant and Toddler Care I (Development) .....       |       |    |    | 3  |
| **** CHD 2120 | Infant and Toddler Care II (Educational) .....      |       |    |    | 3  |
|               | credit hour   | 27    | 27 | 24 | 27 |
|               |   | —     | —  | —  | —  |
|               | Total credit hours                                  | 64    | 30 | 30 | 30 |

\* Any course in Humanities, Section A, General Education Requirements.

\*\* 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, training of residential child care workers I and II will substitute for EEC 1201 and EEC 1202.

\*\*\*\* For Associate in Science degree students wishing training as infant and toddler care workers, CHD 1110 and CHD 2120 will substitute for EEC 1201 and EEC 1202.

## 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<br>In<br>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                          | CTE 2851                                | Fashion Sales Promotion ..... 3                        |    |
| *Mathematics – Natural Science ..... |                          | 3                          | MKA 1402                                | Fashion Merchandising I ..... 3                        |    |
| *Social Science .....                |                          | 3                          | MKA 1403                                | Fashion Merchandising II ..... 3                       |    |
|                                      |                          | —                          | MKA 2364                                | Fashion Merchandising<br>Practicum/Seminar I ..... 4   |    |
|                                      | credit hours             | 15                         | MKA 2366                                | Fashion Merchandising<br>Practicum/Seminar II ..... 4  |    |
|                                      |                          |                            | MKA 2367                                | Fashion Merchandising<br>Practicum/Seminar III ..... 4 |    |
|                                      |                          |                            | * Approved Electives .....              | 18   |    |
|                                      |                          |                            |   | —  |    |
|                                      |                          |                            |   | credit hours   | 45 |
|                                      |                          |                            |   |  | —  |
|                                      |                          |                            |   |  | —  |
|                                      |                          |                            |   | Total credit hours                                     | 60 |

\*Refer to AS degree General Education Requirements

\*\*Approved Electives:

\*Refer to AS degree General Education Requirements

\*\*Approved Electives:

|           |                                  | credit hours |          |                                | credit hours |
|-----------|----------------------------------|--------------|----------|--------------------------------|--------------|
| ACC 1009, | 1029 Accounting I & II .....     | 6            | GEB 1011 | Introduction to Business ..... | 3            |
|           | or                               |              | HME 1200 | Home Management .....          | 3            |
| ACC 2001  | Principles of Accounting I ..... | 3            | MAN 2000 | Principles of Management ..... | 3            |
| BUL 2111  | Business Law .....               | 3            | MAN 2300 | Personnel Management .....     | 3            |
| COA 1100  | Consumer Decisions .....         | 3            | MAR 1101 | Salesmanship .....             | 3            |
| CTE 1402  | Advanced Textiles .....          | 3            | QMB 1001 | Business Mathematics .....     | 3            |
| FAID 1230 | Dynamics of Modern Living .....  | 3            | SPC 1010 | Fundamentals of Speech .....   | 3            |

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.

The Dietetic Technician Option prepares students to function at the management level of dietetic care under the supervision of the Registered Dietitian or under general supervision in consultation with the dietitian. Typical duties include supervision of employees, menu planning, patient interviewing, diet instruction for routine modification, employee training, food purchasing, and supervision of food production. The dietetic technician is an integral member of the health care team in an occupation offering both personal and financial rewards. Upon completion of the Dietetic Technician Option, the student may apply for



membership in the American Dietetic Association. Graduates of an AIDA approved program meet licensure requirements under Public Law 101D-29.15.

|                                |                        | Associate<br>In<br>Science | AS Degree<br>Option<br>Dietetic<br>Technician | Technical<br>Certificate In<br>Food Service<br>Technology |
|--------------------------------|------------------------|----------------------------|---|---|
| <b>General Education</b>       |                        |                            |   |   |
| *Communications                | .....                  | 3                          | 6   | 3   |
| *Humanities                    | .....                  | 3                          | 3   |   |
| *Mathematics — Natural Science | .....                  | 3                          | 3   |   |
| *Social Science                | .....                  | 3                          | 3   |   |
| *General Education Elective    | .....                  | 3                          |   |   |
| SOC 2000                       | Introductory Sociology |                            | 3   |   |
|                                |                        | —                          | —   | —   |
|                                | credit hours           | 15                         | 18  | 3   |

### Professional and Other Required Courses

|                      |  |    |    |    |
|----------------------|--|----|----|----|
| FOS 1201             | Sanitation and Safety                    | 3  | 3  | 3  |
| FSS 1004             | Orientation to Food Service Technology   | 3  | 3  | 3  |
| FSS 1100             | Menu Design and Food Merchandising       | 3  | 3  | 3  |
| FSS 1120             | Food and Beverage Purchasing             | 3  | 3  | 3  |
| FSS 1201             | Basic Food Preparation                   | 3  | 3  | 3  |
| FSS 1221             | Quantity Food Production                 | 3  | 3  | 3  |
| FSS 1410             | Food Service Equipment/Facility Planning | 3  | 3  | 3  |
| FSS 2300             | Supervision and Personnel Management     | 3  | 3  | 3  |
| FSS 2501             | Food and Beverage Control                | 3  | 3  | 3  |
| FSS 2945             | Food Service Internship                  | 9  |    |    |
| HUN 1001             | Principles of Nutrition                  | 3  | 3  | 3  |
| FSS 2301             | Food Service Delivery Systems            |    | 3  |    |
| DIE 1100             | Dietetic Seminar                         |    | 1  |    |
| FSS 1304             | Management Clinical Practice I           |    | 3  |    |
| FSS 1306             | Management Clinical Practice II          |    | 3  |    |
| FSS 2302             | Management Clinical Practice III         |    | 4  |    |
| **Approved Electives | .....                                    | 6  |    | 6  |
|                      |  | —  | —  | —  |
|                      | credit hours                             | 45 | 44 | 36 |
|                      |  | —  | —  | —  |
|                      |  | —  | —  | —  |
|                      | Total credit hours                       | 60 | 62 | 39 |

\* Refer to AS degree General Education Requirements

\*\* Approved Electives:

|          |                           | credit hours |
|----------|---------------------------|--------------|
| ACC 1009 | General Accounting I      | 3            |
| COA 1100 | Consumer Decisions        | 3            |
| COC 2001 | Computer Concepts         | 3            |
| DIE 1201 | Therapeutic Nutrition     | 3            |
| FAD 1230 | Dynamics of Modern Living | 3            |
| FSS 1246 | Baking                    | 3            |
| FSS 1248 | Garde Manger I            | 3            |
| FSS 1249 | Garde Manger II           | 3            |
| FSS 1250 | Food and Beverage Service | 3            |
| HME 1200 | Home Management           | 3            |
| QMB 1001 | Business Mathematics      | 3            |

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

## Interior Design Technology

The program includes a combination of theory and laboratory and community experiences for the development of competencies in all phases of interior design technology. Concepts of the program include characteristics and performance of textiles; selection, arrangement and maintenance of furniture and accessories; art principles; decorating and design skills; materials and sources; exhibition design; architectural design, history of interiors and business aspects. Management, safety, free enterprise, consumer and economic education are also included. Application of communication, computation and human relations skills are an integral part of the instructional program. Instruction related to rules, regulations and legislation will be included.

| General Education                |    | Associate<br>In<br>Science | Professional and Other Required Courses                  |    |
|----------------------------------|----|----------------------------|--|----|
| *Communications .....            | 3  |                            | IND 1100 History of Interiors I .....                    | 3  |
| *Humanities .....                | 3  |                            | IND 1130 History of Interiors II .....                   | 3  |
| ARH 1000 Art Appreciation .....  | 3  |                            | IND 1001 Interior Design I .....                         | 3  |
| *Math/Natural Science .....      | 3  |                            | IND 1200 Interior Design II .....                        | 3  |
| *Social Science .....            | 3  |                            | IND 2210 Interior Design III<br>(Residential) .....      | 3  |
| SOP 1002 Human Relations .....   | 3  |                            | IND 2220 Interior Design IV<br>(Commercial) .....        | 3  |
|                                  | —  |                            | CTE 1401 Basic Textiles .....                            | 3  |
| credit hours                     | 18 |                            | IND 1420 Materials and Sources .....                     | 3  |
|                                  |    |                            | ETD 1100C Engineering Drawing .....                      | 3  |
|                                  |    |                            | ARC 2120C Architectural Drafting .....                   | 3  |
|                                  |    |                            | IND 2300 Interior Design<br>Presentations I .....        | 3  |
|                                  |    |                            | IND 2305 Interior Design<br>Presentations II .....       | 3  |
|                                  |    |                            | IND 2940 Interior Design Internship<br>and Seminar ..... | 6  |
|                                  |    |                            | **Approved Professional Electives .....                  | 3  |
|                                  |    |                            | credit hours   | 45 |
|                                  |    | credit hours               |  | —  |
| QMB 1001 Business Math .....     | 3  |                            |  | —  |
| CTE 1402 Advanced Textiles ..... | 3  |                            |  | —  |
| HME 1200 Home Management .....   | 3  |                            | Total credit hours                                       | 63 |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

## 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<br>in<br>Science |
|--|---|----------------------------|
| APB 1150                                       | Life in Its Biological Environment .....                    | 3                          |
| ENC 1002                                       | Introduction to Composition .....                           | 3                          |
|  | or  |                            |
| ENC 1101                                       | 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 .....                                       | 3                          |
|  |   | —                          |
|  | credit hours  | 27                         |
| <b>Professional and Other Required Courses</b> |   |                            |
| 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 1220                                       | Criminal Law .....  | 3                          |
| CCJ 2250                                       | Constitutional Law .....                                    | 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 .....                                    | 3                          |
|  |   | —                          |
|  | credit hours  | 36                         |
|  |   | —                          |
|  | 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<br>In<br>Science | Technical<br>Certificate In<br>Law<br>Enforcement |
|--|--|----------------------------|---|
| APB 1150                                       | Life in its Biological Environment .....     | 3                          |   |
| ENC 1002                                       | Introduction to Composition .....            | 3                          |   |
|  | or   |                            |   |
| ENC 1101                                       | 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 .....                        | 3                          |   |
|  |  | —                          |   |
|  | credit hours                                 | 24                         |   |
| <b>Professional and Other Required Courses</b> |  |                            |   |
| 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 1220                                       | Criminal Law .....                           | 3                          | 3   |
| CCJ 2230                                       | Criminal Evidence and Procedure .....        | 3                          | 3   |
| CCJ 2250                                       | Constitutional Law .....                     | 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 .....         | 3                          | 3   |
|  |  | —                          |   |
|  | credit hours                                 | 39                         | 36  |
|  |  | —                          | —   |
|  | 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 or day basis.

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

| General Education |                                   | Associate<br>In<br>Science | AS Degree<br>Option UNF<br>Transfer | Technical<br>Certificate In<br>Fire Science<br>and Prevention |
|-------------------|-----------------------------------|----------------------------|-------------------------------------|---|
| CHM 1040C         | Introductory Chemistry .....      |                            | 4                                   |   |
| ENC 1002          | Introduction to Composition ..... | 3                          |                                     |   |
|                   | or                                |                            |                                     |   |
| ENC 1101          | English Composition I .....       | 3                          |                                     |   |
| ENC 1101          | 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 .....      | 3                          |                                     |   |
|                   | 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 Protection .....         | 3   | 3  | 3  |
| FFP 1100   | Introduction to Fire Organization .....       | 3   |    | 3  |
|  | and Administration                            |     |    |    |
| FFP 1110   | Fire Company Supervision and Management ..... | 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 1104. 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<br>In<br>Science |
|--|--|----------------------------|
| <b>General Education</b>                       |  |                            |
| *Communications .....                          |  | 3                          |
| *Humanities .....                              |  | 3                          |
| *Mathematics — Natural Science .....           |  | 3                          |
| *Social Science .....                          |  | 6                          |
|  | credit hours                           | 15                         |
| <b>Professional and Other Required Courses</b> |  |                            |
| 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 .....                     |  | 12                         |
|  | credit hours                           | 48                         |
|  |  | —                          |
|  | Total credit hours                     | 63                         |

\*Refer to AS degree General Education Requirements

|          |   |   |
|----------|---|---|
| BUL 2112 | Business Law .....                                | 3 |
| COC 1300 | Introductory Computer<br>Concepts .....           | 3 |
| — 1949   | Cooperative Education Work<br>Experience I .....  | 3 |
| — 2949   | Cooperative Education Work<br>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.



## The Associate in Applied Science Degree and Technical Certificate

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. Education here is designed to meet the training needs of the individual as indicated by industry needs. Professionals from 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 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.

### Air Conditioning Technology

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

The two-year program in Air Conditioning Technology is designed to provide the student with a working knowledge of the air conditioning industry. A certificate option is also available to provide the basic professional courses of the occupation.

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 air conditioning industry.

|  |  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In Air<br>Conditioning<br>Technology |
|--|--|---------------------------------------|--|
| <b>General Education</b>                       |  |                                       |  |
| *Social Science                                | .....  | 3                                     |  |
| *Humanities                                    | .....  | 3                                     |  |
| *Math/Natural Science                          | .....  | 3                                     |  |
| *Communications                                | .....  | 3                                     | 3  |
| *General Education Electives                   | .....  | 3                                     |  |
|  |  | —                                     | —  |
|  | credit hours   | 15                                    | 3  |
| <b>Professional and Other Required Courses</b> |  |                                       |  |
| EER 1000                                       | Math for Electricians I                              | 3                                     | 3  |
| EER 1200                                       | Math for Electricians II                             | 3                                     | 3  |
| EER 1100                                       | Electrical Theory I                                  | 3                                     | 3  |
| EER 1210                                       | Electrical Theory II                                 | 3                                     | 3  |
| EER 1030                                       | Safety in the Electrical Trades                      | 3                                     | 3  |
| ACT 1020                                       | Introduction to Air Conditioning and Refrigeration   | 4                                     | 4  |
| ACT 2520                                       | Air Conditioning and Refrigeration Piping            | 4                                     | 4  |
| ACT 2050                                       | Major Components of Air Conditioning & Refrigeration | 4                                     | 4  |
| ACT 1000                                       | Refrigerant Characteristics, Oils and Accessories    | 4                                     | 4  |
| ACT 2620                                       | Air Conditioning: Commercial and Residential         | 4                                     |  |
| ACT 2060                                       | Psychrometrics and Heat Load Calculations            | 4                                     |  |
| ACT 2840                                       | Air Conditioning Service and Maintenance             | 4                                     | 4  |
| ACT 2850                                       | Basic Air Conditioning Troubleshooting               | 4                                     | 4  |
| ACT 1730                                       | Basic Residential Air Conditioning                   | 4                                     |  |
|  |  | —                                     | —  |
|  | credit hours   | 51                                    | 39   |
|  |  | —                                     | —  |
|  | Total credit hours                                   | 66                                    | 42   |

\*Refer to AS degree General Education Requirements



## Auto Body & Fender Repair Technology

The objective of this program is to prepare the student for a career in the fields related to Auto Body & Fender Repair Technology.

The two-year program in Auto Body & Fender Repair Technology is designed to provide the student with a working knowledge of the auto body & fender repair industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 auto body & fender repair industry.

|                          |                                   | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Auto Body &<br>Fender Repair<br>Technology |
|--------------------------|-----------------------------------|---------------------------------------|--|
| <b>General Education</b> |                                   |                                       |  |
| ENC 1002                 | Introduction to Composition ..... | 3                                     | 3  |
| *Social Science          | .....                             | 3                                     |  |
| *Humanities              | .....                             | 3                                     |  |
| MGF 1113                 | College Math .....                | 3                                     |  |
| REA 1305                 | Developmental Reading .....       | 3                                     |  |
|                          |                                   | —                                     | —  |
|                          | credit hours                      | 15                                    | 3  |

### Professional and Other Required Courses

|                                   |  |    |    |
|-----------------------------------|--|----|----|
| AER 2210                          | Auto Metal Damage Analysis and Repair .....                        | 4  | 4  |
| AER 1221                          | Auto Paint Formulas and Application .....                          | 4  | 4  |
| AER 2214                          | Auto Body Panel Replacement and Frames .....                       | 4  | 4  |
| AER 2241                          | Auto Glass Replacement, Alignment and Sheet Metal Adjustment ..... | 4  | 4  |
| AER 2272                          | Advanced Auto Body Major Repair and Appraising .....               | 4  | 4  |
| AER 1100                          | Auto Electrical System .....                                       | 4  | 4  |
| AER 2171                          | Heating and Air Conditioning .....                                 | 4  | 4  |
| AER 1120                          | Steering and Suspension Systems .....                              | 4  | 4  |
| AER 1131                          | Transmission-Drive Systems .....                                   | 4  | 4  |
| AER 1271                          | Introduction to Automotive Body Shop Management .....              | 4  |    |
| AER 1162                          | Introduction to Automotive Parts Department Management .....       | 3  |    |
| **Approved Professional Electives | .....  | 6  |    |
|                                   |  | —  | —  |
|                                   | credit hours   | 49 | 36 |
|                                   |  | —  | —  |
|                                   |  | —  | —  |
|                                   | Total credit hours   | 64 | 39 |

Refer to AS degree General Education Requirements

Approved Professional Electives:

|          |                                |              |
|----------|--------------------------------|--------------|
|          |                                | credit hours |
| ACC 1009 | General Accounting I .....     | 3            |
| BUL 2111 | Business Law .....             | 3            |
| GEB 1011 | Introduction to Business ..... | 3            |
| MAR 1101 | Salesmanship .....             | 3            |
| PSY 1012 | General Psychology .....       | 3            |



## Automotive Machine Shop

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

The two-year program in Automotive Machine Shop is designed to provide the student with a working knowledge of the automotive machine shop industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 machine shop industry.

|  |   | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Automotive<br>Machine Shop |
|--|---|---------------------------------------|--|
| <b>General Education</b>                       |   |                                       |  |
| *Social Science                                | .....   | 3                                     |  |
| *Humanities                                    | .....   | 3                                     |  |
| *Math/Natural Science                          | .....   | 3                                     |  |
| *Communications                                | .....   | 3                                     | 3  |
| *General Education Elective                    | .....   | 3                                     |  |
|  |   | —                                     | —  |
|  | credit hours  | 15                                    | 3  |
| <b>Professional and Other Required Courses</b> |   |                                       |  |
| MTR 1502                                       | Basic Engine Operation .....  | 4                                     | 4  |
| MTR 1571                                       | Basic Automotive Machine Shop Tools .....                                     | 3                                     | 3  |
| MTR 1501                                       | Engine Disassembly and Cleaning .....   | 4                                     | 4  |
| MTR 1531                                       | Basic Engine Crack Identification and Repair .....                            | 4                                     | 4  |
| MTR 2532                                       | Advanced Engine Crack Identification and Repair .....                         | 4                                     |  |
| MTR 1511                                       | Engine Head Repair .....  | 4                                     | 4  |
| MTR 1521                                       | Engine Block Parts Repair .....   | 4                                     | 4  |
| MTR 2512                                       | Crankshaft and Power Train Parts Repair .....                                 | 4                                     | 4  |
| MTR 2581                                       | Basic Operation of the Engine Lathe Drill Press, and<br>Milling Machine ..... | 4                                     |  |
| MTR 2591                                       | Customer Relations .....  | 3                                     |  |
| AER 2004                                       | Power Plant Overhaul .....  | 4                                     |  |
| MTR 1100                                       | Welding for Related Trades .....  | 4                                     | 4  |
| **Approved Professional Electives              | .....   | 6                                     |  |
|  |   | —                                     | —  |
|  | credit hours  | 52                                    | 31   |
|  |   | —                                     | —  |
|  |   | —                                     | —  |
|  | Total credit hours  | 67                                    | 34   |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|          |                                |              |
|----------|--------------------------------|--------------|
|          |                                | credit hours |
| BUL 2111 | Business Law .....             | 3            |
| GEB 1011 | Introduction to Business ..... | 3            |
| MAR 1101 | Salesmanship .....             | 3            |

Any courses from the Automotive Mechanics, Automotive Body and Fender or Machine Shop Technology Programs.

## 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<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Automotive<br>Mechanics |
|--|---|---------------------------------------|---|
| <b>General Education</b>                       |   |                                       |   |
| ENC 1002                                       | Introduction to Composition .....                         | 3                                     |   |
| *Humanities .....                              |   | 3                                     |   |
| MGF 1113                                       | College Math .....  | 3                                     | 3   |
| *Social Science .....                          |   | 3                                     |   |
| REA 1305                                       | Developmental Reading .....                               | 3                                     |   |
|  |   | —                                     | —   |
|  | credit hours  | 15                                    | 3   |
| <b>Professional and Other Required Courses</b> |   |                                       |   |
| 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  |
|  |   | —                                     | —   |
|  |   | —                                     | —   |
|  | Total credit hours  | 62                                    | 35  |

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

|          |                                | credit hours |
|----------|--------------------------------|--------------|
| ACC 1009 | General Accounting I .....     | 3            |
| BUL 2111 | Business Law .....             | 3            |
| GEB 1011 | Introduction to Business ..... | 3            |
| MAR 1101 | Salesmanship .....             | 3            |
| PSY 1012 | General Psychology .....       | 3            |

## Brick and Blocklaying Technology

The objective of this program is to prepare the student for a career in the fields related to Brick and Blocklaying Technology.

The two-year program in Brick and Blocklaying Technology is designed to provide the student with a working knowledge of major areas of the brick and blocklaying industry. Certificate option is also available to provide the basic professional courses of the occupation.

The 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 brick and blocklaying industry.

|   |                    | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Brick and<br>Blocklaying<br>Technology |
|---|--------------------|---------------------------------------|--|
| <b>General Education</b>                                |                    |                                       |  |
| *Communications .....                                   | 3                  | 3                                     |  |
| *Humanities .....                                       | 3                  |                                       |  |
| *Social Science .....                                   | 3                  |                                       |  |
| *Math/Natural Science .....                             | 3                  |                                       |  |
| *General Education Elective .....                       | 3                  |                                       |  |
|   | —                  | —                                     |  |
|   | credit hours       | 15                                    | 3  |
| <b>Professional and Other Required Courses</b>          |                    |                                       |  |
| ETD 1100C Engineering Drawing .....                     | 3                  |                                       |  |
| BCT 1001 Quantitative Methods for Building Trades ..... | 3                  | 3                                     |  |
| BCT 1113 Blueprint Reading for Building Trades .....    | 4                  |                                       |  |
| BCT 1401 Introduction to Brick and Block Masonry .....  | 4                  | 4                                     |  |
| BCT 1412 Mortars I .....                                | 4                  | 4                                     |  |
| BCT 1413 Mortars II .....                               | 4                  | 4                                     |  |
| BCT 1431 Wall Layout and Construction .....             | 4                  | 4                                     |  |
| BCT 2405 Advanced Masonry .....                         | 4                  |                                       |  |
| BCT 2430 Cut Stone .....                                | 4                  | 4                                     |  |
| BCT 2460 Chimneys and Fireplaces .....                  | 4                  | 4                                     |  |
| BCT 2432 Arch Construction and Related Layout .....     | 4                  |                                       |  |
| **Approved Professional Electives .....                 | 6                  |                                       |  |
|   | —                  | —                                     |  |
|   | credit hours       | 48                                    | 27   |
|   | —                  | —                                     |  |
|   | —                  | —                                     |  |
|   | Total credit hours | 63                                    | 30   |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|   | credit hours |
|---|--------------|
| ACC 1009 Accounting I .....             | 3            |
| BUL 2131 Business Law .....             | 3            |
| GEB 2019 Introduction to Business ..... | 3            |

## Carpentry Technology

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

The two-year program in Carpentry Technology is designed to provide the student with a working knowledge of the carpentry industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 carpentry industry.

|  |  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Carpentry<br>Technology |
|--|--|---------------------------------------|---|
| <b>General Education</b>                       |  |                                       |   |
| * Humanities .....                             |  | 3                                     |   |
| * Social Science .....                         |  | 3                                     |   |
| * Math/Natural Science .....                   |  | 3                                     |   |
| * General Education Elective .....             |  | 3                                     |   |
| * Communications .....                         |  | 3                                     | 3   |
|  |  | —                                     | —   |
|  | credit hours                                   | 15                                    | 3   |
| <b>Professional and Other Required Courses</b> |  |                                       |   |
| BCT 1001                                       | Quantitative Methods for Building Trades ..... | 3                                     | 3   |
| BCT 1113                                       | Blueprint Reading for Building Trades .....    | 4                                     | 4   |
| BCT 1111                                       | Woodworking for Building Trades .....          | 3                                     | 3   |
| BCT 1114                                       | Concrete Form Construction .....               | 4                                     | 4   |
| BCT 2116                                       | Framing Methods I .....                        | 4                                     | 4   |
| BCT 2125                                       | Framing Methods II .....                       | 4                                     | 4   |
| BCT 1115                                       | Roof Framing .....                             | 4                                     | 4   |
| BCT 2118                                       | Exterior Finish and Cabinets .....             | 4                                     | 4   |
| BCT 2117                                       | Interior Trim .....                            | 4                                     | 4   |
| ETI 1700                                       | Industrial Safety .....                        | 3                                     |   |
| BCN 2614C                                      | Planning and Estimating .....                  | 3                                     |   |
| ETD 1100C                                      | Engineering Drawing .....                      | 3                                     |   |
| ARC 2120C                                      | Architectural Drafting .....                   | 3                                     |   |
| ** Approved Professional Electives .....       |  | 6                                     |   |
|  |  | —                                     | —   |
|  | credit hours                                   | 52                                    | 34  |
|  |  | —                                     | —   |
|  |  | —                                     | —   |
|  | Total credit hours                             | 67                                    | 37  |

Refer to AS degree General Education Requirements  
Approved Professional Electives:

|   | credit hours |
|---|--------------|
| BUL 2111 Business Law .....             | 3            |
| GEB 1011 Introduction to Business ..... | 3            |
| ACC 1009 General Accounting I .....     | 3            |
| SUR 1101C Surveying .....               | 3            |

## Construction Electricity Technology

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

The two-year program in Construction Electricity Technology is designed to provide the student with a working knowledge of the construction electricity industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 construction electricity industry.

|  |  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Construction<br>Electricity<br>Technology |
|--|--|---------------------------------------|---|
| <b>General Education</b>                       |  |                                       |   |
| *Social Science .....                          | 3  |                                       |   |
| *Humanities .....                              | 3  |                                       |   |
| *Math/Natural Science .....                    | 3  |                                       |   |
| *Communications .....                          | 3  |                                       | 3   |
| *General Education Elective .....              | 3  |                                       |   |
|  | —  |                                       | —   |
|  | credit hours   | 15                                    | 3   |
| <b>Professional and Other Required Courses</b> |  |                                       |   |
| BCT 1604                                       | Introduction to Electrical Construction .....            | 3                                     | 3   |
| EER 1000                                       | Math for Electricians I .....                            | 3                                     | 3   |
| EER 1100                                       | Electrical Theory I .....                                | 3                                     | 3   |
| EER 1210                                       | Electrical Theory II .....                               | 3                                     | 3   |
| BCT 1632                                       | Raceway Installation .....                               | 3                                     | 3   |
| EER 1200                                       | Math for Electricians II .....                           | 3                                     | 3   |
| EER 1030                                       | Safety in the Electrical Trades .....                    | 3                                     |   |
| ACT 1020                                       | Introduction to Air Conditioning and Refrigeration ..... | 4                                     |   |
| BCT 2622                                       | Electrical Calculations .....                            | 3                                     | 3   |
| BCT 2692                                       | Residential Electrical Installations .....               | 3                                     | 3   |
| BCT 2624                                       | Electrical Estimating and Job Control .....              | 3                                     |   |
| BCT 2690                                       | Commercial Electrical Installations .....                | 3                                     | 3   |
| BCT 2691                                       | Industrial Electrical Installations .....                | 3                                     | 3   |
| BCT 2623                                       | Advanced Electrical Practices .....                      | 3                                     | 3   |
| BCT 2610                                       | Codes for Electrical Exams .....                         | 3                                     | 3   |
| EER 2220                                       | AC/DC Motor Controls .....                               | 4                                     |   |
| EER 2261                                       | AC/DC Machinery and Transformers .....                   | 4                                     |   |
|  | —  |                                       | —   |
|  | credit hours   | 54                                    | 36  |
|  | —  |                                       | —   |
|  | Total credit hours                                       | 69                                    | 39  |



## Industrial Electronics Technology

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

The two-year program in Industrial Electronics Technology is designed to provide the student with a working knowledge of the industrial electronics industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 industrial electronics industry.

|  |   | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Industrial<br>Electronics<br>Technology |
|--|---|---------------------------------------|---|
| <b>General Education</b>                       |   |                                       |   |
| *Social Science.....                           | 3   |                                       |   |
| *Humanities.....                               | 3   |                                       |   |
| *Math/Natural Science.....                     | 3   |                                       |   |
| *Communications.....                           | 3   |                                       | 3   |
| *General Education Elective.....               | 3   |                                       |   |
|  | —   |                                       | —   |
|  | credit hours                                | 15                                    | 3   |
| <b>Professional and Other Required Courses</b> |   |                                       |   |
| EER 1000                                       | Math for Electricians I.....                | 3                                     | 3   |
| EER 1200                                       | Math for Electricians II.....               | 3                                     | 3   |
| EER 1100                                       | Electrical Theory I.....                    | 3                                     | 3   |
| EER 1210                                       | Electrical Theory II.....                   | 3                                     | 3   |
| EER 1030                                       | Safety in the Electrical Trades.....        | 3                                     | 3   |
| EER 1211                                       | Introduction to Circuit Analysis.....       | 3                                     | 3   |
| EER 1291                                       | Basic Circuit Analysis.....                 | 3                                     | 3   |
| EER 2811                                       | Sinusoidal Electronics.....                 | 3                                     | 3   |
| EER 2821                                       | Non-Sinusoidal Electronics.....             | 4                                     |   |
| EER 2360                                       | Basic Circuit Diagnosis and Repairs.....    | 4                                     | 4   |
| EER 2352                                       | Advanced Electrical/Electronic Systems..... | 3                                     |   |
| EER 2411                                       | Digital Electronics.....                    | 4                                     |   |
| EER 2351                                       | Test Equipment Maintenance and Service..... | 4                                     |   |
| EER 2831                                       | Computer Circuit Analysis.....              | 4                                     |   |
| EER 1021                                       | Pole Climbing.....                          | 3                                     |   |
|  | —   |                                       | —   |
|  | credit hours                                | 50                                    | 28  |
|  | —   |                                       | —   |
|  | —   |                                       | —   |
|  | Total credit hours                          | 65                                    | 31  |

Refer to AS degree General Education Requirements

## Industrial Machine Technology

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

The two-year program in Industrial Machine Technology is designed to provide the student with a working knowledge of the industrial machine industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 industrial machine industry.

|  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Industrial<br>Machine<br>Technology |
|--|---------------------------------------|---|
| <b>General Education</b>                                 |                                       |   |
| *Social Science .....                                    | 3                                     |   |
| *Humanities .....  | 3                                     |   |
| MAT 1024 Elementary Algebra .....                        | 3                                     |   |
| *Communications .....                                    | 3                                     | 3   |
| *General Education Elective .....                        | 3                                     |   |
|  | —                                     | —   |
| credit hours   | 15                                    | 3   |
| <b>Professional and Other Required Courses</b>           |                                       |   |
| MTR 1002 Production Blueprint Reading .....              | 3                                     |   |
| ETD 1100C Engineering Drawing .....                      | 3                                     | 3   |
| MTR 1004 Machine Bench Work .....                        | 4                                     | 4   |
| MTR 1471 Material and Processes of Metals .....          | 3                                     | 3   |
| MTR 1472 Machine Lathe Work .....                        | 4                                     | 4   |
| MTR 1473 Drill Press .....                               | 4                                     | 4   |
| MTR 1474 Surface Grinder Methods and Procedures .....    | 4                                     | 4   |
| MTR 2481 Vertical Milling Methods and Procedures .....   | 4                                     | 4   |
| MTR 2482 Horizontal Milling Methods and Procedures ..... | 4                                     | 4   |
| MTR 2483 Machine Shaper .....                            | 4                                     | 4   |
| MTR 2484 Machine Measurement .....                       | 3                                     | 3   |
| MTR 1100 Welding for Related Trades .....                | 3                                     |   |
| ETM 2800 Fundamentals of Metallurgy .....                | 3                                     |   |
| **Approved Professional Electives .....                  | 6                                     |   |
|  | —                                     | —   |
| credit hours   | 52                                    | 37  |
|  | —                                     | —   |
|  | —                                     | —   |
| Total credit hours                                       | 67                                    | 40  |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|   | credit hours |
|---|--------------|
| GEB 1011 Introduction to Business ..... | 3            |
| BUL 2111 Business Law .....             | 3            |
| ACC 1009 General Accounting I .....     | 3            |

## Major Appliance Technology

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

The two-year program in Major Appliance Technology is designed to provide the student with a working knowledge of the major appliance industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 major appliance industry.

|  |  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In Major<br>Appliance<br>Technology |
|--|--|---------------------------------------|---|
| <b>General Education</b>                       |  |                                       |   |
| *Social Science .....                          |  | 3                                     |   |
| *Humanities .....                              |  | 3                                     |   |
| *Math/Natural Science .....                    |  | 3                                     |   |
| *Communications .....                          |  | 3                                     | 3   |
| *General Education Electives .....             |  | 3                                     |   |
|  |  | —                                     | —   |
|  | credit hours   | 15                                    | 3   |
| <b>Professional and Other Required Courses</b> |  |                                       |   |
| EER 1000                                       | Math for Electricians I .....                                | 3                                     | 3   |
| EER 1200                                       | Math for Electricians II .....                               | 3                                     | 3   |
| EER 1100                                       | Electrical Theory I .....                                    | 3                                     | 3   |
| EER 1210                                       | Electrical Theory II .....                                   | 3                                     | 3   |
| EER 1030                                       | Safety in the Electrical Trades .....                        | 3                                     | 3   |
| EER 2720                                       | Business Appliance Service .....                             | 3                                     | 3   |
| EER 2350                                       | Meter Movement and Appliance Motors .....                    | 4                                     | 4   |
| EER 2311                                       | Home Appliances Maintenance and Service I .....              | 4                                     | 4   |
| EER 2312                                       | Home Appliances Maintenance and Service II .....             | 4                                     | 4   |
| EER 2313                                       | Cooking Appliances Maintenance and Service .....             | 4                                     | 4   |
| ACT 1020                                       | Introduction to Air Conditioning and Refrigeration .....     | 4                                     | 4   |
| MTR 1100                                       | Welding for Related Trades .....                             | 4                                     | 4   |
| ACT 2050                                       | Major Components of Air Conditioning and Refrigeration ..... | 4                                     | 4   |
| **Approved Professional Electives .....        |  | 6                                     |   |
|  |  | —                                     | —   |
|  | credit hours   | 52                                    | 46  |
|  |  | —                                     | —   |
|  |  | —                                     | —   |
|  | Total credit hours   | 67                                    | 49  |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|          |                                | credit hours |
|----------|--------------------------------|--------------|
| GEB 1011 | Introduction to Business ..... | 3            |
| BUL 2111 | Business Law .....             | 3            |
| ACC 1009 | General Accounting I .....     | 3            |

## Marine Electricity Technology

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

The two-year program in Marine Electricity Technology is designed to provide the student with a working knowledge of the marine electricity industry. Certificate option is also available to provide the basic professional courses of the occupation.

Theory course 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 marine electricity industry.

|                                    | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In Marine<br>Electricity<br>Technology |
|------------------------------------|---------------------------------------|--|
| <b>General Education</b>           |                                       |  |
| *Social Science .....              | 3                                     |  |
| *Humanities .....                  | 3                                     |  |
| *Math/Natural Science .....        | 3                                     |  |
| *Communications .....              | 3                                     | 3  |
| *General Education Electives ..... | 3                                     |  |
|                                    | —                                     | —  |
| credit hours                       | 15                                    | 3  |

### Professional and Other Required Courses

|   |  |    |    |
|---|--|----|----|
| EER 1000                                | Math for Electricians I .....                                | 3  | 3  |
| EER 1100                                | Electrical Theory I .....                                    | 3  | 3  |
| EER 1200                                | Math for Electricians II .....                               | 3  | 3  |
| EER 1210                                | Electrical Theory II .....                                   | 3  | 3  |
| EER 1030                                | Safety in the Electrical Trades .....                        | 3  | 3  |
| ETD 1100C                               | Engineering Drawing .....                                    | 3  |    |
| ENC 2210                                | Technical Report Writing .....                               | 3  |    |
| EER 2360                                | Basic Circuit Diagnosis and Repair .....                     | 4  | 4  |
| EER 2352                                | Advanced Electrical/Electronic Systems .....                 | 3  | 3  |
| EER 2261                                | AC/DC Machinery and Transformers .....                       | 4  | 4  |
| EER 2220                                | AC/DC Motor Controls .....                                   | 4  | 4  |
| MTE 2400                                | Shipboard Electrical Systems I .....                         | 3  | 3  |
| MTE 2402                                | Shipboard Electrical Systems II .....                        | 3  | 3  |
| MTE 2141                                | Navigational Aids and Interior Communications Circuits ..... | 4  |    |
| **Approved Professional Electives ..... |  | 6  |    |
|   |  | —  | —  |
|   | credit hours   | 52 | 36 |
|   |  | —  | —  |
|   |  | —  | —  |
|   | Total credit hours   | 67 | 39 |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|          |   | credit hours |
|----------|---|--------------|
| MTR 1100 | Welding for Related Trades .....                            | 4            |
| ACT 1020 | Introduction to Air Conditioning and<br>Refrigeration ..... | 4            |
| BCT 1604 | Introduction to Electrical Construction ...                 | 3            |
| ETI 2681 | Industrial Supervision .....                                | 3            |
| ETI 1700 | Industrial Safety .....                                     | 3            |

## Plumbing and Pipefitting Technology

The objective of this program is to prepare the student for a career in the fields related to Plumbing and Pipefitting Technology.

The two-year program in Plumbing and Pipefitting Technology is designed to provide the student with a working knowledge of the plumbing industry. Certificate option is also available to provide the basic professional courses of the occupation.

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

|  |                                   | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In Plumbing<br>and Pipefitting<br>Technology |
|--|-----------------------------------|---------------------------------------|--|
| <b>General Education</b>                       |                                   |                                       |  |
| *Social Science.....                           |                                   | 3                                     |  |
| *Humanities .....                              |                                   | 3                                     |  |
| *Math/Natural Science .....                    |                                   | 3                                     |  |
| *Communications .....                          |                                   | 3                                     | 3  |
| *General Education Electives .....             |                                   | 3                                     |  |
|  |                                   | —                                     | —  |
|  | credit hours                      | 15                                    | 3  |
| <b>Professional and Other Required Courses</b> |                                   |                                       |  |
| BCT 1501                                       | Introduction to Plumbing .....    | 4                                     | 4  |
| BCT 1505                                       | Plumbing Codes .....              | 4                                     | 4  |
| BCT 1504                                       | Plumbing Repairs .....            | 4                                     | 4  |
| BCT 1523                                       | Venting Systems .....             | 4                                     | 4  |
| BCT 2527                                       | Fixtures and Valves.....          | 4                                     | 4  |
| BCT 2506                                       | Building Layout.....              | 4                                     | 4  |
| BCT 2521                                       | Isometrics and Layouts .....      | 4                                     | 4  |
| BCT 2535                                       | Wastewater Treatment.....         | 4                                     |  |
| BCT 2531                                       | Water Treatment.....              | 4                                     |  |
| BCT 1502                                       | Estimating Plumbing Repairs ..... | 4                                     |  |
| BCT 1525                                       | Water Distribution Systems .....  | 4                                     |  |
| *Approved Professional Electives.....          |                                   | 6                                     |  |
|  |                                   | —                                     | —  |
|  | credit hours                      | 50                                    | 28   |
|  |                                   | —                                     | —  |
|  |                                   | —                                     | —  |
|  | Total credit hours                | 65                                    | 31   |

Refer to AS degree General Education Requirements

Approved Professional Electives:

|          |                               | credit hours |
|----------|-------------------------------|--------------|
| ACC 1009 | General Accounting I.....     | 3            |
| BUL 2411 | Business Law .....            | 3            |
| GEB 1011 | Introduction to Business..... | 3            |



## Sheet Metal Technology

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

The two-year program in Sheet Metal Technology is designed to provide the student with a working knowledge of each eight major areas of the sheet metal industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 sheet metal industry.

|                                    | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Sheet Metal<br>Technology |
|------------------------------------|---------------------------------------|---|
| <b>General Education</b>           |                                       |   |
| *Communications .....              | 3                                     | 3   |
| *Humanities .....                  | 3                                     |   |
| *Social Science .....              | 3                                     |   |
| MAT 1003 General Mathematics ..... | 3                                     | 3   |
| *General Education Electives ..... | 3                                     |   |
|                                    | —                                     | —   |
| credit hours                       | 15                                    | 6   |

### Professional and Other Required Courses

|   |   |    |   |
|---|---|----|---|
| ETD 1100C                               | Engineering Drawing .....                                 | 3  |   |
| ETI 1700                                | Industrial Safety .....                                   | 3  |   |
| ETI 1421C                               | Materials and Processes .....                             | 4  |   |
| MTR 1100                                | Welding for Related Trades .....                          | 4  |   |
| MTR 2123                                | Advanced Gas Metal Arc Welding .....                      | 4  |   |
| MTR 1301                                | Introduction to Sheet Metal Practices .....               | 3  | 3 |
| MTR 1311                                | Basic Pattern Development and Fabrication .....           | 4  | 4 |
| MTR 1313                                | Intermediate Pattern Development and Fabrication I .....  | 4  | 4 |
| MTR 1314                                | Intermediate Pattern Development and Fabrication II ..... | 4  | 4 |
| MTR 2316                                | Advanced Pattern Development and Fabrication I .....      | 4  | 4 |
| MTR 2317                                | Advanced Pattern Development and Fabrication II .....     | 4  | 4 |
| MTR 2345                                | Practicum in Sheet Metal .....                            | 3  | 3 |
| **Approved Professional Electives ..... | 6   |    |   |
|   | —   | —  | — |
| credit hours                            | 50  | 26 |   |
|   | —   | —  | — |
|   | —   | —  | — |
| Total credit hours                      | 65  | 32 |   |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|   | credit hours |
|---|--------------|
| GEB 1011 Introduction to Business ..... | 3            |
| BUL 2111 Business Law .....             | 3            |
| ACC 1009 General Accounting I .....     | 3            |

Any Courses from the Welding Technology Program

## Small Gasoline Engine Technology

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

The two-year program in Small Gasoline Engine Technology is designed to provide the student with a working knowledge of the small gasoline engine industry. Two certificate options are also available to provide the basic professional courses of the occupation.

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 small gasoline engine industry.

|                                    | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate In<br>Outboard<br>Motors | Technical<br>Certificate In<br>Small<br>Engines |
|------------------------------------|---------------------------------------|---|---|
| <b>General Education</b>           |                                       |   |   |
| *Communications .....              | 3                                     | 3   | 3   |
| *Humanities .....                  | 3                                     |   |   |
| *Social Science .....              | 3                                     |   |   |
| *Math/Natural Science .....        | 3                                     |   |   |
| *General Education Electives ..... | 3                                     |   |   |
|                                    | —                                     | —   | —   |
| credit hours                       | 15                                    | 3   | 3   |

### Professional and Other Required Courses

|  |  |    |    |
|--|--|----|----|
| AER 1301                                 | Internal Combustion Engines I .....                  | 4  | 4  |
| AER 1402                                 | Integrated Systems .....                             | 4  | 4  |
| AER 1302                                 | Internal Combustion Engines II .....                 | 4  | 4  |
| AER 1304                                 | Servicing and Maintaining Lawnmower Assemblies ..... | 4  | 4  |
| AER 1600                                 | Motorcycle Familiarization .....                     | 4  |    |
| AER 1610                                 | Motorcycle Power/Drive Systems .....                 | 4  | 4  |
| AER 2400                                 | Introduction to Outboard Motors .....                | 4  | 4  |
| AER 2421                                 | Outboard Ignition and Electrical Systems .....       | 4  | 4  |
| AER 2412                                 | Outboard Systems-Diagnosis and Service .....         | 4  | 4  |
| AER 2411                                 | Outboard Powerhead Repair .....                      | 4  | 4  |
| AER 2423                                 | Familiarization with Stern Drives .....              | 4  | 4  |
| MTR 1100                                 | Welding for Related Trades .....                     | 4  | 4  |
| ** Approved Professional Electives ..... | 3  | 3  | 3  |
|  | —  | —  | —  |
| credit hours                             | 51   | 27 | 27 |
|  | —  | —  | —  |
| Total credit hours                       | 66   | 30 | 30 |

Refer to AS degree General Education Requirements

Approved Professional Electives:

|          | credit hours                |
|----------|-----------------------------|
| GEB 1011 | Introduction Business ..... |
| ACC 2009 | Accounting .....            |
| BUL 2111 | Business Law .....          |

## Truck/Diesel Mechanics Technology

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

The two-year program in Truck/Diesel Mechanics Technology is designed to provide the student with a working knowledge of major areas of the truck/diesel industry, to include development of managerial skills needed to run an efficient maintenance shop. Certificate option is also available to provide the basic professional courses of the occupation.

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 truck/diesel industry.

|  |              | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Truck/Diesel<br>Mechanics<br>Technology |
|--|--------------|---------------------------------------|---|
| <b>General Education</b>                   |              |                                       |   |
| *Humanities .....                          |              | 3                                     |   |
| MGF 1113 College Math .....                |              | 3                                     |   |
| ENC 1002 Introduction to Composition ..... |              | 3                                     | 3   |
| *Social Science .....                      |              | 3                                     |   |
| REA 1305 Developmental Reading .....       |              | 3                                     |   |
|  |              | —                                     | —   |
|  | credit hours | 15                                    | 3   |

### Professional and Other Required Courses

|  |              |    |
|--|--------------|----|
| AER 2705 Diesel Engine Fundamentals .....                            | 4            | 4  |
| AER 2706 Diesel Engine Diagnosis and Repair .....                    | 4            | 4  |
| AER 2505 Advanced Truck Repair .....                                 | 4            | 4  |
| AER 1100 Auto Electrical Systems .....                               | 4            | 4  |
| AER 2171 Heating and Air Conditioning .....                          | 4            |    |
| AER 1120 Steering and Suspension Systems .....                       | 4            | 4  |
| AER 1131 Transmission and Drive Systems .....                        | 4            | 4  |
| AER 1121 Brake Systems and Chassis Repair .....                      | 4            | 4  |
| AER 2112 Advanced Engine Diagnosis .....                             | 4            | 4  |
| AER 1163 Introduction to Automotive Service Department Manager ..... | 3            |    |
| AER 1162 Introduction to Automotive Parts Department Manager .....   | 3            |    |
| **Approved Professional Electives .....                              | 6            |    |
|  | —            | —  |
|  | credit hours | 48 |
|  | —            | —  |
|  | —            | —  |
| Total credit hours   | 63           | 35 |

\*Refer to AS degree General Education Requirements

\*\*Approved Professional Electives:

|   | credit hours |
|---|--------------|
| GEB 1011 Introduction to Business ..... | 3            |
| ACC 1009 General Accounting I .....     | 3            |
| BUL 2111 Business Law .....             | 3            |

## Welding Technology

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

The two-year program in Welding Technology is designed to provide the student with a working knowledge of the welding industry. Certificate option is also available to provide the basic professional courses of the occupation.

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 welding industry.

|  | Associate<br>In<br>Applied<br>Science | Technical<br>Certificate<br>In<br>Welding<br>Technology |
|--|---------------------------------------|---|
| <b>General Education</b>   |                                       |   |
| *Social Science .....  | 3                                     |   |
| *Humanities .....  | 3                                     |   |
| *Math/Natural Science .....                                      | 3                                     |   |
| *Communications .....  | 3                                     | 3   |
| *General Education Electives .....                               | 3                                     |   |
|  | —                                     | —   |
| credit hours   | 15                                    | 3   |
| <b>Professional and Other Required Courses</b>                   |                                       |   |
| MTR 1001 Blueprint Reading for Welders .....                     | 3                                     | 3   |
| MTR 1120 Basic Shielded Metal-Arc Welding .....                  | 4                                     | 4   |
| MTR 1121 Advanced Shielded Metal-Arc Welding .....               | 4                                     | 4   |
| MTR 1122 Basic Gas Metal-Arc Welding .....                       | 4                                     | 4   |
| MTR 1124 Flux Core Arc Welding .....                             | 4                                     | 4   |
| MTR 2123 Advanced Gas Metal-Arc Welding .....                    | 4                                     | 4   |
| MTR 2126 Basic Gas Tungsten-Arc Welding (Pipe and Tubing) .....  | 4                                     | 4   |
| MTR 2142 Downhill Shielded Metal-Arc Pipe Welding .....          | 4                                     |   |
| MTR 2143 Uphill Shielded Metal-Arc Pipe Welding .....            | 4                                     |   |
| MTR 2146 Gas Metal-Arc Pipe Welding (M.I.G.) .....               | 4                                     |   |
| MTR 2147 Gas Tungsten Arc Welding Pipe and Tubing (T.I.G.) ..... | 4                                     |   |
| **Approved Professional Electives .....                          | 6                                     |   |
|  | —                                     | —   |
| credit hours   | 49                                    | 27  |
|  | —                                     | —   |
|  | —                                     | —   |
| Total credit hours   | 64                                    | 30  |

\*Refer to AS degree General Education Requirements

Approved Professional Electives:

|   | credit hours |
|---|--------------|
| GEB 1011 Introduction to Business ..... | 3            |
| BUL 2111 Business Law .....             | 3            |
| ACC 1009 General Accounting I .....     | 3            |

Courses from the Sheet Metal, or Machine Shop Technology Programs

## 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 Continuing Education offerings.

### Developmental Education Program

The goal of this program is to assist college credit students who need additional help in the academic area to reach their educational goals.

Students may be advised to enroll in the Developmental Education Program as a result of testing or reviews of their previous academic record.

Depending on the student's evaluation, the student may be advised to take one or more of the following developmental courses:

|           |   |
|-----------|---|
| APB 1150  | Life in its Biological Environment              |
| APB 1150L | Biology Lab                                     |
| ENC 1002  | Introduction to Composition                     |
| ENC 1001  | English Lab                                     |
| HSC 1002  | Integrated Health Science                       |
| HSC 1003  | Integrated Health Science Lab                   |
| MAT 1003  | General Mathematics                             |
| MAT 1003L | Developmental Arithmetic Lab                    |
| REA 1305  | Developmental Reading                           |
| REA 1315  | Reading Lab (or three one-hour reading courses) |
| REA 1605  | Study Skills Development                        |
| SOP 1502  | Dynamics of Behavior                            |



## International/Intercultural Education

### International Education

Florida Junior College at Jacksonville is committed, through its College Mission Statement and Institutional Goals and Objectives, to develop international/intercultural programs that promote increased understanding of the growing interdependence of our world and to internationalize the College's curriculum. The International Education Program's goals include:

- the development and implementation of the International/Intercultural Studies Program

- the study of foreign and domestic societies, languages and cultures

- education about national and foreign policies and international relations of the governments of nation-states

- education for responsible citizenship involvement and effective participation in a global society

- providing mid-level manpower training and technical assistance to developing nations throughout the world

- involving faculty, staff and students in international experiences which contribute to their professional enrichment

- providing American students with the opportunity to broaden their cross-cultural understanding

The Office of International Education coordinates all College related International Education activities and provides technical assistance in the development of International Education programs. For additional information, contact the Director of International Education.

## Undergraduate International Studies Program

Florida Junior College, in conjunction with the University of North Florida, has developed the Undergraduate International Studies Program. It is a 2+2 program in which the student earns an Associate in Arts degree at Florida Junior College and a Bachelor of Arts degree at the University of North Florida. The program provides students with a contemporary and historical perspective of the world community through an interdisciplinary, global ap-

proach. It aids the student to acquire a basic understanding of one or more world cultural areas, including: Africa, Asia, Europe, Latin America, and the Middle East.

The program also helps the student prepare for continued study in intercultural areas at upper division colleges and universities, prepare for meaningful travel to and living in countries outside the United States, and learn a foreign language that will be useful in future studies, work and travel. The program serves as a beneficial minor for students majoring in other disciplines, such as government service or business oriented studies. It also serves as a cultural and economic enrichment for students whose formal studies previously excluded particular world areas. For further information, contact the International Studies Director at the South Campus.

## Ethnic Studies

The ethnic studies program offers students the opportunity to explore American cultural pluralism by studying the social, political and economic experiences of dominant American ethnic groups. The program also provides the student with an international perspective of ethnicity through the study of ethnic groups in other countries.

Inherent in the student's study of ethnic groups in this country and abroad is the development of a greater understanding of group conflicts and their possible resolutions. Students also will enhance their self-perceptions, knowledge and appreciation of their own culture as well as that of others, and develop cross-cultural communication skills. The program prepares students to travel throughout and live in the diverse regions of the United States and abroad. It assists students to increase occupational efficiency in the liberal arts where knowledge of cultural differences is a prerequisite and in technical areas where the ability to adapt to different cultural settings is necessary.

The ethnic studies offerings fall into two categories: general survey and language courses and specialized courses in African/American history, culture, and literature and American Indian history. These courses are offered on a college credit and non-college credit basis. To augment instruction, student and faculty study/travel tours, seminars, and exchange programs to local, regional, and international sites of cultural significance are conducted. Students should contact the Ethnic Culture Center located at the Downtown Campus for more information.

## Summer Overseas Studies

Florida Junior College at Jacksonville sponsors an Overseas Program offering college credit in the

area of Humanities. The study/travel program is centered around the cities and countries of the tour and includes field experiences, lectures, discussions, and other experiences related to 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. Students are expected to pay their own transportation and other charges. Complete information about the courses and tours may be obtained by contacting the Dean of General Studies at the Kent Campus.

## Study Abroad Exchange Program

Florida Junior College at Jacksonville sponsors a Study Abroad Exchange Program offering college credit in the area of Social Science. The study/travel program is centered around the cities of England and includes field experiences, lectures, discussions, and other experiences related to Social Science. Students will have the opportunity to live with British host families during the period of study in England. 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 course for credit. Regular admission policies of the College must be followed to enroll in the program. Students are expected to pay their own transportation and other charges. Complete information about the program may be obtained by contacting the International Education Office.

## International Student Advisor

Each international student has the opportunity to counsel with the International Student Advisor to discuss any concerns or problems regarding housing, transportation, insurance, immigration regulations and anything pertaining to the student's adjustment to academic, personal and community life. The International Student Advisor maintains office hours on each campus.

## English as a Second Language

As a part of the College's Adult and Continuing Education Program, non-college credit English courses are taught for those whose native language is not English. The fee for the course is \$4.00. For further information, contact the Director of General Studies.

## International Students

International students are an integral part of the College's academic programs, student life, and cross-cultural activities. International students bring an added dimension to the College's learning environment by their direct participation in the College's activities. With the growing interdependence of nations, it is becoming increasingly important that people develop greater tolerance of cultural differences and a greater awareness that the quality of our lives is related to a world's willingness to share its natural resources. Through international students, the College community may learn better ways to realize these aims.

The College supports the role of international students in its academic programs and therefore invites international students to apply for admission to the College through the District Student Records & Admissions Office. College support activities include the International Education Office, the International Student Advisor, and the International Student Association.

## 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.

## Program for Academic Excellence

The College has developed a series of special learning opportunities, incentives, and activities designed to encourage excellence in scholarship and to recognize superior student accomplishments.

The various kinds of educational activities and incentives planned include:

- honors courses for students who qualify academically

- grants for superior academic achievement

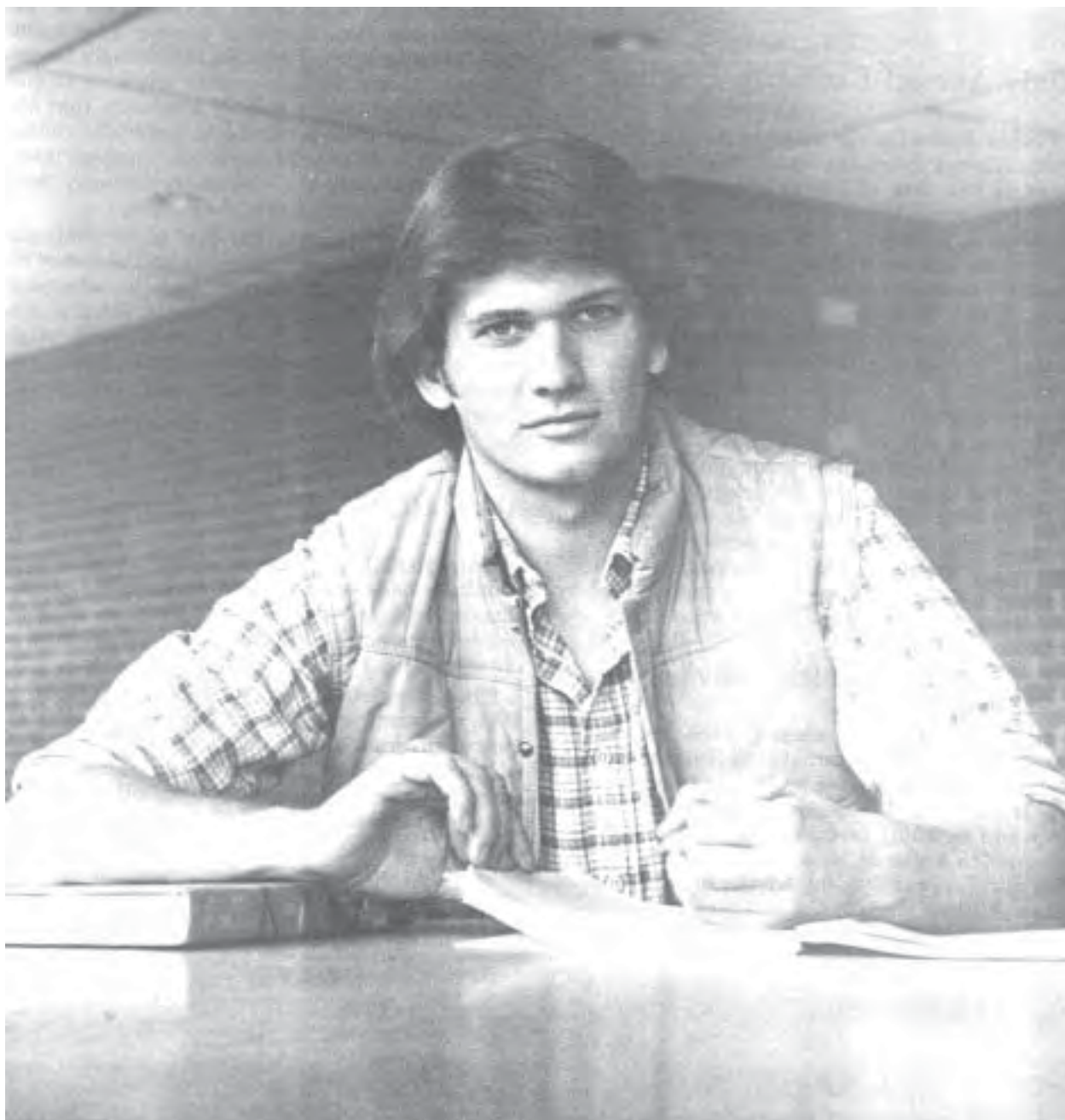
- grants for demonstrated talent in a given area

- involvement in international education activities

- special lectures by superior practitioners in a given field

- special activities designed to recognize superior students

Descriptions of the special learning opportunities, incentives, and activities for excellent students which are available in 1981-82 may be obtained from the Director of Admissions Counseling.





# COLLEGE CREDIT COURSE DESCRIPTIONS

The college credit courses listed in this section fall into three categories as identified by the following letter codes.

## KEY TO LETTER CODES:

**P-University Parallel**—This course is intended for transfer to a university.

**D-Dual Purpose** —Any course identified by this symbol is a university parallel offering. As well, the course is also part of certain occupational programs. Hence, it serves both university parallel and occupational objectives.

**O-Occupational**

—The level and content of this course is tailored for those who wish to enter the business or industrial world.

All courses in the following list are not taught each term. Class schedules are published prior to each term that show the course that will be offered. Many courses in this catalog have prerequisite courses listed in the course descriptions.

## Statement on Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions, who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive, not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for trans-

fer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC-000 at a community college, the student cannot be required to repeat SOC-000 at the school to which the student transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university, can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

## GENERAL RULE FOR COURSE EQUIVALENCIES

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary