

The Associate in Science Degree

General Education or 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 (AS) 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, with the approval of the Occupational Dean, 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, with the approval of the Occupational Dean, 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 Occupational Dean. 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 listed under Area III (A) Natural Science for the Associate in Arts degree or any course listed below – OR as specified in individual Associate in Science degree programs:

CNM 1001 – Computer Oriented Mathematics
 MAC 1104 – College Algebra
 MAC 1114 – College 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 1033 – Intermediate Algebra
 MGF 1204 – College Mathematics
 STA 1014 – Elementary Statistics

IV. COMMUNICATIONS . 3 Semester Hours

The following three semester hour course is required of all Associate in Science degree students:

ENC 1101 – ENGLISH COMPOSITION I

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.

Not more than 24 semester hours of credit earned in courses offered via television may be applied towards the Associate in Science degree.

General Education Requirements are to be taken in sequence according to the particular program of study, but may be taken (if in sequence) on any campus.

Associate in Applied Science Degree

To Prepare For an Occupation in Two Years

The objective of the Associate in Applied Science (AAS) degree is to provide a more comprehensive and higher level of training in engineering and industrial related fields 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 Occupational Dean.
3. Completed at least one-fourth of the total hours required for a certificate in residence at Florida Junior College at Jacksonville.

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

ASSOCIATE IN SCIENCE DEGREE

Special Areas of Study In:	Fred H. Kent Campus (KC)	North Campus (NC)	South Campus (SC)	Downtown Campus (DC)
BUSINESS				
Accounting	KC	NC	SC	
Data Processing		NC		
*Computer Operations		NC		
*Computer Programming		NC		
General Business	KC	NC	SC	DC
Secretarial Science	KC	NC	SC	DC
*Clerical	KC	NC	SC	DC
*Stenography	KC	NC	SC	DC
Word Processing				DC
*Word Processing				DC
DISTRIBUTIVE				
Banking	KC			
Hospitality Management	KC			
Insurance	KC			
Real Estate	KC			
Sales-Marketing-Retailing	KC	NC	SC	DC
Transportation	KC			
ENGINEERING & INDUSTRIAL RELATED				
Air Traffic Management	KC			
Architectural & Building Construction Technology				DC
*Architectural & Building Construction				DC
Civil Engineering Technology				DC
*Civil Engineering				DC
Drafting and Design Technology				DC
*Drafting				DC
Electronic Engineering Technology				DC
Mechanical Engineering Technology				DC
*Mechanical Engineering				DC
Printing/Graphic Arts		NC		
Television Production				DC
HEALTH				
Dental Assisting		NC		
*Dental Assisting		NC		
Dental Hygiene		NC		
Emergency Medical Technology		NC		
*Emergency Medical Technology		NC		
Medical Laboratory Technology		NC		
Nursing		NC		
*Bridge Option for Licensed Practical Nurses		NC		
Radiologic Technology		NC		
Respiratory Therapy		NC		

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

**AS degree option.

(A notation in the right hand columns of the above chart indicates the campus on which a program is available.

Program Areas

The Associate in Science Degree and Technical Certificate

The objective of the Associate in Science (AS) degree is to provide a two-year study in a specialized field leading directly into skilled employment without further college work. Students who later decide to go on to a four-year degree may do so by satisfying certain requirements.

The objective of the Technical Certificate is to provide basic professional courses to meet the minimum requirements of a particular occupation. Students who later decide to pursue the Associate in Science degree may do so by satisfying certain course requirements in general education and the occupational area.

BUSINESS EDUCATION

Associate in Science

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 AS 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.

The Accounting 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Dean, Occupational Education,
Kent Campus
Telephone (904) 387-8383
Dean, Occupational Education,
North Campus
Telephone (904) 757-6496
Director, Occupational Education
Programs, South Campus
Telephone (904) 646-2210
Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics-Natural Science	3
*Social Science	3
ECO 2013	Principles of Economics I	3
ENC 1101	English Composition	3
		—
		credit hours 15
Professional and Other Required Courses		
ACC 2001	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
ACC 2109	Intermediate Accounting I	3
ACC 2129	Intermediate Accounting II	3
**ACC 2409	Cost Accounting	3
**ACC 2501	Individual Taxes	3
**ACC 2869	Fund Accounting	3
QMB 1001	Business Mathematics	3
SES 2335	Business Communications	3
***Approved Electives	21
		—
		credit hours 45
		—
		Total credit hours 60
*Refer to AS degree General Education Requirements		
**Students are required to take any two of the three courses.		
***Approved Electives:		
		credit hours
ACC 2409	Cost Accounting	3
ACC 2501	Individual Taxes	3
ACC 2529	Corporate, Estate, and Trust Taxes	3
ACC 2869	Fund Accounting	3
BUL 2111	Business Law	3
BUL 2112	Business Law	3
COC 2001	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
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
MAR 1011	Principles of Marketing	3
RMI 1030	Principles of Insurance	3
SES 1324	Calculating Machines	3

Associate in Science

Data Processing

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.

Full-time students wishing to complete the above program 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Instructional Data Processing, North Campus
Telephone (904) 757-6263

Recommended Course Sequence	Course Number and Title	Credits
General Education		
****	Natural Science	6
*	Humanities	3
*	Social Science	3
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
**ACC 2001	Principles of Accounting I	3
CAP 1001	Data Processing Applications	3
CIS 2100	Data Management & Utility Programs	3
CIS 2321	Systems Development & Design	3
CNM 1005	Data Processing Mathematics	3
COC 1300	Introductory Computer Concepts	3
COP 2120	Basic COBOL Programming	3
COP 2610	Advanced Computing & Programming Systems	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
***SES 1100	Beginning Typewriting I	3
SES 2335	Business Communications	3
	Data Processing Elective	3
	Data Processing or General Business Elective	3
****	Mathematics Elective	3
	credit hours	45
	=	
	Total credit hours	60
*Refer to AS degree General Education Requirements.		
**ACC 1009 and ACC 1029 may be used in place of ACC 2001. This will increase the total hours in program.		
***Students with touch typing skills may elect to substitute a Data Processing or General Business Elective course for SES 1100.		
****Prefer MAC 1104 College Algebra or above.		
*****Any two courses from the Area (III A) AA degree General Education Requirements listing.		
Data Processing Electives		credit hours
COP 1160	RPG Programming	3
COP 1400	Basic Assembly Language Programming	3
COP 2110	FORTRAN Programming	3
COP 2121	Advanced COBOL Programming	3
COP 2130	PL/1 Programming	3
COP 2170	Programming in BASIC	3
COP 2401	Advanced Assembly Language Programming	3
CRM 1039	Data Processing Workshop	3

Technical Certificate

Computer Operations

The Technical 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 400 minicomputer system.

Full-time students wishing to complete the above program 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.

Contact Person: Director, Instructional Data Processing, North Campus
Telephone (904) 757-6263

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
	credit hours	3
Professional and Other Required Courses		
*ACC 2001	Principles of Accounting I	3
CAP 1001	Data Processing Applications	3
CIS 2100	Data Management & Utility Programs	3
CNM 1005	Data Processing Mathematics	3
COC 1300	Introductory Computer Concepts	3
***CRM 1039	Data Processing Workshop	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
**SES 1100	Beginning Typewriting I	3
SES 2335	Business Communications	3
		=
		=
	Total credit hours	33
<p>*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. ***In lieu of CRM 1039, verifiable data processing experience may be approved by the appropriate dean.</p>		



Technical Certificate

Computer Programming

The Technical 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 the above program 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.

Contact Person Director, Instructional Data Processing, North Campus
Telephone (904) 757-6263

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*ACC 2001	Principles of Accounting I	3
CAP 1001	Data Processing Applications	3
CIS 2100	Data Management & Utility Programs	3
CIS 2321	Systems Development & Design	3
CNM 1005	Data Processing Mathematics	3
COC 1300	Introductory Computer Concepts	3
COP 2120	Basic COBOL Programming	3
GEB 1011	Introduction to Business	3
**SES 1100	Beginning Typewriting I	3
SES 2335	Business Communications	3
	Data Processing Elective	3
	Programming Elective	3
		—
		credit hours 36
		=
		Total credit hours 36

*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.



Associate In Science

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, with five General Education courses required. It is important to note that this program is not intended to be a substitute for the four-year Business Administration Program.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

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Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics – Natural Science	3
*Social Science	3
ECO 2013	Principles of Economics I	3
ENC 1101	English Composition I	3
		–
	credit hours	15
Professional and Other Required Courses		
ACC 1009	1029 General Accounting I & II	6
	or	
ACC 2001	Principles of Accounting I	3
QMB 1001	Business Mathematics	3
SFS 2335	Business Communications	3
** Approved Electives	33-36
		–
	credit hours	45
		–
	Total credit hours	60
*Refer to AS degree General-Education Requirements.		
**Approved Electives:		credit hours
ACC 2021	Principles of Accounting II	3
ADV 2000	Advertising	3
BUL 2111	Business Law	3
BUL 2112	Business Law	3
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
FIN 2000	Principles of Finance	3
FIN 2100	Personal Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
MAR 1011	Principles of Marketing	3
MAR 1101	Salesmanship	3
MAR 1151	Retail Merchandising	3
MAR 1301	Sales Promotion	3
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 1171	Machine Transcription	3
SES 2151	Word Processing – Magnetic Typewriting	3

Associate In Science

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 an advanced 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 program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

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Kent Campus
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North Campus
Telephone (904) 757-6496
Director, Occupational Education,
South Campus
Telephone (904) 646-2210
Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities		3
*Mathematics – Natural Science		3
***Social Science		6
ENC 1101	English Composition I	3
		–
		credit hours 15
Professional and Other Required Courses		
+ACC 1009, 1029	General Accounting I & II	6
GEB 1011	Introduction to Business	3
QMB 1001	Business Mathematics	3
COC 1300	Introductory Computer Concepts	3
SES 1330	Business English	3
SES 1401	General Office Procedures	3
**SES 1101	Beginning Typewriting II	3
**SES 1110	Intermediate Typewriting	3
SES 1211	Intermediate Shorthand	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
SES 2213	Dictation & Transcription	3
SES 2335	Business Communications	3
SES 2402	Secretarial Practices	3
		–
		credit hours 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 required nine hours in typewriting and nine hours in shorthand.		
+ACC 2001 may be taken in place of ACC 1009 and 1029.		
***Two courses from Area I AA Degree General Education Requirements listing, one of which must be from Area I A.		

Technical Certificate

Clerical

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

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Dean, Occupational Education,
 Kent Campus
 Telephone (904) 387-8383
 Dean, Occupational Education,
 North Campus
 Telephone (904) 757-6496
 Director, Occupational Education
 Programs, South Campus
 Telephone (904) 646-2210
 Director, Business Education,
 Downtown Campus
 Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
		credit hours 3
Professional and Other Required Courses		
QMB 1001	Business Mathematics	3
SES 1401	General Office Procedures	3
SES 1330	Business English	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 1171	Machine Transcription	3
SES 2335	Business Communications	3
		credit hours 9
		Total credit hours 30

Technical Certificate

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, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

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South Campus
Telephone (904) 646-2210
Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
		credit hours 3
Professional and Other Required Courses		
QMB 1001	Business Mathematics	3
SES 1401	General Office Procedures	2
SES 1330	Business English	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	2
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
SES 2335	Business Communications	3
		credit hours 9
		Total credit hours 30

Associate In Science

Word Processing

This Associate in Science Degree Program is for the student preparing for a position in word processing and for those seeking advancement in this occupation. The program combines general education with an emphasis on language development, clerical training, and word processing training to develop those skills necessary for employment and upward mobility in this field.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
* Humanities	3
* Mathematics - Natural Science	3
* Social Science	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
	credit hours	15
Students are required to take two of the following courses:		
**SES 1110	Intermediate Typewriting	3
SES 2120	Advanced Typewriting - Executive	3
SES 2131	Advanced Typewriting - Legal	3
SES 2132	Advanced Typewriting - Medical	3
	credit hours	6
Professional and Other Required Courses:		
COC 1300	Introductory Computer Concepts	3
MAN 2000	Principles of Management	3
QMB 1001	Business Mathematics	3
SES 1150	Introduction to Word Processing	3
SES 1171	Machine Transcription	3
SES 1330	Business English	3
SES 1401	General Office Procedures	3
SES 2151	Word Processing - Magnetic Typewriting	3
SES 2152	Word Processing - Machine Transcription	3
SES 2153	Word Processing Advanced Applications	3
SES 2162	Word Processing Management Concepts	3
SES 2335	Business Communications	3
	credit hours	36
Approved Electives - Take One of the Following Courses:		
BUL 2111	Business Law	3
GEB 1001	Introduction to Business	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
SOP 1002	Human Relations	3
	credit hours	3
	Total credit hours	60
*Refer to A.S. Degree General Education Requirements.		
**Student will be placed at proper level in typewriting. Student may be placed in SES 1100 Beginning Typewriting I or SES 1101 Beginning Typewriting II depending on the student's ability level. Being placed in a course below SES 1110 Intermediate Typewriting will increase the credit hours required for graduation.		

Technical Certificate

Word Processing

This technical certificate program is for the student wishing to develop word processing skills for entry into the employment market or for job advancement. It combines training in typing, office procedures, communications and word processing.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Business Education,
Downtown Campus
Telephone (904) 633-8317



Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
	credit hours	3
Professional and Other Required Courses		
*SES 1110	Intermediate Typewriting	3
SES 1150	Introduction to Word Processing	3
SES 1330	Business English	3
SES 1171	Machine Transcription	3
SES 2151	Word Processing – Magnetic Typewriting	3
SES 2152	Word Processing and Machine Transcription	3
SES 2153	Word Processing Advanced Applications	3
SES 2335	Business Communications	3
	credit hours	24
Approved Business Electives – Take One of the Following Courses:		
COC 1300	Introductory Computer Concepts	3
QMB 1001	Business Mathematics	3
SES 1401	General Office Procedures	3
SES 2120	Advanced Typewriting – Executive	3
SES 2131	Advanced Typewriting – Legal	3
SES 2132	Advanced Typewriting – Medical	3
	credit hours	3
	=	
	Total credit hours	30
*Students will be placed at proper level in typewriting. Students may be placed in SES 1100 Beginning Typewriting I or SES 1101 Beginning Typewriting II depending on the student's ability level. Being placed in a course below SES 1110 Intermediate Typewriting will increase the credit hours required for graduation.		

DISTRIBUTIVE EDUCATION

Associate In Science

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, the completed banking courses could count toward the American Institute of Banking certificate programs. Such an arrangement must be approved by the local AIB chapter.

Those desiring credit union education should select two specialized credit union courses, which possibly could replace bank-oriented courses.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Mathematics – Natural Science	3
*Social Science	3
*Social Science or Humanities	3
ECO 2013	Principles of Economics I	3
ENC 1101	English Composition I	3
HUM 2211	Humanities I: The Foundations	3
PSY 1012	General Psychology	3
SPC 1010	Fundamentals of Speech Communication	3
	credit hours	24
Professional and Other Required Courses		
ACC 1009	General Accounting I	3
**BAN 1110	Principles of Bank Operation	3
**BAN 1700	Financing Business Enterprise	3
BAN 2303	Savings and Time Deposits	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
FIN 2230	Money and Banking	3
***GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
QMB 1001	Business Mathematics	3
****Approved Electives	6
	credit hours	36
	=	
	Total credit hours	60
*Refer to A.S. Degree General Education Requirements.		
**For AS degree students wishing to specialize in Credit Unions, approved Credit Union electives may be substituted for BAN 1110, 1700.		
***Another course may be selected upon approval of Occupational Dean.		
****Approved Credit Union Electives:		credit hours
FIN 2360	Foundation and Structure of Credit Union	3
ACC 2887	Credit Union Accounting	3
****Approved Banking Electives:		credit hours
BAN 1100	The Banking Starter Series	3
BAN 1160	Bank Letters and Reports	3
BAN 1210	Analyzing Financial Statements	3
BAN 2150	Bank Public Relations and Marketing	3
BAN 2200	Credit Administration	3
FIN 2100	Personal Finance	3
BAN 2720	Bank Management	3
MAN 2800	Small Business Management	3

AS Degree Option UNF Transfer

Banking

An option transfer program is available to students for admittance to the University of North Florida under a special articulation agreement. Students electing this option are accepted as third year students at UNF upon program completion. Students electing this transfer Banking program to the University of North Florida must complete the transfer program requirements.

Contact Person: Director, Distributive and Mid-Management Education, Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*General Education Electives	6
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
HUM 2211	Humanities I: The Foundations	3
MAC 1104	College Algebra	4
POS 2041	American Federal Government	3
PSY 1012	General Psychology	3
STA 1014	Elementary Statistics	3
		-
	credit hours	34
Professional and Other Required Courses		
ACC 2001	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
BAN 1110	Principles of Bank Operations	3
BAN 2303	Savings and Time Deposits	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
FIN 2230	Money and Banking	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
		-
	credit hours	27
		=
	Total credit hours	61
*Any course from AA Degree General Education Requirements listing.		



Associate In Science

Hospitality Management

This AS 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's Hospitality Management Advisory Committee.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
***Social Science	6
*Humanities	3
*Mathematics - Natural Science	3
ECO 2013	Principles of Economics I	3
ENC 1101	English Composition I	3
	credit hours	18
Professional and Other Required Courses		
ACC 2815	Hotel-Motel Accounting	3
BUL 2111	Business Law	3
FIN 2100	Personal Finance	3
FSS 1251	Restaurant Operation	3
FSS 2501	Food & Beverage Control	3
HFT 1000	Introduction to Hospitality Management	3
HFT 1250	Hotel-Motel Operation	3
HFT 1270	Apartment Management	3
HFT 2221	Customer-Personnel Relations	3
HFT 2700	Tourism	3
**HFT 2941	Internship	3
**HFT 2942	Internship	3
HFT 1410	Front Office Management 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 instruction 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.		
***Two courses from Area I AA Degree General Education Requirements listing, one of which must be from Area IA.		

Associate In Science

Insurance

This AS 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Dean, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics – Natural Science	3
***Social Science	6
PSY 1012	General Psychology	3
ENC 1101	English Composition I	3
		–
		credit hours 18
Professional and Other Required Courses		
ACC 1009	General Accounting I	3
ACC 1029	General Accounting II	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
MAR 1101	Salesmanship	3
QMB 1001	Business Mathematics	3
RMI 1030	Principles of Insurance	3
RMI 1200	Principles of Casualty Insurance and Surety Bonding	3
RMI 1210	Principles of Fire and Allied Lines	3
**Approved Insurance Electives	9
		–
		credit hours 42
		=
		Total credit hours 60
*Refer to AS degree General Education Requirements.		
***Two courses from Area I AA Degree General Education Requirements listing, one of which must be from Area IA.		
**Approved Insurance Electives:		credit hours
MAN 2800	Small Business Management	3
RMI 1110	Principles of Life Insurance	3
RMI 1120	Principles of Health Insurance	3
RMI 1160	Marketing Principles of Life and Health Insurance	3
RMI 1260	Principles of Insurance and Liability Claim Adjusting	3
RMI 1280	Principles of Property Insurance Adjusting I	3
RMI 1430	Legal Aspects of Life Insurance	3
RMI 1432	Life Company Operations	3
RMI 2270	Liability Insurance Adjusting	3
RMI 2281	Property Insurance Adjusting	3
RMI 2750	Life Insurance Accounting	3

AS Degree Option UNF Transfer

Insurance

An option transfer program is available to students for admittance to the University of North Florida under a special articulation agreement. Students electing this option are accepted as third year students at UNF upon program completion. Students electing this transfer insurance program to the University of North Florida must complete the transfer program requirements.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*General Education Electives		6
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
HUM 2211	Humanities I: The Foundations	3
MAC 1104	College Algebra	4
POS 2041	American Federal Government	3
PSY 1012	General Psychology	3
STA 1014	Elementary Statistics	3
		—
		credit hours 34
Professional and Other Required Courses		
ACC 2001	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
**MAR 1011	Principles of Marketing	3
RMI 1030	Principles of Insurance	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
		—
		credit hours 30
		=
		Total credit hours 64
* Any courses from AA Degree General Education Requirements listing.		
** Required course in UNF Transfer Option.		
*** Any two of these courses.		



Associate in Science

Real Estate

This AS 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 and brokers 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
****	Humanities.....	6
*	Mathematics-Natural Science.....	3
*	Social Science.....	3
ECO 2013	Principles of Economics I.....	3
SPC 1010	Fundamentals of Speech Communication.....	3
ENC 1101	English Composition I.....	3
	credit hours	21
Professional and Other Required Courses		
ACC 1009	General Accounting I.....	3
BUL 2111	Business Law.....	3
FIN 2000	Principles of Finance.....	3
GEB 1011	Introduction to Business.....	3**
MAN 2000	Principles of Management.....	3
MAN 2300	Personnel Management.....	3
QMB 1001	Business Mathematics.....	3
REE 1000	Real Estate Principles and Practices.....	3
REE 1100	Real Estate Appraisal.....	3
REE 1400	Real Estate License Law.....	3
REE 1810	Real Estate Sales.....	3***
REE 2200	Real Estate Finance.....	3***
REE 2270	Mortgage Broker in Mortgage Lending.....	3***
REE 2300	Real Estate Investment.....	3***
REE 2430	Real Estate Law.....	3***
REE 2500	Real Estate Management.....	3***
****	Approved Electives.....	3
	credit hours	42
	Total credit hours	63
*Refer to AS degree General Education Requirements.		
**Another course may be selected upon approval of Occupational Dean.		
***Any three of these six courses.		
****Any two courses from Area II AA degree General Education Requirement listing.		
****Approved Electives		credit hours
MAN 2800	Small Business Management.....	3
REE 1810	Real Estate Sales.....	3
REE 2200	Real Estate Finance.....	3
REE 2220	Home Mortgage Lending.....	3
REE 2270	Mortgage Broker in Mortgage Lending.....	3
REE 2300	Real Estate Investment.....	3
REE 2430	Real Estate Law.....	3
REE 2500	Real Estate Management.....	3

AS Degree Option UNF Transfer

Real Estate

An option transfer program is available to students for admittance to the University of North Florida under a special articulation agreement. Students electing this option are accepted as third year students at UNF upon program completion. Students electing this transfer real estate program to the University of North Florida must complete the transfer program requirements.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*General Education Electives		6
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
HUM 2211	Humanities I: The Foundations	3
MAC 1104	College Algebra	4
POS 2041	American Federal Government	3
PSY 1012	General Psychology	3
STA 1014	Elementary Statistics	3
		credit hours 34
Professional and Other Required Courses		
ACC 2001	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
MAR 1011	Principles of Marketing	3**
REE 1000	Real Estate Principles and Practices	3
REE 1100	Real Estate Appraisal	3
REE 1400	Real Estate License Law	3
REE 2270	Mortgage Broker in Mortgage Lending	3***
REE 2430	Real Estate Law	3***
		credit hours 30
		=
		Total credit hours 64
*Any courses from AA General Education Requirements listing.		
**Required course in UNF Transfer Option.		
***Any one of these courses.		



Associate in Science

Sales-Marketing-Retailing

The Sales-Marketing-Retailing AS program provides the student with a background that will assist in preparation 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 program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166
Dean, Occupational Educational
Programs, North Campus
Telephone (904) 757-6496
Director, Occupational Education
Programs, South Campus
Telephone (904) 646-2210
Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Humanities	3
	*Mathematics-Natural Science	3
	*Social Science	3
ECO 2013	Principles of Economics I	3
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
ACC 1009, 1029	General Accounting I and II	6
	or	
ACC 2001	Principles of Accounting I	3
ADV 2000	Advertising	3
MAR 1011	Principles of Marketing	3
MAR 1101	Salesmanship	3
QMB 1001	Business Mathematics	3
SES 2335	Business Communications	3
**Approved Electives		24-27
	credit hours	45
	=	
	Total credit hours	60
*Refer to AS Degree General Education Requirements		
	**Approved Electives:	credit hours
ACC 2021	Principles of Accounting II	3
BUL 2111	Business Law	3
BUL 2112	Business Law	3
COE 1000	Cooperative Education Seminar	1
--1949	Cooperative Education Work Experience I (with program director's prior consent)	3
--2949	Cooperative Education Work Experience II (with program director's prior consent)	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2000	Principles of Management	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
MAR 1151	Retail Merchandising	3
MAR 1301	Sales Promotion	3
MAR 2221	Principles of Wholesale Distribution	3
MAR 2240	Principles of International Trade: Export-Import	3
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 1324	Calculating Machines	3

Associate in Science

Transportation

The purpose of the Transportation AS 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*****	Humanities.....	6
*	Mathematics – Natural Science.....	3
*	Social Science.....	3
ECO 2013	Principles of Economics I.....	3
SPC 1010	Fundamentals of Speech Communication.....	3
ENC 1101	English Composition I.....	3
ENC 1102	English Composition II.....	3
		–
	credit hours	24
Professional and Other Required Courses		
ACC 1009	General Accounting I.....	3
BUL 2111	Business Law.....	3
FIN 2000	Principles of Finance.....	3
GEB 1011	Introduction to Business.....	3**
***MAN 2000	Principles of Management.....	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
****	Approved Transportation/Aviation Electives.....	3
		–
	credit hours	36
		=
	Total credit hours	60
*Refer to AS Degree General Education Requirements.		
**Another course may be selected upon approval of Occupational Dean.		
***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.		
****Any two courses from Area II AA Degree General Education Requirements listing.		
****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
MAN 2800	Small Business Management.....	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 II.....	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

AS Degree Option UNF Transfer

Transportation

An option transfer program is available to students for admittance to the University of North Florida under a special articulation agreement. Students electing this option are accepted as third year students at UNF upon program completion. Students electing this transfer transportation program to the University of North Florida must complete the transfer program requirements.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*General Education Electives		6
ECO 2013	Principles of Economics I	3
ECO 2023	Principles of Economics II	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
HUM 2211	Humanities I: The Foundations	3
MAC 1104	College Algebra	4
POS 2041	American Federal Government	3
PSY 1012	General Psychology	3
STA 1014	Elementary Statistics	3
		—
		credit hours 34
Professional and Other Required Courses		
ACC 2001	Principles of Accounting I	3
ACC 2021	Principles of Accounting II	3
BUL 2111	Business Law	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
**MAN 2000	Principles of Management	3
TRA 2020	Economics of Transportation	3
***Approved Transportation/Aviation Electives		9
		—
		credit hours 30
		=
		Total credit hours 64
*Any two courses from AS General Education Requirements listing.		
**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
MAN 2800	Small Business Management	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 II	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

ENGINEERING AND INDUSTRIAL RELATED EDUCATION

Associate in Science

Air Traffic Management

The Air Traffic Management AS 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.

Contact Person: Director, Distributive and
Mid-Management Education,
Kent Campus
Telephone (904) 387-8166

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities		3
**Communication Electives		3
ENC 1101	English Composition I	3
MGF 1113	College Mathematics	3
SPC 1010	Fundamentals of Speech Communication	3
SSI 1120	Origins of American Society	3
MET 1001	Meteorology	3
	credit hours	21
Professional and Other Required Courses		
ASC 1000	Principles of Flight	3
ASC 1005	History of Air Transportation	3
ASC 1210	Aviation Weather	3
ASC 1310	Federal Air Regulations	3
ASC 1690	Environment of the Air Traffic Controller	3
AVM 2431	The Flight Service Station	3
AVM 2821	The Air Traffic Control Tower	3
AVM 2823	Approach Control	3
AVM 2825	Air Route Traffic Control Center	3
AVM 2831	Radar/Computer Interface	3
AVM 2941	Facility Internship	4
COC 1300	Introductory Computer Concepts	3
***Approved Electives		6
	credit hours	43
	=	=
	Total credit hours	64
*Refer to AS Degree General Education Requirements		
**ENC 1102 or SPC 1010		
***Approved Electives:		
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
SES 1100	Beginning Typewriting I	3
SOP 1002	Human Relations	3
TRA 1010	Principles of Transportation	3

Associate in Science

Architectural and Building Construction Technology

Architectural and Building Construction Technology is a program designed to prepare the student for a career as an assistant to architects, engineers, or employers whose companies are associated through services or products with the architectural and building construction field.

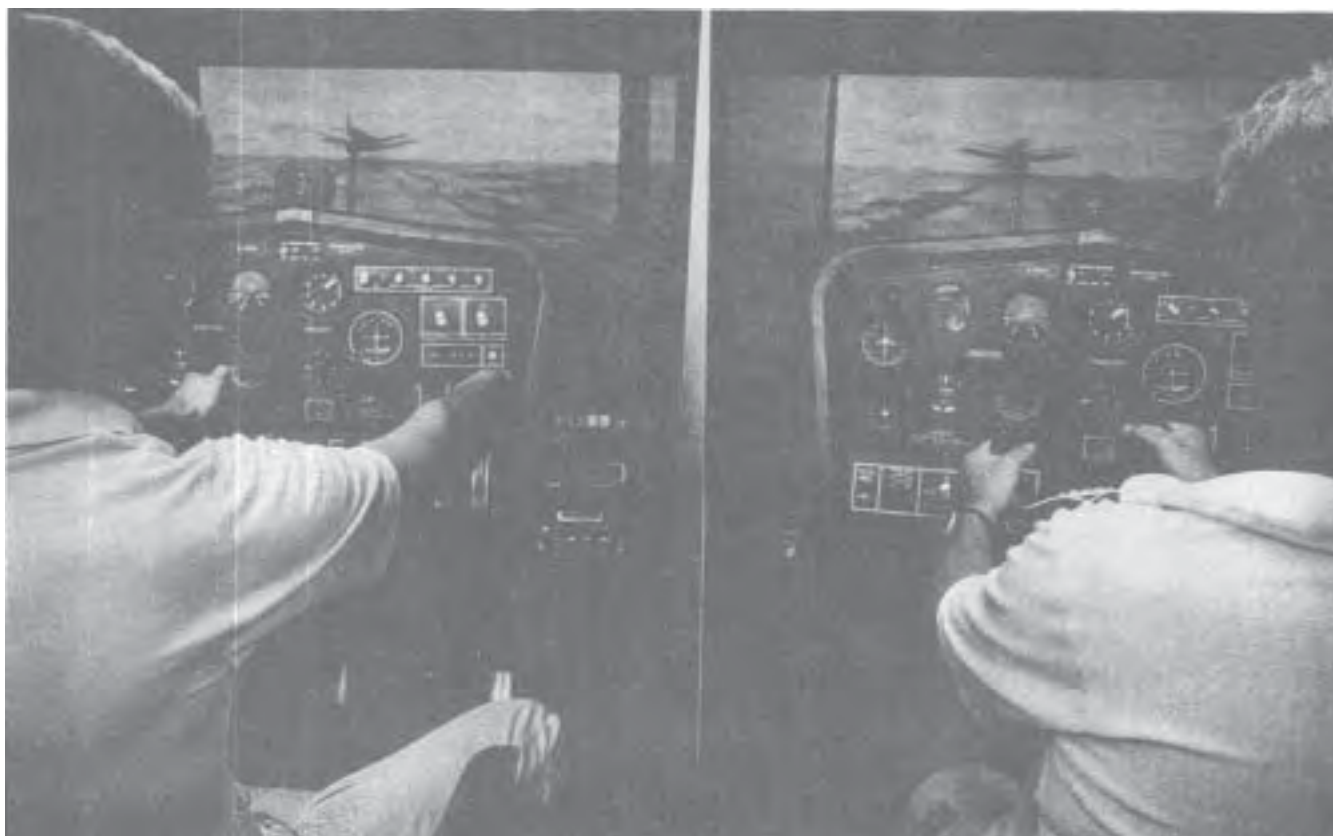
A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Graduates of the Architectural and Building Construction Technology degree program may expect to be employed locally as associates or assistants to architects, engineers, designers or engineering consultant firms.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
22	*Humanities	3
8	*Social Science	3
2	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
10	PHY 2053C General Physics I	4
14	PHY 2054C General Physics II	4
		—
		credit hours 24
Core Courses		
11	ARC 2120C Architectural Drafting	3
13	BCN 1001C Building Construction	3
17	BCN 2614C Planning and Estimating	3
5	COC 2001 Computer Concepts	3
7	ENC 2210 Technical Report Writing	3
19	ETC 2410C Structural Drafting	3
4	ETD 1100C Engineering Drawing	3
16	ETD 2121C Civil Drafting	3
15	ETG 2504C Engineering Mechanics	4
18	ETG 2535C Testing and Strength of Materials	4
3	ETI 1421C Engineering Materials and Processes	3
12	ETI 1700 Industrial Safety	3
20	ETI 2681 Industrial Supervision	3
21	ETM 2610C Air Conditioning and Heating	3
9	SUR 1101C Surveying	3
		—
		credit hours 47
		=
		Total credit hours 71

*Refer to AS degree General Education Requirements.



Technical Certificate

Architectural and Building Construction Technology

Architectural and Building Construction Technology is a program designed to prepare the student for a career 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 AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Graduates of the Architectural and Building Construction Technical Certificate Program may expect to be employed locally by a surveying company as a field party member or an office drafting person. Other job opportunities may include working as a testing technician for an engineering testing company or in an architect's office as a helper or job inspector.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
12	*Humanities	3
4	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
5	MAC 1114 College Trigonometry	3
		—
		credit hours 13
Core Courses		
8	ARC 2120C Architectural Drafting	3
9	BCN 1001C Building Construction	3
11	BCN 2614C Planning and Estimating	3
2	ETD 1100C Engineering Drawing	3
10	ETD 2121C Civil Drafting	3
3	ETI 1421C Engineering Materials and Processes	3
6	ETI 1700 Industrial Safety	3
13	ETM 2610C Air Conditioning and Heating	3
7	SUR 1101C Surveying	3
		—
		credit hours 27
		=
		Total credit hours 40
*Refer to AS degree General Education Requirements.		

Associate in Science

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, construction, surveying, road design, hydraulics, hydrology and soils.

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Graduates of the Civil Engineering Technology degree program may elect to continue studies for the Bachelor's in Technology degree at an upper level institution.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
11	*Humanities	3
7	*Social Science	3
4	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
9	PHY 2053C General Physics I	4
15	PHY 2054C General Physics II	4
		-
		credit hours 24
Core Courses		
2	ETD 1100C Engineering Drawing	3
12	BCN 1001C Building Construction	3
10	ARC 2120C Architectural Drafting	3
14	ETD 2121C Civil Drafting	3
3	ETI 1421C Engineering Materials & Process	3
19	ETC 2410C Structural Drafting	3
13	ETG 2504C Engineering Mechanics	4
8	SUR 1101C Surveying	3
17	ETG 2535C Testing & Strength of Materials	4
21	ETC 2500C Highway Drafting & Route Design	3
19	BCN 2614C Planning & Estimating	3
20	ETC 2220C Soils & Foundations	3
18	ETC 2521C Hydrology & Hydraulics	3
7	ENC 2210 Technical Report Writing	3
		-
		credit hours 44
		=
		Total credit hours 68
*Refer to AS degree General Education Requirements.		



Technical Certificate

Civil Engineering Technology

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. 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.

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file.

Students with an inadequate basic skills background will be required to enroll in the level of mathematics or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine program entry.

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

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
4	ENC 1101 English Composition I	3
		-
		credit hours 10
Professional and other Required Courses		
2	ETD 1100C Engineering Drawing	3
9	BCN 1001C Building Construction	3
8	ARC 2120C Architectural Drafting	3
10	ETD 2121C Civil Drafting	3
3	ETI 1421C Engineering Materials & Process	3
12	ETC 2410C Structural Drafting	3
7	SUR 1101C Surveying	3
11	BCN 2614C Planning & Estimating	3
5	ENC 2210 Technical Report Writing	3
		-
		credit hours 27
		=
		Total credit hours 37

Associate in Science

Drafting and Design Technology

The objective of this AS 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 AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and the program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone, (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
22	*Humanities	3
19	*Social Science	3
10	MAC 1104 College Algebra	4
14	MAC 1114 College Trigonometry	3
6	PHY 2053C General Physics I	4
3	PHY 2054C General Physics II	4
2	ENC 1101 English Composition I	3
		-
		credit hours 24
Professional and Other Required Courses		
12	ARC 2120C Architectural Drafting	3
17	BCN 2614C Planning and Estimating	3
13	BCN 1001C Building Construction	3
11	COC 2001 Computer Concepts	3
7	EGN 1130C Descriptive Geometry	3
5	ENC 2210 Technical Report Writing	3
4	ETD 1100C Engineering Drawing	3
8	ETD 1645C Mechanical and Electrical Drafting	3
16	ETD 2121C Civil Drafting	3
15	ETG 2504C Engineering Mechanics	4
18	ETG 2535C Testing and Strength of Materials	4
1	ETI 1421C Engineering Materials and Processes	3
20	ETI 1700 Industrial Safety	3
21	ETI 2440C Industrial Design	3
9	SUR 1101C Surveying	3
		-
		credit hours 47
		=
		Total credit hours 71
*Refer to AS degree General Education Requirements		

Technical Certificate

Drafting

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

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and the program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

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

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
3	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
		-
		credit hours 7
Professional and Other Required Courses		
8	ARC 2120C Architectural Drafting	3
6	EGN 1130C Descriptive Geometry	3
5	ENC 2210 Technical Report Writing	3
2	ETD 1100C Engineering Drawing	3
7	ETD 1645C Mechanical and Electrical Drafting	3
9	ETD 2121C Civil Drafting	3
4	ETI 1421C Engineering Materials and Processes	3
10	ETI 2440C Industrial Design	3
		-
		credit hours 24
		=
		Total credit hours 31



Associate in Science

Electronics Engineering Technology

Electronics Engineering Technology is a two-year AS degree program offering optional tracks in Digital Electronics, Communications Electronics, X-Ray Engineering Technology, Biomedical Instrumentation Technology and Robotics Technology.

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician, engineering assistant, or an assistant to scientific personnel working with systems or processes which depend principally upon electronics equipment.

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Specialty Tracks follow:

Associate in Science

Electronics Engineering Technology

Biomedical Specialty

Completion of the Biomedical Instrumentation Technology specialization may lead to employment in hospitals and companies supplying equipment and/or service to hospitals and physicians/dentists offices related to biomedical instrumentation equipment.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
22	*Humanities	3
12	*Social Science	3
3	APB 2190C Human Anatomy and Physiology I	3
2	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
7	MAC 1114 College Trigonometry	3
10	PHY 2053C General Physics I	4
14	PHY 2054C General Physics II	4
		—
		credit hours 27
Core Courses		
8	ENC 2210 Technical Report Writing	3
4	ETE 1010C DC Theory & Circuits	3
9	ETE 1020C AC Theory & Circuits	3
5	ETE 2101C Introduction to Solid State Electronics	3
13	ETE 2111C Amplifier Circuits	3
17	ETE 2141C Linear Semiconductor Analysis	3
18	ETE 2527 Electrical/Electronics Control Systems	3
6	ETE 2601C Introduction to Digital Electronics	3
11	ETE 2633C Computer Logic Circuits	3
16	ETE 2680C Microprocessors	3
21	MAC 1311 Calculus with Analytic Geometry I	4
	or	
	MTB 2323 Technical Calculus	3
		—
		credit hours 33
Biomedical Specialty		
19	ETE 2815C Biomedical Instrumentation I	3
23	ETE 2816C Biomedical Instrumentation II	3
24	ETE 2940 Biomedical Practicum	3
15	ETI 1725 Biomedical Safety & Terminology	2
20	ETE 1810 Biomedical Technology and Techniques	2
		—
		credit hours 13
		=
		Total credit hours 73
*Refer to AS degree General Education Requirements.		

Associate in Science

Electronics Engineering Technology

Communications Specialty

Completion of the Communications Electronics specialization may lead to employment in industries where communications electronics equipment such as communication satellite, broadcasting, television, telephone, mobile radio and paging systems are used.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
19	*Humanities	3
16	*Social Science	3
5	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
7	MAC 1114 College Trigonometry	3
9	PHY 2053C General Physics I	4
13	PHY 2054C General Physics II	4
	credit hours	24
Core Courses		
12	ENC 2210 Technical Report Writing	3
4	ETE 1010C DC Theory & Circuits	3
10	ETE 1020 AC Theory & Circuits	3
8	ETE 2101C Introduction to Solid State Electronics	3
14	ETE 2111C Amplifier Circuits	3
18	ETE 2141C Linear Semiconductor Analysis	3
19	ETE 2527 Electrical/Electronic Control Systems	3
6	ETE 2601C Introduction to Digital Electronics	3
11	ETE 2633C Computer Logic Circuits	3
15	ETE 2680C Microprocessors	3
21	MAC 1311 Calculus with Analytic Geometry I	4
	or	
	MTB 2323 Technical Calculus	3
	credit hours	33
Communications Specialty		
2	COC 2001 Computer Concepts	3
3	ETD 1100C Engineering Drawing	3
20	ETE 2411C Communications Electronics I	3
23	ETE 2421C Communications Electronics II	3
22	ETI 1700 Industrial Safety	3
	credit hours	15
	Total credit hours	72
*Refer to AS degree General Education Requirements		

Associate in Science

Electronics Engineering Technology

Digital Specialty

Completion of the Digital Electronics specialization may lead to employment in industries where computerized electronics equipment is installed, calibrated, serviced, repaired and maintained.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
18	*Humanities	3
16	*Social Science	3
5	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
10	PHY 2053C General Physics I	4
14	PHY 2054C General Physics II	4
		—
		credit hours 24
Core Courses		
12	ENC 2210 Technical Report Writing	3
4	ETE 1010C DC Theory & Circuits	3
9	ETE 1020C AC Theory & Circuits	3
7	ETE 2101C Introduction to Solid State Electronics	3
13	ETE 2111C Amplifier Circuits	3
17	ETE 2141C Linear Semiconductor Analysis	3
19	ETE 2527 Electrical/Electronic Control Systems	3
8	ETE 2601C Introduction to Digital Electronics	3
11	ETE 2633C Computer Logic Circuits	3
15	ETE 2680C Microprocessors	3
20	MAC 1311 Calculus with Analytic Geometry I	4
	or	
	MTB 2323 Technical Calculus	3
		—
		credit hours 33
Digital Specialty		
2	COC 2001 Computer Concepts	3
3	ETD 1100C Engineering Drawing	3
22	ETE 2645C Computer Peripherals and Interfacing	3
21	ETE 1700 Industrial Safety	3
		—
		credit hours 12
		=
		Total credit hours 69
*Refer to AS degree General Education Requirements		

Associate in Science

Electronics Engineering Technology

Robotics Specialty

Completion of the Robotics Technology specialization may lead to employment in industrial settings where automated equipment is used such as production line manufacturing, hazardous industries (radiation, welding, chemicals), in domestic uses, or in companies manufacturing robots.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
18	*Humanities	3
12	*Social Science	3
4	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
10	PHY 2053C General Physics I	4
13	PHY 2054C General Physics II	4
		-
		credit hours 24
Core Courses		
8	ENC 2210 Technical Report Writing	3
3	ETE 1010C DC Theory & Circuits	3
9	ETE 1020C AC Theory & Circuits	3
5	ETE 2101C Introduction to Solid State Electronics	3
14	ETE 2111C Amplifier Circuits	3
19	ETE 2141C Linear Semiconductor Analysis	3
20	ETE 2527C Electrical/Electronic Control Systems	3
7	ETE 2601C Introduction to Digital Electronics	3
11	ETE 2633C Computer Logic Circuits	3
16	ETE 2680C Microprocessors	3
21	MAC 1311 Calculus with Analytic Geometry I	4
	or	
	MTB 2323 Technical Calculus	3
		-
		credit hours 33
Robotics Specialty		
2	ETD 1100C Engineering Drawing	3
23	ETE 2761C Robotics	3
15	ETG 2504C Engineering Mechanics	4
22	ETI 1700 Industrial Safety	3
17	ETM 2310C Fluid Mechanics	3
		-
		credit hours 16
		=
		Total credit hours 73
*Refer to AS degree General Education Requirements		

Associate in Science

Electronics Engineering Technology

X-Ray Specialty

Completion of the X-Ray Engineering Technology specialization may lead to employment as a service technician in the medical x-ray equipment field.

Contact Person: Director, Administrative Services
for Technical Education
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
20	*Humanities	3
12	*Social Science	3
2	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
7	MAC 1114 College Trigonometry	3
10	PHY 2053C General Physics I	4
15	PHY 2054C General Physics II	4
		—
		credit hours 24
Core Courses		
8	ENC 2210 Technical Report Writing	3
4	ETE 1010C DC Theory & Circuits	3
9	ETE 1020C AC Theory & Circuits	3
5	ETE 2101C Introduction to Solid State Electronics	3
14	ETE 2111C Amplifier Circuits	3
18	ETE 2141C Linear Semiconductor Analysis	3
19	ETE 2527C Electrical/Electronics Control Systems	3
6	ETE 2601C Introduction to Digital Electronics	3
11	ETE 2633C Computer Logic Circuits	3
16	ETE 2680C Microprocessors	3
23	MAC 1311 Calculus with Analytic Geometry I	4
	or	
	MTB 2323 Technical Calculus	3
		—
		credit hours 33
X-Ray Specialty		
3	ETD 1100C Engineering Drawing	3
13	ETG 1201C X-Ray Physics	3
17	ETE 2202C X-Ray Systems	3
21	ETG 2204C X-Ray Practicum	3
22	ETG 2205C X-Ray Imaging Systems	3
		—
		credit hours 15
		=
		Total credit hours 72
*Refer to AS degree General Education Requirements		

Technical Certificate

Electronics Engineering Technology

Electronics Engineering Technology Certificate program is a one-year program designed to provide the student with the skills needed to enter a career in the field of electronics as a technician, engineering assistant, or an assistant to scientific personnel working with systems or processes which depend principally upon electronics equipment.

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

The student completing the one-year certificate for Electronics Engineering Technology program may expect to develop general entry level skills for employment in local industries where service of basic electronic equipment is required.

Contact Person: Director, Administrative Services
for Technical Education
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
3	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
5	MAC 1114 College Trigonometry	3
	credit hours	10
Professional and other Required Courses		
4	ETE 1010C DC Theory & Circuits	3
8	ETE 1020C AC Theory & Circuits	3
6	ETE 2101C Introduction to Solid State Electronics	3
10	ETE 2111C Amplifier Circuits	3
11	ETE 2141C Linear Semiconductor Analysis	3
12	ETE 2527C Electrical/Electronic Control Systems	3
7	ETE 2601C Introduction to Digital Electronics	3
9	ETE 2633C Computer Logic Circuits	3
2	COC 2001 Computer Concepts	3
	credit hours	27
	Total credit hours	37

Associate in Science

Mechanical Engineering Technology

Mechanical Engineering Technology is a two-year AS degree program designed to provide the student with the needed skills to enter a career in the field of mechanical engineering as a technician, engineering assistant or an assistant to scientific personnel working with systems or processes which depend principally upon mechanical equipment.

A student will be considered as selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file. Students with an adequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Completion of the Mechanical Engineering Technology program may lead to employment as a technician working with manufacturers or vendors of mechanical equipment/systems including heat transfer equipment, systems of pneumatic and hydraulic drives, mechanical power systems and in other areas requiring the application of principles, methods and techniques appropriate to the particular branch of mechanical engineering in which the technical is employed.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
20	*Humanities	3
16	*Social Science	3
5	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
7	MAC 1114 College Trigonometry	3
11	PHY 2053C General Physics I	4
15	PHY 2054C General Physics II	4
	credit hours	24
Professional and other Required Courses		
6	ENG 1130C Descriptive Geometry	3
9	ENC 2210 Technical Report Writing	3
2	ETD 1100C Engineering Drawing	3
8	ETD 1645C Mechanical and Electrical Drafting	3
4	ETE 1010C DC Theory and Circuits	3
10	ETE 1020C AC Theory and Circuits	3
14	ETG 2504C Engineering Mechanics	4
17	ETG 2535C Testing & Strength of Materials	4
3	ETI 1421C Engineering Materials and Processes	3
13	ETI 1700 Industrial Safety	3
19	ETI 2681 Industrial Supervision	3
12	ETM 2221 Elements of Applied Energy	3
18	ETM 2310C Fluid Mechanics	3
21	ETM 2610C Air Conditioning & Heating	3
	credit hours	44
	Total credit hours	68
*Refer to AS degree General Education Requirements		

Technical Certificate

Mechanical Engineering Technology

The Mechanical Engineering Technology 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, the safety department, or in the maintenance department of a manufacturing or industrial organization.

A student will be considered selected for this program when the student has an AS/AAS Technical Certificate Graduate Status Sheet File Maintenance Form signed by the student and program director, on file.

Students with an inadequate basic skills background will be required to enroll in the level of mathematics and/or English necessary to acquire program entry skills. The student's score on the entry test given during the orientation process will be used to determine readiness for program entry.

Graduates of this certificate program may opt to continue studies for the Associate in Science degree in Mechanical Engineering Technology.

Contact Person: Director, Administrative Services
for Technical Education,
Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
General Education		
12	*Humanities	3
5	ENC 1101 English Composition I	3
1	MAC 1104 College Algebra	4
6	MAC 1114 College Trigonometry	3
		—
		credit hours 13
Professional and other Required Courses		
8	ENC 2210 Technical Report Writing	3
3	ETD 1100C Engineering Drawing	3
7	ETD 1645C Mechanical and Electrical Drafting	3
2	ETE 1010C DC Theory & Circuits	3
9	ETE 1020C AC Theory & Circuits	3
11	ETG 2504C Engineering Mechanics	4
4	ETI 1421C Engineering Materials and Processes	3
10	ETI 1700 Industrial Safety	3
		—
		credit hours 25
		=
		Total credit hours 38
*Refer to AS degree General Education Requirements		

Associate in Science

Printing/Graphic Arts

The two-year AS 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; Letter 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Professor, Graphic Arts, North Campus
Telephone (904) 757-6227 or (904) 757-6351

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Social Science		3
*Humanities		3
*Mathematics - Natural Science		3
ENC 1101	English Composition I	3
***General Education Electives		6
	credit hours	18
Professional and Other Required Courses		
GRA 1500	Theory of Printing Processes	5
GRA 1502L	Printing Processes Lab	4
GRA 1540	Layout and Design	3
GRA 1503	Theory of Lithographic Processes	5
GRA 1504L	Lithographic Processes Lab	4
GRA 1706	Graphic Arts Estimating	3
**GRA 2537L	Cold Type Typesetting and Pasteup	3
***GRA 2538L	Advanced Cold Type Typesetting and Pasteup	5
**GRA 2532L	Hand and Machine Composition and Form Makeup	3
***GRA 2533L	Advanced Composition and Makeup	5
**GRA 2571L	Camera Operation and Film Processing	3
***GRA 2573L	Advanced Camera Operation and Film Processing	5
**GRA 2601L	Negative Stripping and Offset Platemaking	3
***GRA 2602L	Advanced Stripping and Offset Platemaking	5
**GRA 2635L	Offset Press Operation	3
***GRA 2638L	Advanced Offset Press Operation	5
***GRA 2630L	Letterpress Press Operation and Lockup	3
**GRA 2632L	Advanced Letterpress Press Operation and Lockup	5
GRA 2945	Practicum	6
HES 2400	Standard First Aid and Personal Safety	2
SES 1101	Beginning Typewriting II	3
	credit hours	43
		-
		-
	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.		
****Any course from AA degree General Education listing		

Associate in Science

Television Production

This two-year program is designed to prepare students for a career as professional television production personnel. The growth of the TV production industry in recent years has increased the demand for experienced professionals in private industry, public service, education, health services and cable TV, as well as a continuing need by networks, television stations and production companies. The professional TV production person has a broad range of interests, both artistic and technical. The professional has experience in many production facilities and with all the equipment normally associated with TV production. The professional can move easily from the production of commercials, to sports, to news and public affairs, to drama and game shows. Experience, versatility, and creativity place the professional far above the average production personnel and much in demand.

Contact Person: Professor, Journalism and
Communications Media,
Downtown Campus
Telephone (904) 633-8244

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Social Science	3
ENC 1101	English Composition I	3
MAT 1033	Intermediate Algebra	3
Science – GLY 1000, PCB 2030 or PHY 1020	3
SPC 1010	Fundamentals of Speech Communication	3
THE 1000	Introduction to Theatre	3
		–
		credit hours 21
Professional and Other Required Courses		
ADV 2000	Advertising	3
ETE 1001	Fundamentals of General Electricity	3
JOU 1001	Introduction to Journalism	3
MAN 2000	Principles of Management	3
MAR 1011	Principles of Marketing	3
MMC 2100	Writing for Mass Communications	3
RTV 1949	Co-op Work Experience	3
RTV 2949	Co-op Work Experience	3
RTV 2001C	Introduction to Broadcasting	3
RTV 2200C	An Introduction to Television Production	3
RTV 2206C	Broadcast Direction	3
** Approved Electives	6
		–
		credit hours 39
		–
		–
		Total credit hours 60
*Refer to AS degree General Education Requirements		
** Approved Electives (Six semester hours from any of the following):		
** Approved Electives: (Six semester hours from any of the following):		credit hours
ARH 1000	Art Appreciation	3
ART 1600C	Photography I	3
CRW 2000	Imaginative Writing	3
ENC 1102	English Composition II	3
ENC 2210	Technical Report Writing	3
FIL 1505	The Movies as Art	3
MAN 2300	Personnel Management	3
MAR 1101	Salesmanship	3
SES 1100	Beginning Typewriting I	3

HEALTH EDUCATION

Associate in Science

Dental Assisting

The object of this AS program is to prepare the student for a career in the field of dental assisting. The program 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 and General Education are also included. This program will qualify the graduate to take the national examination to become a Certified Dental Assistant and to be awarded an Associate in Science degree in Dental Assisting. A background in science and good manual dexterity are recommended.

Application:

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. Official copy of Program admission 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.

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

Contact Person: Director, Dental Programs, North Campus
Telephone (904) 757-6471

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
SPC 1010	Fundamentals of Speech Communication	3
HES 1000	Personal & Community Health	3
PSY 1012	General Psychology	3
APB 1150	Life and Its Biological Environment	3
HUM 2450	Humanities in the Americas	3
SSI 1120	Origins of American Society	3
	credit hours	21
Professional and Other Required Courses		
APB 1220C	Dental Assisting Anatomy and Physiology	4
HUN 1001	Principles of Nutrition	3
DES 1110C	Dental Materials and Laboratory	3
DES 1220C	Dental Radiology (Dental Assisting/ Dental Hygiene)	3
DEA 2800C	Clinical Practice I	5
DEA 2801C	Clinical Practice II	6
DEA 2802C	Clinical Practice III	3
DEA 2850C	Clinical Practice IV	5
DES 1002C	Oral Anatomy and Development	2
DEA 2210	Office Management	3
DEA 1120	Science for Dental Assistants	3
DEA 1000	History and Jurisprudence of Dentistry	1
DEA 1820C	Dental Assisting Expanded Duties	2
	credit hours	43
		-
		-
	Total credit hours	64

Technical Certificate

Dental Assisting

The object of this Technical Certificate program is to prepare the student for a career in the field of dental assisting. The one-year (11 month) Certificate program 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.

Application:

Applicants must show evidence of good health and have an earned high school diploma or GED Certificate.

Dental Assistant 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. Official copy of Program admission 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.

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

Contact Person: Director, Dental Programs, North Campus
Telephone (904) 757-6471

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
SPC 1010	Fundamentals of Speech Communication	3
HES 1000	Personal & Community Health	3
PSY 1012	General Psychology	3
	credit hours	12
Professional and Other Required Courses		
APB 1220C	Dental Assisting Anatomy and Physiology	4
HUN 1001	Principles of Nutrition	3
DES 1110C	Dental Materials and Laboratory	3
DES 1220C	Dental Radiology (Dental Assisting/ Dental Hygiene)	3
DEA 2800C	Clinical Practice I	5
DEA 2801C	Clinical Practice II	6
DEA 2802C	Clinical Practice III	3
DEA 2850C	Clinical Practice IV	5
DES 1002C	Oral Anatomy and Development	2
DEA 2210	Office Management	3
DEA 1120	Science for Dental Assistants	3
DEA 1000	History and Jurisprudence of Dentistry	1
DEA 1820C	Dental Assisting Expanded Duties	2
	credit hours	43
		-
	Total credit hours	55

Associate in Science

Dental Hygiene

The AS program in Dental Hygiene offers the student an opportunity to learn the technical and clinical skills of dental hygiene. The curriculum includes General Education, 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.

Application:

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 Program admission 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 hygiene course.

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

Contact Person: Director, Dental Programs, North Campus
Telephone (904) 757-6471

Recommended Course Sequence	Course Number and Title	Credits
General Education		
APB 2190C	Human Anatomy and Physiology I	2
APB 2191C	Human Anatomy and Physiology II	2
CHM 1040C	Introductory Chemistry I	4
ENC 1101	English Composition I	3
MCB 2013C	Microbiology	4
PSY 1012	General Psychology	3
SPC 1010	Fundamentals of Speech Communication	3
SSI 1120	Origins of American Society	3
*Humanities		3
		credit hours 29
Professional and Other Required Courses		
BCH 2010C	Bioorganic Chemistry for Allied Health Students	4
DEH 1003C	Principles of Dental Hygiene	5
DEH 1800C	Clinical Dental Hygiene I	6
DEH 1700	Dental Health Education	3
DEH 1802L	Clinical Dental Hygiene II	8
DES 2030	Oral Histology and Embryology	3
DES 2050	Pharmacology	2
DES 2042	Oral Pathology	2
DEH 2507C	Dental Hygienists Expanded Duties	2
DEH 2602	Periodontics	2
DEH 2702C	Community Dental Health	2
DEH 2804L	Clinical Dental Hygiene III	8
DEH 2806L	Clinical Dental Hygiene IV	8
DEH 2930	Dental Hygiene Seminar I	2
DEH 2931	Dental Hygiene Seminar II	2
DES 1000C	Oral Anatomy	3
DES 1220C	Dental Radiology (Dental Assisting/ Dental Hygiene)	3
HUN 1001	Principles of Nutrition	3
DES 1110C	Dental Material & Laboratory	3
		credit hours 71
		—
		—
		Total credit hours 100
*Refer to AS degree General Education Requirements		

Associate in Science

Emergency Medical Technology

This program is a combination of General Education, technical education and clinical skills. This program offers the student the opportunity to learn the technical skills of crisis emergency care necessary to support life in the field, at the scene, or during transit to an emergency care center.

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

The schedule is designed to meet minimum requirements promulgated by the Health Program Office-Emergency Medical Service 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.

Application:

Applicants to the Emergency Medical Technology Program must have an earned high school diploma or GED Certificate; be accepted for admission to Florida Junior College at Jacksonville; be currently enrolled, or a former student of FJC; must have reached the age of 18 years; submit official copy of Program admission test score; and must have a minimum of a one-year certification and/or registry as a para-professional in the health care field or have satisfactorily completed EMS 1059.

NOTE: It is recommended that students have a conference with the EMT counselor prior to applying to the Emergency Medical Technology Program.

Contact Person: Coordinator, Emergency Medical Technology, North Campus
Telephone (904) 757-6412

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
AMH 2010	United States History I	3
	or	
EUH 1001	Western Civilization	3
	or	
POS 2041	American Federal Government	3
	or	
SSI 1120	Origins of American Society	3
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
CHM 1020	Chemistry for Liberal Arts	3
	or	
CHM 1040C	Introductory Chemistry I	4
ENC 1101	English Composition I	3
MCB 2013C	Microbiology	4
		—
	credit hours	22
Professional and Other Required Courses		
EMS 1119	Fundamentals of Emergency Medical Care	6
EMS 1119L	Fundamentals of Emergency Medical Care Clinical Experience	2
EMS 2231	EMT-Paramedic Phase I	4
EMS 2231L	EMT-Paramedic Phase I – Lab/Clinical	3
EMS 2232	EMT-Paramedic Phase II	5
EMS 2232L	EMT-Paramedic Phase II – Lab/Clinical	3
EMS 2233	EMT-Paramedic Phase III	4
EMS 2233L	EMT-Paramedic Phase III – Lab/Clinical	6
**Approved Electives	6
	credit hours	39
		—
	Total credit hours	61
*Refer to AS degree General Education Requirements		
**Approved Electives		
SYG 2000	Introductory Sociology	3
DEP 2004	Human Growth and Development	3
PSY 1012	General Psychology	3
ENC 1102	English Composition II	3

Technical Certificate

Emergency Medical Technology

A student may obtain a Technical Certificate in Emergency Medical Technology by completing the courses identified in the program layout. The Emergency Medical Technology Certificate Program is designed to prepare the student for employment in an advance life-support ambulance, in hospital emergency departments, and intensive care units. Graduates of the one-year Technical Certificate Program may elect to continue for the Associate in Science degree in Emergency Medical Technology.

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

The schedule is designed to meet minimum requirements promulgated by the Health Program Office-Emergency Medical Service 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 and Human Anatomy & Physiology.

Application:

Applicants to the Emergency Medical Technology Program must have an earned high school diploma or GED Certificate, be accepted for admission to Florida Junior College at Jacksonville, be currently enrolled, or a former student of FJC; must have reached the age of 18 years; submit official copy of Program admission test score; and the applicant must have a minimum of a one-year certification and/or registry as a para-professional in the health care field or have satisfactorily completed EMS 1059.

NOTE: It is recommended that students have a conference with the EMT counselor prior to applying to the Emergency Medical Technology Program.

Contact Person: Coordinator, Emergency Medical
Technology, North Campus
Telephone (904) 757-6412

Recommended Course Sequence	Course Number and Title	Credits
General Education		
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
		credit hours 6
Professional and Other Required Courses		
EMS 1119	Fundamentals of Emergency Medical Care	6
EMS 1119L	Fundamentals of Emergency Medical Care Clinical Experience	2
EMS 2231	EMT-Paramedic Phase I	4
EMS 2231L	EMT-Paramedic Phase I - Lab/ Clinical	3
EMS 2232	EMT-Paramedic Phase II	5
EMS 2232L	EMT-Paramedic Phase II - Lab/ Clinical	3
EMS 2233	EMT-Paramedic Phase III	4
EMS 2233L	EMT-Paramedic Phase III - Lab/ Clinical	6
		credit hours 33
		-
		-
		Total credit hours 39

Associate in Science

Medical Laboratory Technology

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

Application: 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 Dean of Health Education, 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. The program conforms to 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 Technologists.

Contact Person: Director, Medical Laboratory
Technology, North Campus
Telephone (904) 757-6211

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities		3
*Social Science		3
**CHM 1040C	Introductory Chemistry I	4
**CHM 1041C	Introductory Chemistry II	4
ENC 1101	English Composition I	3
MAC 1104	College Algebra	4
	or	
MAT 1033	Intermediate Algebra	3
MCB 2013C	Microbiology	4
		—
		credit hours 24
Professional and Other Required Courses		
MLS 1010C	Hematology	6
MLS 1400C	Medical Microbiology	6
MLS 2530C	Serology and Blood Banking	6
MLS 2600C	Principles of Clinical Instrumentation	5
MLS 2610C	Clinical Chemistry	6
MLS 2802	Clinical Practicum I	12
MLS 2803	Clinical Diagnosis	5
MLS 2804	Clinical Practicum II	12
		—
		credit hours 58
		—
		—
		Total credit hours 82
*Refer to AS degree General Education Requirements		
**Students who qualify may substitute CHM 1045C and CHM 1046C		

Associate in Science

Nursing

The AS 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 National Council Licensure Examination to qualify for licensure to practice as Registered Nurses.

Application: 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 status. Both single and married men and women may be admitted to the program. There is no age limit.

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. Students with a GPA (all college cumulative) of 2.5 or above may be permitted to take APB 2191C concurrently with NUR 1040C with permission of the Dean or Director. A minimum grade of C is required in all science courses.
5. Submit evidence of current Basic Life Support (CPR) Certification.
6. Submit official copy of Program admission test score.

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

Contact Person: Director, Nursing Program,
North Campus
Telephone: (904) 757-6281

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Social Science	3
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
DEF 2004	Human Growth & Development	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
MCB 2013C	Microbiology	4
PSY 1012	General Psychology	3
SYG 2000	Introductory Sociology	3
	credit hours	31
Professional and Other Required Courses		
NUR 1040C	Nursing Process I – Fundamentals of Nursing	10
NUR 1200C	Nursing Process II – Medical-Surgical Nursing	10
NUR 2133C	Nursing Process IIIA – Nursing Care of the Childbearing Family	6
NUR 2120C	Nursing Process IIIB – Nursing Care of Children	6
NUR 2220C	Nursing Process IVA – Medical-Surgical Nursing Care of the Adult Patient	9
NUR 2310C	Nursing Process IVB – Psychiatric Nursing	3
	credit hours	34
		–
	Total credit hours	75

*Refer to AS degree General Education Requirements

Associate in Science

Bridge Option for Licensed Practical Nurses

The bridge option of the Associate in Science Degree Nursing Program is designed for and limited to persons who are currently Florida Licensed Practical Nurses. Through the use of this option Licensed Practical Nurses may take specified nursing courses from a modified program of study designed to meet the needs of the L.P.N. enrolled in the Associate Degree Nursing Program.

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. Graduates 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 National Council Licensure Examination to qualify for licensure to practice as Registered Nurses.

Application: Enrollment in the Associate in Science Degree Nursing Program bridge option is limited. The Spring/Summer Term is designated as the entry point for Licensed Practical Nurses who wish to enter the Associate in Science Degree Nursing Program through the bridge option. A brochure outlining costs, admission requirements, cut-off dates, and procedures is available from the Nursing Counselor, North Campus, and from the Student Development office at North, South, Kent, or the Downtown Campuses. Approximately three weeks prior to the beginning of Spring/Summer Term, letters are sent to each applicant indicating admission status. Both single and married men and women may be admitted to the program. There is no age limit.

Deadline date for application: Completed applications for LPN's electing to use the bridge option of the Associate Degree Nursing Program must be received by February 28th for admission during Spring/Summer Term.

Application Prerequisites:

Applicants who elect to use the bridge option must:

1. Submit evidence of current Florida Licensed Practical Nurse Licensure
2. Submit documentation of a minimum of 6 months of work experience as a Licensed Practical Nurse.
3. Have completed a course in chemistry with a minimum grade of C in high school or college.
4. Have completed the following FJC courses with a cumulative grade point average of at least 2.0:

- *APB 2190C . . . Human Anatomy and Physiology I
- *APB 2191C . . . Human Anatomy and Physiology II
- *MCB 2013C . . . Microbiology
- DEP 2004 . . . Human Growth & Development
- ENC 1101 . . . English Composition I
- ENC 1102 . . . English Composition II
- PSY 1012 . . . General Psychology

Any **one** of the following courses:

- **Humanities
- **Social Science

5. Submit evidence of current Basic Life Support (CPR) certification
6. Official copy of Program admission test score.
7. Submit Pre-nursing Mathematics Test score

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

Contact person: Director, Nursing Program, North Campus
Telephone (904) 757-6281

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities		3
*Social Science		3
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
DEP 2004	Human Growth & Development	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
MCB 2013C	Microbiology	4
PSY 1012	General Psychology	3
SYG 2000	Introductory Sociology	3
	credit hours	31
Professional and Other Required Courses		
**Credit awarded for LPN licensure		14
NUR 1052C	Transitional Nursing Process I	12
NUR 1059C	Transitional Nursing Process II	6
NUR 2220C	Nursing Process IVA - Medical-Surgical Nursing Care of the Adult Patient	3
NUR 2310C	Nursing Process IVB - Psychiatric Nursing	3
	credit hours	44
	Total credit hours	75
*Minimum grade of C required in science courses		
**Refer to AS Degree General Education Requirements		

Associate in Science

Radiologic Technology

This AS program offers 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.

Contact Person: Coordinator, Radiologic
Technology, North Campus
Telephone (904) 757-6412

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Social Science		3
*Humanities		3
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
MAT 1033	Intermediate Algebra	3
ENC 1101	English Composition I	3
		-
		credit hours 18
Professional and Other Required Courses		
RTE 2202	Radiologic Management and Education	3
RTE 2587	Advanced Developments in Radiologic Technology	3
	Credit Granted for ARRT Registry	30
**Approved Electives		9
		-
		credit hours 45
		-
		-
		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
EMS 1119	Fundamentals of Emergency Medical Care	6
EMS 1119L	Fundamentals of Emergency Medical Care Clinical Experience	2

Associate in Science

Respiratory Therapy

This AS 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 Respiratory Therapists.

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

Application: 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 program admits students one time per year: fall term.

Contact Person: Coordinator Respiratory Therapy,
North Campus
Telephone (904) 757-6412

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities		3
*Social Science		3
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
CHM 1040C	Introductory Chemistry	4
ENC 1101	English Composition I	3
MAT 1033	Intermediate Algebra	3
MCB 2013C	Microbiology	4
PHY 1020	Physics for Liberal Arts	3
PSY 1012	General Psychology	3
		—
	credit hours	32
Professional and Other Required Courses		
APB 1260	Cardiopulmonary Anatomy and Physiology	4
APB 1650	Pharmacology for the Respiratory Therapist	2
APB 2293	Pulmonary Pathology	3
RET 1024	Fundamentals of Respiratory Therapy	4
RET 1244	Emergencies and the Respiratory Therapist	4
RET 1276	Clinical Skills for the Respiratory Therapist	4
RET 1824	Orientation to the Hospital Environment	3
RET 2264	Ventilatory Management	4
RET 2272L	Respiratory Therapy Clinical Applications	6
RET 2273L	Clinical Seminar in Intensive Respiratory Care I	1
RET 2274L	Respiratory Intensive Care Practicum I	12
RET 2284C	Clinical Seminar in Intensive Respiratory Care II	1
RET 2285L	Respiratory Intensive Care Practicum II	12
RET 2414	Pulmonary Function Studies	2
RET 2434	Arterial Blood Gases and Critical Care Monitoring	2
RET 2543	Pulmonary Rehabilitation	2
RET 2714	Neonatal and Pediatric Respiratory Care	3
		—
	credit hours	69
		—
		—
	Total credit hours	101

*Refer to AS degree General Education Requirements

HOME ECONOMICS

Associate In Science

Child Care Services

Students completing the AS 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 Occupational Dean, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

Contact Person: Director, Child Care Services,
North Campus
Telephone (904) 757-6421

Recommended Course Sequence	Course Number and Title	Credits
General Education		credits
*Humanities.....		3
**Mathematics.....		3
**Social Science.....		3
BSC 1011C	Principles of Biology	4
DEP 2004	Human Growth and Development	3
DEP 2102	Child Psychology	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
SPC 1010	Fundamentals of Speech Communications.....	3
	credit hours	37
Professional and Other Required Courses		
CHD 1220	Child Growth & Development I.....	3
CHD 1230	Child Growth & Development II.....	3
EDG 2940	Observing and Recording Child Behavior	6
EDG 2941	Supervised Student Participation.....	6
EEC 1001	Introduction to Early Childhood Education	3
EEC 1201	Overview of Early Childhood Curriculum I	3*
EEC 1202	Overview of Early Childhood Curriculum II	3*
	credit hours	27
	Total credit hours	64
<p>*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.</p>		

Technical Certificate

Child Care Services

Students completing the Technical Certificate 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 Occupational Dean, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

Contact Person: Director, Child Care Services,
North Campus
Telephone (904) 757-6421

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
Professional and Other Required Courses		
CHD 1220	Child Growth & Development I	3
CHD 1230	Child Growth & Development II	3
EDG 2940	Observing and Recording Child Behavior	6
EDG 2941	Supervised Student Participation	6
EEC 1001	Introduction to Early Childhood Education	3
EEC 1201	Overview of Early Childhood Curriculum I	3
EEC 1202	Overview of Early Childhood Curriculum II	3
	credit hours	27
		-
	Total credit hours	30



Technical Certificate

Infant and Toddler Care Services

Students completing the Technical Certificate 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 Occupational Dean, will be scheduled into additional appropriate courses for correction of these deficiencies. This assessment may occur either prior to or during the program.

Contact Person: Director, Child Care Services,
North Campus
Telephone (904) 757-6421

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
		credit hours 3
Professional and Other Required Courses		
CHD 1220	Child Growth & Development I	3
CHD 1230	Child Growth & Development II	3
EDG 2940	Observing & Recording Child Behavior	6
EDG 2941	Supervised Student Participation	6
EEC 1001	Introduction to Early Childhood Education	3
*CHD 1110	Infant and Toddler Care I (Development)	3
*CHD 2120	Infant and Toddler Care II (Education)	3
		credit hours 27
		Total credit hours 30

* 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.

Technical Certificate

Residential Child Care Services

Students completing the Technical Certificate 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 Occupational Dean. 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.

Contact Person: Director, Child Care Services,
North Campus
Telephone (904) 757-6421

Recommended Course Sequence	Course Number and Title	Credits
General Education		
DEP 2102	Child Psychology	3
ENC 1101	English Composition I	3
	credit hours	6
Professional and Other Required Courses		
CHD 1220	Child Growth & Development I	3
CHD 1230	Child Growth & Development II	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 Behavior	6
EDG 2941	Supervised Student Participation	6
	credit hours	24
		-
		-
	Total credit hours	30

*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.



Associate in Science

Fashion Merchandising

This AS program is 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 and General Education.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics-Natural Science	3
*Social Science	3
PSY 1012	General Psychology	3
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
CTE 1310C	Basic Clothing Construction	3
CTE 1401C	Basic Textiles	3
CTE 1812	Fashion Merchandising I	3
CTE 1825	Fashion Merchandising II	3
CTE 2851	Fashion Sales Promotion	3
CTE 2680	Fashion Merchandising Practicum/ Seminar I	4
CTE 2882	Fashion Merchandising Practicum/ Seminar II	4
CTE 2890	Fashion Merchandising Practicum/ Seminar III	4
** Approved Electives	18
	credit hours	45
		-
	Total credit hours	60
*Refer to AS degree General Education Requirements		
**Approved Electives:		credit hours
ACC 1009	1029 General Accounting I & II	6
	or	
ACC 2001	Principles of Accounting I	3
BUL 2111	Business Law	3
COA 1100	Consumer Decisions	3
CTE 1402	Household Textiles	3
FAD 1220	Dynamics of Modern Living	3
GEB 1011	Introduction to Business	3
HME 1200	Home Management	3
MAN 2000	Principles of Management	3
MAN 2300	Personnel Management	3
MAR 1101	Salesmanship	3
QMB 1001	Business Mathematics	3
SPC 1010	Fundamentals of Speech Communication	3

Associate in Science

Food Service Technology

This competency-based AS 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 experience. Students may acquire credits for demonstrated specified competencies acquired through previous education and/or experience.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics-Natural Science	3
*Social Science	3
*General Education Elective	3
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
FOS 1201	Sanitation and Safety	3
FSS 1004	Orientation to Food Service Technology	3
FSS 1100	Menu Design and Food Merchandising	3
FSS 1120	Food and Beverage Purchasing	3
FSS 1202C	Basic Food Preparation	3
FSS 1221C	Quantity Food Production	3
FSS 1410	Food Service Equipment/Facility Planning	3
FSS 2300	Supervision and Personnel Management	3
FSS 2501	Food and Beverage Control	3
FSS 2945	Food Service Internship	9
HUN 1001	Principles of Nutrition	3
**Approved Electives	6
	credit hours	45
		-
	Total credit hours	60
*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 1246C	Baking	3
FSS 1248C	Garde-Manger I	3
FSS 1249C	Garde-Manger II	3
FSS 1250	Food and Beverage Service	3
HME 1200	Home Management	3
QMB 1001	Business Mathematics	3

AS Degree Option

Dietetic Technician

The Dietetic Technician AS Degree 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 ADA approved program meet licensure requirements under Public Law 10D-2915.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics – Natural Science	3
*Social Science	3
ENC 1101	English Composition I	3
SYG 2000	Introductory Sociology	3
**Communication Elective	3
	credit hours	18
Professional and Other Required Courses		
FOS 1201	Sanitation and Safety	3
FSS 1004	Orientation to Food Service Technology	3
FSS 1100	Menu Design and Food Merchandising	3
FSS 1120	Food and Beverage Purchasing	3
FSS 1202C	Basic Food Preparation	3
FSS 1221C	Quantity Food Production	3
FSS 1410	Food Service Equipment/Facility Planning	3
FSS 2300	Supervision and Personnel Management	3
FSS 2501	Food and Beverage Control	3
HUN 1001	Principles of Nutrition	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
	credit hours	44
		–
		–
	Total credit hours	62
*Refer to AS degree General Education Requirements		
**ENC 1102 or SPC 1010		

Technical Certificate

Food Service Technology

This competency-based technical certificate 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 program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
		—
		credit hours 3
Professional and Other Required Courses		
FOS 1201	Sanitation and Safety	3
FSS 1004	Orientation to Food Service Technology	3
FSS 1100	Menu Design and Food Merchandising	3
FSS 1120	Food and Beverage Purchasing	3
FSS 1202C	Basic Food Preparation	3
FSS 1221C	Quantity Food Production	3
FSS 1410	Food Service Equipment/Facility Planning	3
FSS 2300	Supervision and Personnel Management	3
FSS 2501	Food and Beverage Control	3
HUN 1001	Principles of Nutrition	3
*Approved Electives		6
		—
		credit hours 36
		—
		—
		Total credit hours 39
*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 1246C	Baking	3
FSS 1248C	Garde-Manger I	3
FSS 1249C	Garde-Manger II	3
FSS 1250	Food and Beverage Service	3
HME 1200	Home Management	3
QMB 1001	Business Mathematics	3

Associate in Science

Interior Design Technology

The AS 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; and architectural design, history of interiors and business aspects. Management, safety, free enterprise, consumer and economic education are also included. General Education and the 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.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	General Education Elective	3
	*Humanities	3
	*Mathematics - Natural Science	3
	*Social Science	3
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
CTE 1401C	Basic Textiles	3
HHD 1601C	Principles of Interior Design	3
HHD 1232C	Functions and Psychology of Space	3
HHD 2234C	Residential and Commercial Design	3
HHD 2323C	Perspective Renderings - Housing	3
HHD 2810	Marketing Techniques for the Interior Designer	3
HHD 2324C	Graphic Presentation Techniques	3
IND 1100	History of Interiors I	3
IND 1130	History of Interiors II	3
IND 1420	Materials and Sources	3
IND 2940	Interior Design Internship and Seminar	6
** Approved Professional Electives		9
	credit hours	45
	Total credit hours	60
*Refer to Associate in Science Degree General Education Requirements		
**Approved Professional Electives		
Approved Professional Electives for AS Degree Interior Design Technology:		
		credit hours
CTE 1402C	Household Textiles	3
HHD 1365C	Home Accessories Construction	3
HHD 1500C	Decorating with Slipcovers	3
HHD 1362	Window Treatment Design	3
HHD 1360C	Construction of Window Treatments and Draperies	3
HHD 1452	Home Maintenance and Repair	3
HHD 1450C	Fundamentals of Restoration and Preservation	3
HHD 1510C	Introduction to Upholstery	3
HHD 1511C	Advanced Upholstery	3
HHD 2240	Why Preservation?	3
HHD 2600	Architectural Styles: Exteriors and Interiors	3
HME 1200	Home Management	3
HME 1312	Home Equipment - Selection, Use, and Care	3
HHD 2805	Professional Practices in Home Economics	3
IND 1010	Housing and Interior Design	3
QMB 1001	Business Mathematics	3
ETD 1100C	Engineering Drawing	3
ARC 2120C	Architectural Drafting	3
SOP 1002	Human Relations	3

Technical Certificate

Home Furnishings Design and Management

The program is designed to provide opportunities for students to acquire knowledge and develop professional attitudes and skills in Home Furnishings Design and Management.

Instruction includes textile information and use; design principles; and upholstery and drapery construction skills. Also included is information pertaining to self-employment in the Home Furnishings trade.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
Professional and Other Required Courses		
CTE 1401C	Basic Textiles	3
CTE 1402C	Household Textiles	3
HHD 1001C	Principles of Interior Design	3
HHD 1365C	Home Accessories Construction	3
HHD 1500C	Decorating with Slipcovers	3
HHD 2805	Professional Practices in Home Economics	3
IND 1100	History of Interiors I	3
IND 1130	History of Interiors II	3
**Approved Electives		9
		--
		Total credit hours 33
**Approved Electives:		credit hours
HHD 1360C	Construction of Window Treatments and Draperies	3
HHD 1362	Window Treatment Design	3
HHD 1510C	Introduction to Upholstery	3
HHD 1511C	Advanced Upholstery	3
IND 1010	Housing and Interior Design	3

Technical Certificate

Revitalization of Homes and Businesses

The technical certificate program addresses trends and issues in housing: factors affecting selection, legal, and financial responsibilities in establishing a home; relocation of residence; energy conservation; housing alternatives; home construction; renovation and preservation features; furnishings and equipment; and exterior design.

This program provides the individual or family the opportunity to educate themselves: 1) concerning the feasibility of structural renovation of dwellings for homes or business; 2) concerning application of skills and knowledge necessary for maintenance and repair of home or business dwellings.

Certificate content deals with housing alternatives, architectural styles, functions of space, energy factors in household equipment and in the renovation process, economics of preservation, and techniques of home repair and renovation.

Contact Person: Director, Home Economics
Education, Kent Campus
Telephone (904) 387-8255

Recommended Course Sequence	Course Number and Title	Credits
Professional and Other Required Courses		
HHD 1122	Housing Alternatives	3
HHD 1232C	Functions and Psychology of Space	3
HHD 1450C	Fundamentals of Restoration and Preservation	3
HHD 1452	Home Maintenance and Repair	3
HHD 2240	Why Preservation?	3
HHD 2600	Architectural Style: Exteriors and Interiors	3
HHD 2943	Practicum in Economic Revitalization of Home and Business Dwellings	6
HME 1232	Economic Home Energy Sources	3
IND 1420	Materials and Sources	3
**Approved Electives		6
	Total credit hours	36
**Approved Electives		
	credit hours	
CTE 1402C	Household Textiles	3
HHD 1365C	Home Accessories Construction	3
HHD 1500C	Decorating with Slipcovers	3
HHD 1362	Window Treatment Design	3
HHD 1360C	Construction of Window Treatments and Draperies	3
HHD 1510C	Introduction to Upholstery	3
HHD 1511C	Advanced Upholstery	3
HME 1200	Home Management	3
HME 1312	Home Equipment - Selection, Use, and Care	3
HHD 2805	Professional Practices in Home Economics	3
IND 1010	Housing and Interior Design	3

PUBLIC SERVICE EDUCATION

Associate in Science

Criminal Justice Education – Corrections

This AS 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.

Corrections and General Education courses are offered on a day and evening interchangeable basis.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Criminal Justice and Fire
Science, South Campus
Telephone (904) 646-2060

Recommended Course Sequence	Course Number and Title	Credits
General Education		
APB 1150	Life In Its Biological Environment	3
ENC 1101	English Composition I	3
HUM 2450	Humanities in the Americas	3
POS 2041	American Federal Government	3
POS 2112	State & Local Government	3
PSY 1012	General Psychology	3
SOP 1002	Human Relations	3
SYG 2000	Introductory Sociology	3
SYG 2010	Social Problems	3
	credit hours	27
Professional and Other Required Courses		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1030	Introduction to Criminal Behavior	3
CCJ 1300	Introduction to Corrections	3
CCJ 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	Introduction to Special Problems in Corrections	3
CJD 2310	Police Supervision	3
	credit hours	36
		-
		-
	Total credit hours	63

Associate in Science

Criminal Justice Education – Law Enforcement

This AS 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 and General Education courses are offered on a day and evening interchangeable basis.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Criminal Justice and Fire Science, South Campus
Telephone (904) 646-2060

Recommended Course Sequence	Course Number and Title	Credits
General Education		
APB 1150	Life In its Biological Environment	3
ENC 1101	English Composition I	3
HUM 2450	Humanities in the Americas	3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
PSY 1012	General Psychology	3
SOP 1002	Human Relations	3
SYG 2000	Introductory Sociology	3
		–
	credit hours	24
Professional and Other Required Courses		
CCJ 1010	Introduction to Criminology	3
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1030	Introduction to Criminal Behavior	3
CCJ 1400	Police Organization and Administration	3
CCJ 1420	Police Operations	3
CCJ 1220	Criminal Law	3
CCJ 2230	Criminal Evidence and Procedure	3
CCJ 2250	Constitutional Law	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2930	Seminar in Police Problems	3
CJD 2310	Police Supervision	3
CJT 2100	Criminal Investigation	3
CJT 2110	Introduction to Criminalistics	3
		–
	credit hours	39
		–
		–
	Total credit hours	63

Technical Certificate

Law Enforcement

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

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Criminal Justice and Fire Science, South Campus
Telephone (904) 646-2060

Recommended Course Sequence	Course Number and Title	Credits
Professional and Other Required Courses		
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1030	Introduction to Criminal Behavior	3
CCJ 1400	Police Organization and Administration	3
CCJ 1420	Police Operations	3
CCJ 1220	Criminal Law	3
CCJ 2230	Criminal Evidence and Procedure	3
CCJ 2250	Constitutional Law	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2930	Seminar in Police Problems	3
CJD 2310	Police Supervision	3
CJT 2100	Criminal Investigation	3
CJT 2110	Introduction to Criminalistics	3
		-
		credit hours 36
		-
		Total credit hours 36

Associate in Science

Fire Science and Prevention

The Fire Science and Prevention AS Program is designed to provide training for persons who desire to enter the fire service; who seek employment in industrial fire protection, with insurance companies or with fire protection equipment companies; or, 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 courses are offered on a primary night and alternate night or day basis.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Criminal Justice and Fire Science, South Campus
Telephone (904) 646-2060

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
HUM 2450	Humanities in the Americas	3
POS 2041	American Federal Government	3
POS 2112	State and Local Government	3
PSC 1341	Physical Science	3
PSY 1012	General Psychology	3
SOP 1002	Human Relations	3
SPC 1010	Fundamentals of Speech Communication	3
	or	
SYG 2000	Introductory Sociology	3
		—
		credit hours 24
Professional and Other Required Courses		
FFP 1000	Introduction to Fire Protection	3
FFP 1100	Introduction to Fire Organization and Administration	3
FFP 1110	Fire Company Supervision and Management	3
FFP 1203	Fundamentals of Fire Prevention	3
FFP 2240	Fire Investigation	3
FFP 2310	Fire Codes and Building Construction	3
FFP 2400	Fire Fighting Tactics and Strategy	3
FFP 2500	Flammable Hazardous Materials	3
FFP 2524	Explosive and Toxic Hazardous Materials	3
FFP 2600	Fire Fighting Equipment and Apparatus	3
FFP 2660	Rescue Practices	3
	Mathematics Elective	3
		—
		credit hours 36*
		—
		—
		Total credit hours 60

*For the Associate in Science degree only, EMS 1119 - Fundamentals of Emergency Medical Care 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.

Technical Certificate

Fire Science and Prevention

A student may apply for and obtain a technical certificate in Fire Science and Prevention by completing the 11 fire science courses specified for that purpose listed hereafter under Professional and Other Required Courses.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

Contact Person: Director, Criminal Justice and Fire Science, South Campus
Telephone (904) 646-2060

Recommended Course Sequence	Course Number and Title	Credits
Professional and Other Required Courses		
FFP 1000	Introduction to Fire Protection.....	3
FFP 1100	Introduction to Fire Organization and Administration.....	3
FFP 1110	Fire Company Supervision and Management.....	3
FFP 1203	Fundamentals of Fire Prevention.....	3
FFP 2240	Fire Investigation.....	3
FFP 2310	Fire Codes and Building Construction.....	3
FFP 2400	Fire Fighting Tactics and Strategy.....	3
FFP 2500	Flammable Hazardous Materials.....	3
FFP 2524	Explosive and Toxic Hazardous Materials.....	3
FFP 2600	Fire Fighting Equipment and Apparatus.....	3
FFP 2660	Rescue Practices.....	3
	credit hours	33
	Total credit hours	33



Associate in Science

Legal Assistant

This AS 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.

The program director, with the approval of the Occupational Dean, may require additional courses or make substitutions required to meet the needs of students.

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 this program.

Contact Person: Director, Business Education,
Downtown Campus
Telephone (904) 633-8317

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Humanities	3
*Mathematics-Natural Science	3
***Social Science	6
ENC 1101	English Composition I	3
	credit hours	15
Professional and Other Required Courses		
ACC 1009	General Accounting I	3
ACC 1029	General Accounting II	3
BUL 2111	Business Law	3
LEA 1001	Introduction to Legal Technology	3
LEA 1013	Legal Writing and Research I	3
LEA 1014	Legal Writing and Research II	3
LEA 1101	Litigation	3
LEA 1151	Torts	3
LEA 1201	Real Property Law	3
LEA 1211	Wills, Trusts, and Probate	3
LEA 1311	Corporate Law	3
LEA 1501	Laws of Domestic Relations	3
**Approved Electives	12
	credit hours	48
		-
	Total credit hours	63
*Refer to AS degree General Education Requirements		
***Two courses from Area I, AA Degree General Education Requirement listing, one of which must be from Area I A.		
**Approved Electives:		credit hours
BUL 2112	Business Law	3
COC 1300	Introductory Computer Concepts	3
--1949	Cooperative Education Work Experience I	3
--2949	Cooperative Education Work Experience II	3
LEA 1401	Law Office Management	3
LEA 1601	Criminal Law	3
LEA 1721	State and Federal Tax Law	3
PHI 2100	Introduction to Logic	3
SOP 1002	Human Relations	3

The Associate in Applied Science Degree and Technical Certificate

The objective of the Associate in Applied Science (AAS) 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 Technical Certificate option is also available to provide the basic professional courses of the occupation.

Associate in Applied Science degree General Education Requirements and Graduation Requirements are the same as those for the Associate in Science degree.

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

ENGINEERING AND INDUSTRIAL RELATED

Associate in Applied Science

Building Construction Technology

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

The two-year program in Construction Technology is designed to provide the student with the knowledge/skill requirements necessary for building construction trades by providing the theory, basic skills, safety, and first aid training common to all building trades. The Specialty Courses provide the knowledge/skills directed to specific construction technologies.

Students enrolled in this AAS program of study are required to take the General Education Requirements and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*Social Science	3
*Humanities	3
*General Education Elective	3
*Mathematics - Natural Science	3
ENC 1101	English Composition I	3
		--
		credit hours 15
Core Courses		
ETD 1100C	Engineering Drawing	3
ARC 2120C	Architectural Drafting	3
BCT 1001	Quantitative Methods for Building Trades	3
BCT 1113	Blueprint Reading for Building Trades	4
BCN 2614C	Planning and Estimating	3
IEA 1305	Industrial Survival Procedures	3
BCT 1710	Energy Efficient Construction	3
		--
		credit hours 22
Specialty Courses		
Carpentry Specialty		
BCT 1111	Woodworking for Building Trades	3
BCT 1114	Concrete Form Construction	4
BCT 2116	Framing Methods I	4
BCT 2125	Framing Methods II	4
BCT 2118	Exterior Finish	4
BCT 2117	Interior Trim and Cabinets	4
AET 2103	Passive Solar Construction	3
**Approved Professional Elective	3
		--
		credit hours 29
		--
		credit hours 66



Recommended Course Sequence	Course Number and Title	Credits
Masonry Specialty		
BCT 1401	Introduction to Brick & Block Masonry	4
BCT 1114	Concrete Form Construction	4
BCT 1431	Wall Layout & Construction	4
BCT 2405	Advanced Masonry	4
BCT 2460	Chimneys & Fireplaces	4
BCT 2416	Masonry Specialties, Stucco & Plaster	4
AET 2103	Passive Solar Construction	3
** Approved Professional Elective	3
	credit hours	30
		-
	Total credit hours	67
Plumbing Specialty		
BCT 1501	Introduction to Plumbing	4
BCT 1505	Plumbing Codes	4
BCT 2521	Isometrics & Layout	4
BCT 1523	Venting Systems	4
BCT 2527	Fixtures & Valves	4
BCT 1504	Plumbing Repairs	4
BCT 1502	Estimating Plumbing Repairs	4
BCT 1525	Water Distribution Systems	4
	credit hours	32
		-
	Total credit hours	69
**Approved Professional Electives		credit hours
COC 2001	Computer Concepts	3
QMB 1001	Business Mathematics	3
MAN 2000	Principles of Management	3
REE 1000	Real Estate Principles and Practices	3
BUL 2111	Business Law	3
GEB 1011	Introduction to Business	3
ACC 1009	General Accounting I	3
SUR 1101C	Surveying	3
ETI 2681	Industrial Supervision	3
ACC 2001	Principles of Accounting I	3
ETI 1700	Industrial Safety	3
MTR 1100	Welding for Related Trades	4
MAN 2800	Small Business Management	3

Technical Certificate

Building Construction Technology

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

The certificate year program in Construction Technology is designed to provide the student with the knowledge/skill requirements necessary for building construction trades by providing basic skills, safety, and first aid training common to building trades. The Specialty Courses provide the knowledge/skills directed to specific construction technologies.

Students enrolled in this program of study are required to take the General Education and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Mathematics-Natural Science	3
	credit hours	3
Core Courses		
ETD 1100C	Engineering Drawing	3
BCT 1001	Quantitative Methods for Building Trades	3
BCT 1113	Blueprint Reading for Building Trades	4
IEA 1305	Industrial Survival Procedures	3
BCT 1710	Energy Efficient Construction	3
	credit hours	16
Specialty Courses		
Carpentry Specialty		
BCT 1111	Woodworking for Building Trades	3
BCT 1114	Concrete Form Construction	4
BCT 2116	Framing Methods I	4
BCT 2125	Framing Methods II	4
BCT 2118	Exterior Finish	4
BCT 2117	Interior Trim and Cabinets	4
	credit hours	23
	Total credit hours	42
*Refer to AS degree General Education Requirements.		
Masonry Specialty		
BCT 1401	Introduction to Brick & Block Masonry	4
BCT 1114	Concrete Form Construction	4
BCT 1431	Wall Layout & Construction	4
BCT 2405	Advanced Masonry	4
BCT 2460	Chimneys & Fireplaces	4
	credit hours	20
	Total credit hours	39
Plumbing Specialty		
BCT 1501	Introduction to Plumbing	4
BCT 1505	Plumbing Codes	4
BCT 2521	Isometrics & Layout	4
BCT 1523	Venting Systems	4
BCT 2527	Fixtures & Valves	4
BCT 1525	Water Distribution Systems	4
	credit hours	24
	Total credit hours	43

Associate in Applied Science

Electrical/Electronics Technology

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

The two-year program in Electrical/Electronics Technology is designed to provide the student with the knowledge/skill requirements necessary for electrical/electronics trades by providing the theory, basic skills, safety, and first aid training common to all electrical/electronics trades. The Specialty Courses provide the knowledge/skills directed to specific electrical/electronics technologies.

Students enrolled in this AAS program of study are required to take the General Education Requirements and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*General Education Elective	3
*Humanities	3
*Social Science	3
*Mathematics-Natural Science	3
ENC 1101	English Composition I	3
		-
	credit hours	15
Core Courses		
EER 1000	Math for Electricians I	3
EER 1100	Electrical Theory I	3
EER 1200	Math for Electricians II	3
EER 1210	Electrical Theory II	3
EER 1030	Safety in the Electrical Trades	3
		-
	credit hours	15
Specialty Courses		
Air Conditioning and Appliance Specialty		
ACT 1020	Introduction to Air Conditioning and Refrigeration	4
ACT 2050	Major Components of Air Conditioning and Refrigeration	4
ACT 2620	Air Conditioning: Commercial and Residential	4
ACT 2060	Psychrometrics and Heat Load Calculations	4
ACT 2850	Basic Air Conditioning Troubleshooting	4
EER 2311	Home Appliances, Maintenance and Service I	4
EER 2312	Home Appliances, Maintenance and Service II	4
EER 2313	Cooking Appliances Maintenance and Service	4
		-
	credit hours	32
		-
		-
	Total credit hours	62
Construction Electricity Specialty		
ACT 1020	Introduction to Air Conditioning and Refrigeration	4
BCT 1604	Introduction to Electrical Construction	3
BCT 1632	Raceway Installation	3
BCT 2622	Electrical Calculations Intermediate	3
BCT 2692	Residential Electrical Installation	3
BCT 2624	Electrical Estimating and Job Control	3
BCT 2690	Commercial Electrical Installations	3
BCT 2691	Industrial Electrical Installations	3
BCT 2623	Advanced Electrical Practices	3
BCT 2610	Codes for Electrical Exams	3
EER 2220	AC/DC Motor Controls	4
EER 2261	AC/DC Machinery and Transformers	4
		-
	credit hours	39
		-
		-
	Total credit hours	69



Recommended Course Sequence	Course Number and Title	Credits
Industrial Electronics Specialty		
EER 1211	Introduction to Circuit Analysis	3
EER 1291	Basic Circuit Analysis	3
EER 2811	Sinusoidal Electronics	3
EER 2821	Non-Sinusoidal Electronics	4
EER 2360	Basic Circuit Diagnosis and Repairs	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	35
		-
		-
	Total credit hours	65
Marine Electricity Specialty		
ETD 1100C	Engineering Drawing	3
ENC 2210	Technical Report Writing	3
EER 1211	Introduction to Circuit Analysis	3
EER 1291	Basic Circuit Analysis	3
EER 2261	AC/DC Machinery and Transformers	4
EER 2220	AC/DC Motor Controls	4
MTE 2401	Shipboard Electrical Systems I	3
MTE 2402	Shipboard Electrical Systems II	3
MTE 2141	Navigational Aids and Interior Communications Circuits	4
** Approved Professional Electives	6
	credit hours	36
		-
		-
	Total credit hours	66
*Refer to AS degree General Education Requirements		
**Approved Professional Electives:		
MTR 1100	Welding For Related Trades	4
ACT 1020	Introduction to Air Conditioning and Refrigeration	4
BCT 1604	Introduction to Electrical Construction	3
ETI 2681	Industrial Supervision	3
ETI 1700	Industrial Safety	3

Technical Certificate

Electrical/Electronics Technology

The objective of this Technical Certificate program is to prepare the student for a career in the fields related to Electrical/Electronics Technology.

The Certificate program in Electrical/Electronics Technology is designed to provide the student with the knowledge/skill requirements necessary for electrical/electronics trades by providing basic skills, safety, and first aid training common to electrical/electronics trades. The Specialty Courses provide the knowledge/skills directed to specific electrical/electronics technologies.

Students enrolled in this program of study are required to take the General Education and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Mathematics-Natural Science	3
		credit hours 3
Core Courses		
EER 1000	Math for Electricians I	3
EER 1100	Electrical Theory I	3
EER 1200	Math for Electricians II	3
EER 1210	Electrical Theory II	3
EER 1030	Safety in the Electrical Trades	3
		credit hours 15
Specialty Courses		
Air Conditioning and Appliance Specialty		
ACT 1020	Introduction to Air Conditioning and Refrigeration	4
ACT 2050	Major Components of Air Conditioning and Refrigeration	4
ACT 2620	Air Conditioning: Commercial and Residential	4
ACT 2060	Psychrometrics and Heat Load Calculations	4
ACT 2850	Basic Air Conditioning Troubleshooting	4
		credit hours 20
		Total credit hours 38
Construction Electricity Specialty		
BCT 1604	Introduction to Electrical Construction	3
BCT 1632	Raceway Installation	3
BCT 2622	Electrical Calculations Intermediate	3
BCT 2692	Residential Electrical Installation	3
BCT 2690	Commercial Electrical Installations	3
BCT 2691	Industrial Electrical Installations	3
BCT 2610	Codes for Electrical Exams	3
		credit hours 21
		Total credit hours 39
Industrial Electronics Specialty		
EER 1211	Introduction to Circuit Analysis	3
EER 1291	Basic Circuit Analysis	3
EER 2811	Sinusoidal Electronics	3
EER 2360	Basic Circuit Diagnosis and Repairs	4
EER 2352	Advanced Electrical/Electronic Systems	3
		credit hours 16
		Total credit hours 34
Marine Electricity Specialty		
EER 1211	Introduction to Circuit Analysis	3
EER 1291	Basic Circuit Analysis	3
EER 2261	AC/DC Machinery and Transformers	4
EER 2220	AC/DC Motor Controls	4
MTE 2401	Shipboard Electrical Systems I	3
MTE 2402	Shipboard Electrical Systems II	3
		credit hours 20
		Total credit hours 38

Associate in Applied Science

Metal Trades Technology

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

The two-year program in Metal Trades Technology is designed to provide the student with the knowledge/skill requirements necessary for metals trades by providing the theory, basic skills, safety, and first aid training common to all metal trades. The Specialty Courses provide the knowledge/skills directed to specific metal trade technologies.

Students enrolled in this AAS program of study are required to take the General Education Requirements and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*General Education Elective	3
	*Humanities	3
	*Social Science	3
	*Mathematics-Natural Science	3
ENC 1101	English Composition I	3
	credit hours	15
Core Courses		
ETD 1100C	Engineering Drawing	3
IEA 1305	Industrial Survival Procedures.....	3
**MTR 1100	Welding for Related Trades	4
ETI 1421C	Engineering Materials & Processes	3
ETM 2800	Fundamentals of Metallurgy	3
MTR 1171	Introduction to Non-Destructive Testing for Welding.....	3
	credit hours	19***
Specialty Courses		
Industrial Machine Specialty		
MTR 2484	Machine Measurement.....	3
MTR 1472	Machine Lathe Work.....	4
MTR 1004	Machine Bench Work	4
MTR 1474	Surface Grinder Methods and Procedures	4
MTR 2481	Vertical Milling Methods and Procedures	4
MTR 2482	Horizontal Milling Methods and Procedures	4
MTR 2483	Machine Shaper	4
MAN 2800	Small Business Management.....	3
***Professional Elective.....		3
	credit hours	33
	Total credit hours	67
Sheet Metal Specialty		
MTR 1301	Introduction to Sheet Metal Practices.....	3
MTR 1311	Basic Pattern Development and Fabrication	4
MTR 1313	Intermediate Pattern Development and Fabrication I.....	4
MTR 1314	Intermediate Pattern Development and Fabrication II	4
MTR 2316	Advanced Pattern Development and Fabrication I.....	4
MTR 2317	Advanced Pattern Development and Fabrication II	4
MTR 2345	Practicum in Sheet Metal.....	3
MTR 2123	Advanced Gas Metal Arc Welding	4
***Professional Elective.....		3
	credit hours	33
	Total credit hours	67

Recommended Course Sequence	Course Number and Title	Credits
Welding Specialty		
MTR 1120	Basic Shielded Metal-Arc Welding	4
MTR 1121	Advanced Shielded Metal-Arc Welding	4
MTR 1122	Basic Gas Metal-Arc Welding	4
MTR 2123	Advanced Gas Metal-Arc Welding	4
MTR 2126	Gas Tungsten Arc Welding Tubing and Pipe (T.I.G.)	4
MTR 2142	Shielded Metal Arc Welding of Pipe	4
MTR 2146	Gas Metal Arc Pipe Welding (M.I.G.)	4
MTR 2147	Basic Gas Tungsten Arc Welding (T.I.G) Pipe and Tubing	4
		—
		credit hours 32
		—
		Total credit hours 66
*Refer to AS degree General Education Requirements		
**Welding majors not required to take MTR 1100.		
**Sheet Metal substitute a math course to be approved by Occupational Dean.		
***For welding majors 15 credit hours of core courses required.		
**Approved Professional Electives:		
Any course from Metal Trades Technology Special Courses or:		
		credit courses
GEB 1011	Introduction to Business	3
BUL 2111	Business Law	3
ACC 1009	General Accounting I	3
COC 2001	Computer Concepts	3
ETI 2681	Industrial Supervision	3
ACC 2001	Principles of Accounting I	3
ETD 1645C	Mechanical and Electrical Drafting	3
ETG 2504C	Engineering Mechanics	4
MAN 2800	Small Business Management	3

Technical Certificate

Metal Trades Technology

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

The Certificate in Metal Trades Technology is designed to provide the student with the knowledge/skill requirements necessary for metals trades by providing basic skills, safety, and first aid training common to metal trades. The Specialty Courses provide the knowledge/skills directed to specific metal trades technologies.

Students enrolled in this certificate program of study are required to take the General Education and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Mathematics-Natural Science	3
		credit hours 3
Core Courses		
ETD 1100C	Engineering Drawing	3
IEA 1305	Industrial Survival Procedures	3
ETI 1421C	Engineering Materials & Processes	3
		credit hours 19
Specialty Courses		
Industrial Machine Specialty		
MTR 2484	Machine Measurement	3
MTR 1472	Machine Lathe Work	4
MTR 1004	Machine Bench Work	4
MTR 1474	Surface Grinder-Methods and Procedures	4
MTR 2481	Vertical Milling Methods and Procedures	4
		credit hours 19
		-
		-
	Total credit hours	31
Sheet Metal Specialty		
MTR 1301	Introduction to Sheet Metal Practices	3
MTR 1311	Basic Pattern Development and Fabrication	4
MTR 1313	Intermediate Pattern Development and Fabrication I	4
MTR 1314	Intermediate Pattern Development and Fabrication II	4
MTR 2316	Advanced Pattern Development and Fabrication I	4
MTR 2317	Advanced Pattern Development and Fabrication II	4
		credit hours 23
		-
	Total credit hours	35
Welding Specialty		
MTR 1122	Basic Gas Metal-Arc Welding	4
MTR 2123	Advanced Gas Metal Arc Welding	4
MTR 2126	Gas Tungsten Arc Welding Tubing and Pipe (T.I.G.)	4
MTR 2142	Shielded Metal Arc Welding of Pipe	4
MTR 2146	Gas Metal Arc Pipe Welding (M.I.G.)	4
MTR 2147	Basic Gas Tungsten Arc Welding (T.I.G.) Pipe and Tubing	4
		credit hours 20
		-
	Total credit hours	32

Associate in Applied Science

Road Vehicle and Small Gas Engine Technology

The objective of this AAS program is to prepare the student for a career in the road vehicle and small engine fields.

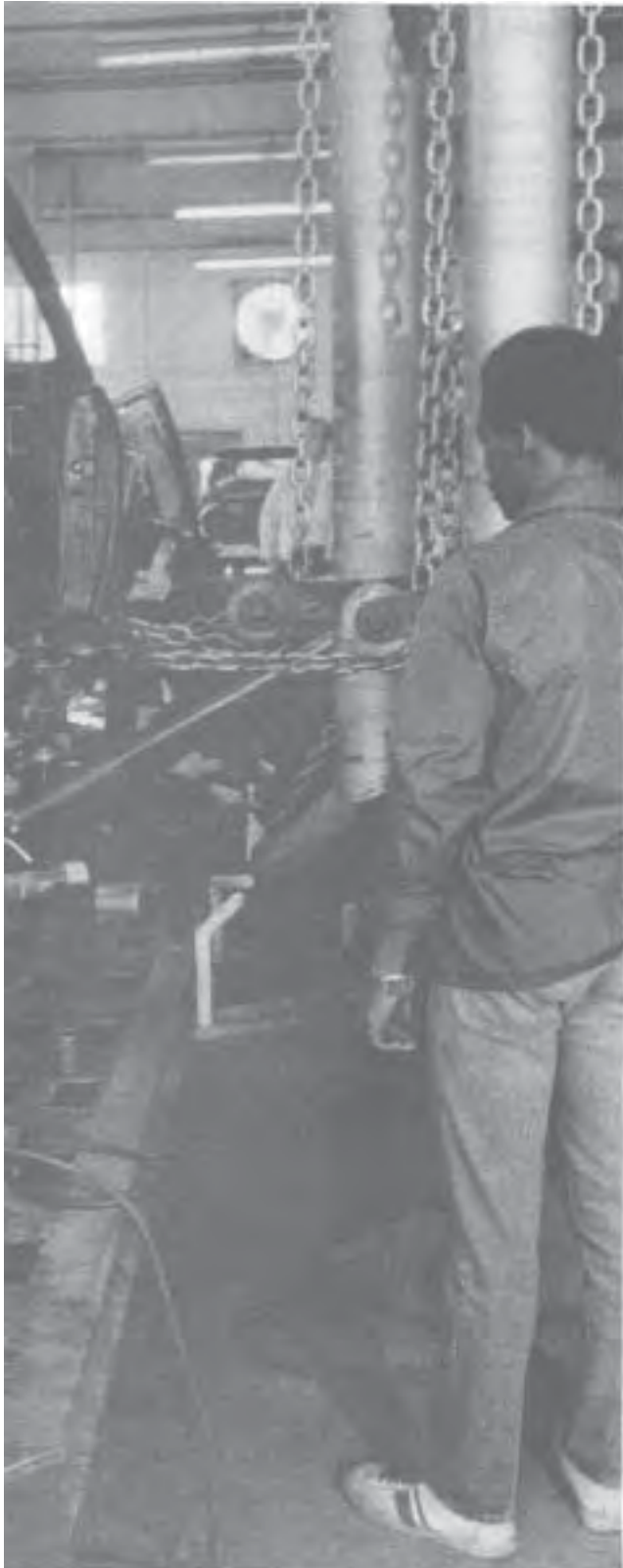
The two-year program in Road Vehicle and Small Gas Engine Technology is designed to provide core courses that will meet the knowledge/skill requirements necessary for all vehicle specialized areas by providing theory, basic skills, safety and first aid training. Specialty Courses provide knowledge and work tasks directed to a specific Occupational/Technical area.

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

Students enrolled in this AAS program of study are required to take the General Education Requirements and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Communications	3
	*General Education Elective	3
	*Humanities	3
	*Mathematics-Natural Science	3
	*Social Science	3
		—
		credit hours 15
Core Courses		
AER 1100	Vehicle Electrical and Support Systems	4
ETI 1700	Industrial Safety	3
AER 2171	Heating and Air Conditioning	4
AER 1131	Transmission and Drive Systems	4
AER 1000	Basic Technician Skills	1
IEA 1305	Industrial Survival Procedures	3
		—
		credit hours 19
Specialty Courses		
Automotive Mechanics Specialty		
AER 1160	Introduction to Vehicle Service/Parts Supervision	3
AER 1180	Integrated Automotive Systems	4
AER 2112	Advanced Engine Diagnosis	4
AER 2705	Diesel Engine Fundamentals	4
AER 2004	Power Plant Overhaul	4
AER 1121	Brake Systems and Chassis Repair	4
AER 1120	Steering and Suspension Systems	4
	**Professional Electives	6
		—
		credit hours 33
		—
		—
	Total credit hours	67
Vehicle Body Specialty		
AER 1120	Steering and Suspension Systems	4
AER 1271	Introduction to Automotive Body Shop Supervision	3
AER 2210	Auto Metal Damage Analysis and Repair	4
AER 1221	Auto Paint Formulas and Applications	4
AER 2214	Auto Body Panel Replacement and Frames	4
AER 2272	Advanced Auto Body Major Repair and Appraising	4
AER 2241	Auto Glass Replacement and Alignment and Sheet Metal Adjustment	4
	**Professional Electives	6
		—
		credit hours 33
		—
		—
	Total credit hours	67



Recommended Course Sequence	Course Number and Title	Credits
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Truck/Diesel Mechanics Specialty

AER 1160	Introduction to Vehicle Service/Parts Supervision.....	3
AER 1120	Steering and Suspension Systems.....	4
AER 2705	Diesel Engine Fundamentals.....	4
AER 2706	Diesel Engine Diagnosis and Repair.....	4
AER 2505	Advanced Truck Repair.....	4
AER 1121	Brake Systems and Chassis Repair.....	4
AER 1145	Fuel Injection and Control Systems.....	4
TRA 1422	Truck Design and Federal/State Regulations.....	3
**Professional Elective.....		3
	credit hours	33
		-
	Total credit hours	67

Vehicle Machinist Specialty

AER 2004	Power Plant Overhaul.....	4
AER 2705	Diesel Engine Fundamentals.....	4
AER 1160	Introduction to Vehicle Service/Parts Supervision.....	3
AER 1180	Integrated Automotive Systems.....	4
AER 2112	Advanced Engine Diagnosis.....	4
MTR 2561	Basic Vehicle Machinist.....	4
MTR 2562	Advanced Vehicle Machinist.....	4
**Professional Electives.....		6
	credit hours	33
		-
	Total credit hours	67

Small Engine Specialty

AER 1160	Introduction to Vehicle Service/Parts Supervision.....	3
MTR 2561	Basic Vehicle Machinist.....	4
AER 1120	Steering and Suspension Systems.....	4
AER 1121	Brake Systems and Chassis Repair.....	4
AER 2306	Outdoor Powered Equipment.....	4
AER 2601	Maintenance Procedures for Motorcycles and Mopeds.....	4
AER 2361	Small Engine Repair.....	4
**Professional Electives.....		4
	credit hours	33
		-
	Total credit hours	67

*Refer to AS degree General Education Requirements

**Approved Professional Electives:

Any course from the Road Vehicle and Small Gas Engine Technology

BUL 2111	Business Law.....	3
COC 2001	Computer Concepts.....	3
ECO 2013	Principles of Economics I.....	3
GEB 1011	Introduction to Business.....	3
MAN 2800	Small Business Management.....	3

Technical Certificate

Road Vehicle and Small Gas Engine Technology

The objective of this Technical Certificate program is to prepare the student for a career in the road vehicle and small engine fields.

The certificate program in Road Vehicle and Small Gas Engine Technology is designed to provide core courses that will meet the knowledge/skill requirements necessary for all vehicle specialized areas by providing basic skills, safety and first aid training. Specialty Courses provide knowledge and work tasks directed to specific occupational/technical areas.

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 industries.

Students enrolled in this certificate program of study are required to take the General Education and Core Courses listed, as well as Specialty Courses.

Contact Person: Director, Occupational Education Programs, Downtown Campus
Telephone (904) 633-8287

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Mathematics-Natural Science	3
		—
		credit hours 3
Core Courses		
AER 1100	Vehicle Electrical and Support Systems	4
ETI 1700	Industrial Safety	3
AER 2171	Heating and Air Conditioning	4
AER 1131	Transmission and Drive Systems	4
AER 1000	Basic Technician Skills	1
IEA 1305	Industrial Survival Procedures	3
		—
		credit hours 19
Specialty Courses		
Automotive Mechanics Specialty		
AER 1180	Integrated Automotive Systems	4
AER 2004	Power Plant Overhaul	4
AER 1121	Brake Systems and Chassis Repair	4
AER 1120	Steering and Suspension Systems	4
		—
		credit hours 16
		—
		Total credit hours 38
Vehicle Body Specialty		
AER 2210	Auto Metal Damage Analysis and Repair	4
AER 1221	Auto Paint Formulas and Applications	4
AER 2214	Auto Body Panel Replacement and Frames	4
AER 2272	Advanced Auto Body Major Repair and Appraising	4
AER 2241	Auto Glass Replacement and Alignment and Sheet Metal Adjustment	4
		—
		credit hours 20
		—
		Total credit hours 42
Truck/Diesel Mechanics Specialty		
AER 2705	Diesel Engine Fundamentals	4
AER 2706	Diesel Engine Diagnosis and Repair	4
AER 2505	Advanced Truck Repair	4
AER 1121	Brake Systems and Chassis Repair	4
		—
		credit hours 16
		—
		Total credit hours 38
Vehicle Machinist Specialty		
AER 2004	Power Plant Overhaul	4
AER 1180	Integrated Automotive Systems	4
MTR 2561	Basic Vehicle Machinist	4
MTR 2562	Advanced Vehicle Machinist	4
		—
		credit hours 16
		—
		Total credit hours 38