College Credit Programs of Study

The Associate in Arts Degree

University Parallel

The College offers a two-year program leading to the Associate in Arts (AA) degree. Usually referred to as the University Parallel, or Transfer Program, it is designed for students who plan to complete their first two years of college work at Florida Junior College at Jacksonville and then transfer as juniors to senior institutions of their choice.

The specific programs of study of a given major should be worked out individually between the student and the counselor soon after the student enrolls at Florida Junior College at Jacksonville. Earned credits in a University Parallel study are transferrable to senior institutions and applicable toward a Bachelor's degree.

In planning a program at Florida Junior College at Jacksonville, the student should be certain to meet the General Education Requirements for the Associate in Arts degree and complete a program of at least 62 semester hours comprised of courses designated as either college parallel (P) or dual purpose (D). *(Occupational courses do not count toward an Associate in Arts degree.)* Also, the Associate in Arts degree cannot include more than four one-semester hour courses in physical education and four one-semester hour courses from music, speech and drama activity courses as described under Conditions (1) and (2) on page 43.

Within these 62 semester hours, the student should be certain to fulfill the pre-major course requirements for the major which the student intends to take at the university the student plans to attend.

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

Any student transferring with the Associate in Arts degree is guaranteed the transferability of credits earned toward that degree and junior-level standing by the State Articulation Agreement (SBE Rule 6A-10.24, FAC). A student transferring prior to receipt of the AA degree is not assured of such status. A student transferring prior to receipt of the AA degree may not receive acceptance of credits earned in courses with less than a "C" grade.

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

A University Parallel program of study can be designed in the Associate in Arts degree to prepare for an upper-division university major in a variety of fields. A partial list is as follows:

Accounting
Advertising
Agriculture
Anthropology
Architecture
Art/Art Education
Business General/Administration
Chemistry
Computer and Information Science
Criminal Justice
Drafting
Drama/Theatre Arts
Economics
Education
Engineering
English/Literature
Foreign Languages
Forestry
Geography
Health Education/Recreation
History
International Studies
Marine Science
Mass Communications/Journalism
Mathematics/Statistics
Music/Music Education
Natural Sciences
Philosophy
Physical Education
Physics
Political Science
Psychology
Public Administration
Religion
Social Sciences
Sociology
Speech Communication

The foundation courses are available, through the Associate in Arts degree, for advanced degree programs in the following fields:

Dentistry
Law

Medical Science
Optometry
Pharmacy
Veterinary Medicine

Graduation Requirements

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

1. Earned a Florida Junior College at Jacksonville cumulative grade point average of 2.00 (C) on courses which comprise the Associate in Arts degree program.
2. Earned an all-college cumulative grade point average of 2.00 (C) on courses, including transferred credits, which comprise the Associate in Arts degree program.
3. Earned at least a grade of "C" in each course used to satisfy the General Education Requirements Areas II Humanities, IV Mathematics, and V Communications.
4. Completed in residence at Florida Junior College at Jacksonville at least 15 semester hours of the total of 62 semester hours required for the degree.
5. Completed 62 semester hours of college credit work as follows:
    a. Completed the General Education Requirements (36 semester hours) set forth on pages 39 through 41 of this catalog. (The Dean of Instruction may, when appropriate, approve a course not listed under the General Education Requirements of the Associate in Arts degree to count towards that requirement.)
    b. Completed the elective requirements (26 semester hours) set forth on page 41 of this catalog.
6. Completed requirements of the College-Level Academic Skills Test (CLAST), a college-level communication and computation skills test required by the State (refer to Testing Services section for details), including satisfactory scores as specified by the State Board of Education and the District Board of Trustees.

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

Note: Students are cautioned to pay particular attention to the following:

a. A student's graduation date will be the date at the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant. (The removal of an incomplete grade does not affect a student's graduation date, since the grade change is effective as of the end of the term in which the incomplete grade was assigned rather than the term in which the incomplete work was made up.)

b. If a student expects to complete the course work under the terms of the catalog in effect during the term of the student's first registration, the student must graduate within four (4) years after the year of first registration in a college credit program. *Accordingly, a student who enters under this catalog must graduate by the end of the Summer Term 1990, or the student will be expected to meet the requirements of subsequent years.* Changes to requirements as may be mandated by law or by rule of the District Board of Trustees may supercede this provision.

c. Refer to the conditions on page 41 of this catalog concerning acceptable credits to meet degree requirements.

d. Some of the courses listed in the options for the General Education Requirements are intended for students majoring or specializing in the discipline. Students are advised to review the course descriptions.

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

f. Students who fall below the designated entry-placement cutoff score and do not demonstrate mastery of the College Level Academic Skills Test (CLAST) for "reading", will be required to take REA 1105 (College Reading Techniques) as a college credit elective course. Students who demonstrate the CLAST reading competencies may choose to enroll in REA 1105 or REA 2205 (Reading for Speed and Comprehension) as an additional elective course, but are not required to do so.

General Education Requirements

General Education, as conceived at Florida Junior College at Jacksonville, is concerned with developing responsible citizenship in a democratic society. The General Education core is formulated to develop skills, attitudes, and understanding in broad discipline areas: the social sciences, humanities, natural sciences, mathematics, and communications.

1. The General Education core for the Associate in Arts degree consists of a minimum of 36 semester hours of course work. These 36 semester hours are part of the minimum of 62 semester hours required for the Associate in Arts degree.
2. The following subject areas shall be included in the program in the manner specified:

I. SOCIAL SCIENCE. . . . 6 semester hours

The social science courses lead to an understanding and appreciation of our cultural heritage, whether ancient or modern, Eastern or Western, humanistic or technological. These courses of study seek to appreciate the values of civilization in its many parts. The courses in social sciences enable students to develop their creative and analytical powers and encourage flexible thinking necessary to live in a world of continuing change.

A. Three semester hours from any of the following:
AMH 2010 – UNITED STATES HISTORY TO 1865
EUH 1001 – WESTERN CIVILIZATION FROM 1715 TO THE PRESENT
POS 2041 – AMERICAN FEDERAL GOVERNMENT
SSI 1120 – ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL AND INTERNATIONAL INSTITUTIONS)

B. Three semester hours from any of the following:
AMH 2020 – UNITED STATES HISTORY FROM 1865 TO PRESENT
AMH 2420 – HISTORY OF FLORIDA
AMH 2571 – AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS THROUGH RECONSTRUCTION)
AMH 2572 – AFRO-AMERICAN HISTORY AND CULTURE (FROM WORLD WAR I TO THE PRESENT)
ANT 2410 – CULTURAL ANTHROPOLOGY
ANT 2511 – PHYSICAL ANTHROPOLOGY
ASH 2005 – HISTORY OF THE FAR EAST
CPO 2002 – INTRODUCTION TO COMPARATIVE GOVERNMENT
DEP 2004 – HUMAN GROWTH AND DEVELOPMENT
DEP 2102 – CHILD PSYCHOLOGY
DEP 2302 – ADOLESCENT PSYCHOLOGY
DEP 2401 – ADULT PSYCHOLOGY
ECO 2000 – FOUNDATIONS OF THE AMERICAN ECONOMY
ECO 2013 – PRINCIPLES OF ECONOMICS I
ECO 2023 – PRINCIPLES OF ECONOMICS II
EDP 2002 – EDUCATIONAL PSYCHOLOGY
EUH 1000 – WESTERN CIVILIZATION THROUGH 1715
GEA 1000 – WORLD GEOGRAPHY
GEO 2370 – CONSERVATION OF RESOURCES
HES 1000 – PERSONAL AND COMMUNITY HEALTH
HIS 1907 – HONORS SURVEY OF HISTORY
INR 2002 – INTERNATIONAL RELATIONS
LAH 2000 – HISTORY OF THE AMERICAS
POS 2112 – STATE AND LOCAL GOVERNMENT
PSY 1012 – GENERAL PSYCHOLOGY
SOP 1002 – HUMAN RELATIONS
SOP 1502 – DYNAMICS OF BEHAVIOR
SSI 1110 – ORIGINS OF AMERICAN SOCIETY (CULTURE, PRIMARY INSTITUTIONS AND PERSONAL ADJUSTMENTS)
SYG 2000 – INTRODUCTORY SOCIOLOGY
SYG 2010 – SOCIAL PROBLEMS
SYG 2430 – MARRIAGE AND FAMILY

II. HUMANITIES . . . . . 6 semester hours

The humanities courses form a core of interrelated studies designed to help individuals make informed aesthetic and ethical judgments about creative contributions of diverse world cultures and to assure reading and writing competencies essential for an educated person in an increasingly specialized society. The courses are intended to provide individuals a contact with a breadth of ideas beyond the narrow confines of specialized training.

A. Six semester hours from the following courses will satisfy humanities requirements. The courses are broad in nature, enabling individuals to explore connections and relationships among various humanities disciplines and to provide a general overview for other humanities courses listed in Category B.
HUM 2211 – HUMANITIES: THE FOUNDATIONS
HUM 2231 – HUMANITIES: RENAISSANCE TO THE ROMANTIC PERIOD or HUM 2478 – NORTHERN EUROPEAN HUMANITIES

HUM 2250 – HUMANITIES: THE MODERN WORLD
HUM 2410 – HUMANITIES IN ASIA
HUM 2450 – HUMANITIES IN THE AMERICAS

OR

B. Three semester hours from the foregoing Category A and three semester hours from any of the following courses in this category which provide individuals contact with more specific topics of study in the humanities. However, like courses in Category A, these are broad rather than narrow in scope.
ARH 1000 – ART APPRECIATION
ARH 2050 – ART HISTORY I
ARH 2051 – ART HISTORY II
FIL 1505 – THE MOVIES AS ART
HUM 2472 – INTERCULTURAL EXPLORATIONS
HUMA 1740 – OVERSEAS HUMANITIES
LIT 2100 – GREAT IDEAS IN WORLD LITERATURE
MUH 2211 – SURVEY OF MUSIC HISTORY
MUL 1011 – MUSIC APPRECIATION
PHI 2010 – INTRODUCTION TO PHILOSOPHY
PHI 2600 – MORAL AND POLITICAL PHILOSOPHY
REL 2300 – WORLD RELIGIONS
THE 1000 – INTRODUCTION TO THEATRE

III. NATURAL SCIENCE . 6 semester hours

The natural science courses are intended to provide a basic knowledge of biological and physical science by offering students the opportunity to become acquainted with the basic concepts, language, and problem-solving skills necessary to scientific inquiry. The courses provide a fundamental basis for the developing relationship between the natural science and the other academic disciplines necessary for universal understanding and survival.

A minimum of six semester hours from the courses listed below:

***BIOLOGICAL SCIENCE**
APB 1150 – LIFE IN ITS BIOLOGICAL ENVIRONMENT
APB 2190C – HUMAN ANATOMY AND PHYSIOLOGY I
APB 2191C – HUMAN ANATOMY AND PHYSIOLOGY II
BOT 1010C – BOTANY
BSC 2010C – PRINCIPLES OF BIOLOGY I
ISC 1000 – UNIFIED SCIENCE
MCB 2013C – MICROBIOLOGY
PCB 2030 – ECOLOGICAL CRISES
ZOO 1010C – GENERAL ZOOLOGY
ZOO 2713C – COMPARATIVE ANATOMY

***PHYSICAL SCIENCE:**
AST 1002 – INTRODUCTION TO ASTRONOMY
CHM 1020 – CHEMISTRY FOR LIBERAL ARTS
CHM 1040C – INTRODUCTORY CHEMISTRY I
CHM 1041C – INTRODUCTORY CHEMISTRY II
CHM 1045C – GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I
CHM 1046C – GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II
GLY 1000 – EARTH AND SPACE SCIENCE
GLY 1010 – PHYSICAL GEOLOGY
GLY 1100 – HISTORICAL GEOLOGY
ISC 1000 – UNIFIED SCIENCE
MET 1001 – METEOROLOGY
PHY 1020 – PHYSICS FOR LIBERAL ARTS
PHY 2048C – PHYSICS I WITH CALCULUS
PHY 2049C – PHYSICS II WITH CALCULUS
PHY 2053C – GENERAL PHYSICS I
PHY 2054C – GENERAL PHYSICS II
PSC 1341 – PHYSICAL SCIENCE

*The letter "C" following the course number in the list of Natural Science courses distinguishes courses with a laboratory component.

IV. MATHEMATICS . . . . . .6 semester hours

The mathematics courses offered are designed to meet the needs of students who are planning to extend their knowledge in mathematics and science as well as those who are planning to seek advanced education in the humanities, social sciences or business. These courses also provide three options for students to achieve the basic competencies as defined by the State of Florida.

A minimum of six semester hours from one of the following three pairs of courses is required of all students:

MAT 1033 – INTERMEDIATE ALGEBRA
MGF 1204 – COLLEGE MATHEMATICS

OR

MAC 1104 – COLLEGE ALGEBRA
MGF 1204 – COLLEGE MATHEMATICS

OR

MAC 1104 – COLLEGE ALGEBRA
STA 1014 – ELEMENTARY STATISTICS

V. COMMUNICATIONS. . 9 semester hours

The communications courses are intended to enable students to achieve the basic competencies as defined by the State of Florida necessary for speaking, listening, and writing in an organized and critical manner at the college level.

A. Both of the following three semester hour courses are required of all students:

ENC 1101 – ENGLISH COMPOSITION I
SPC 1010 – FUNDAMENTALS OF SPEECH COMMUNICATION

B. The following three semester hour course is required of all students:
ENC 1102 – ENGLISH COMPOSITION II

VI. ADDITIONAL HOURS

The College recognizes individual needs and desires to maintain physical and mental health and therefore encourages the student to consider activity/leisure courses to fulfill Area VI.

If certain educational programs require additional credit(s) from Area I-V, excess hours from these areas can also fulfill Area VI. Additional hours may include excess hours from the above four areas and/or up to three one-hour physical education activity courses (DAA, PEL, PEM).

Total hours required from areas I-VI . . . . . 36 semester hours

VII. ELECTIVES . . . . . 26 semester hours

TOTAL: 62 SEMESTER HOURS

* * *

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

(P) University Parallel . . . Any course identified by this symbol is intended to transfer to a university.

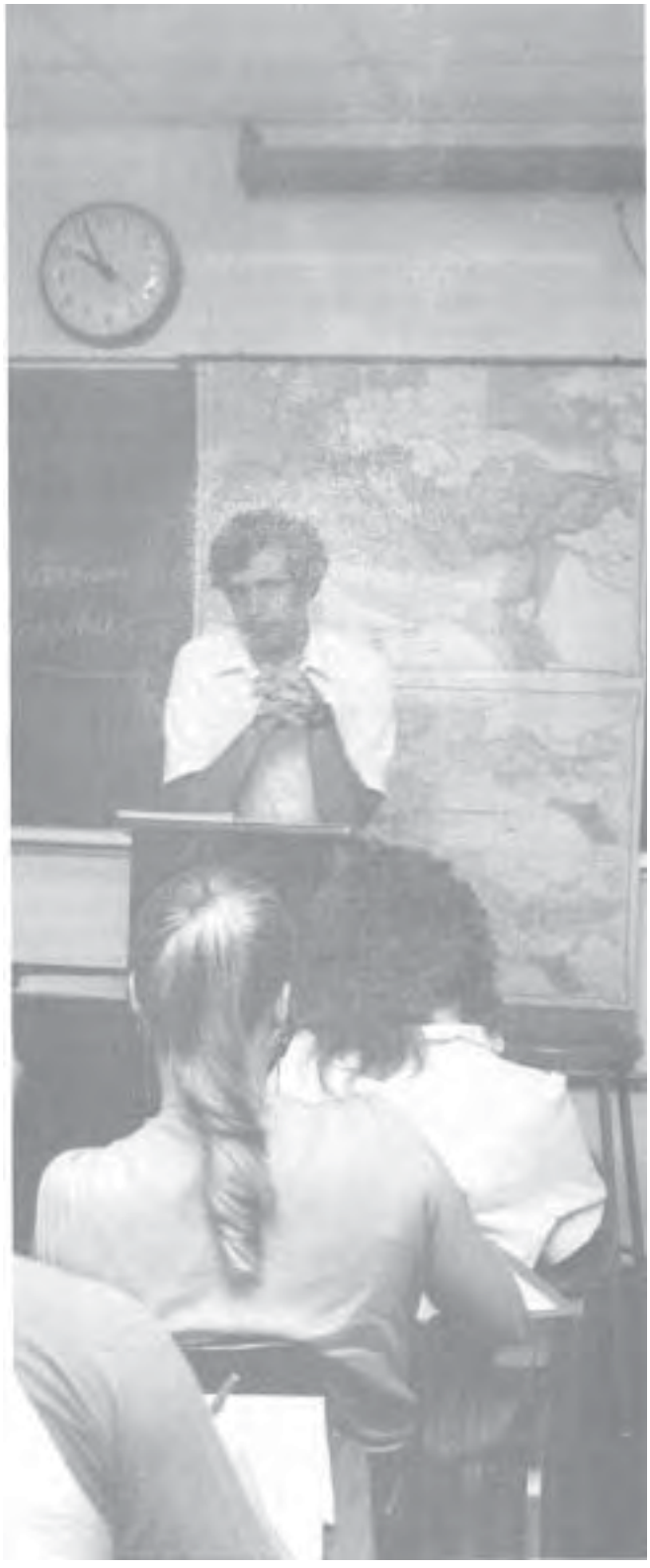
(D) Dual Purpose . . . Any course identified by this symbol is an occupational education course, eligible for transfer to a university under certain conditions – hence the course may serve both university parallel and occupational purposes.

Conditions:

(1) Not more than four of the 26 semester hours for electives may consist of one-semester hour physical education activity courses less any used in Area VI.

(2) Not more than four of the 26 semester hours may consist of music, speech, and drama activity courses. These courses are: MUO 1001, MUN 1130, MUN 1280, MUN 1340, MUN 1380, MUN 1410, MUN 1450, MUN 1710, MUNA 1310, MUNB 1310, SPC 2594, THE 2925.

(3) Not more than 48 semester hours of credit earned in courses offered via television may be applied towards the Associate in Arts degree.



The Associate in Science Degree

Preparation for a Career

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. The program may also transfer to a senior institution offering the baccalaureate degree in a related field of study based on completion of additional requirements as set forth in the section on University Transfer Requirements (page 37) and/or on specific program articulation agreements with state universities.

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 Technical Certificate programs are available in several areas.

The program director, with the approval of the Dean of Instruction, 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 Dean of Instruction, 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 Florida Junior College at Jacksonville cumulative grade point average of 2.00 (C) on all courses attempted.
2. Earned an all-college cumulative grade point average of 2.00 (C) on all courses attempted, including transferred credits.
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 Dean of Instruction. (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.

notes

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

NOTE: Students are cautioned to pay particular attention to the following:

a. A student's graduation date will be the date at the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant. (The removal of an incomplete grade does not affect a student's graduation date, since the grade change is effective as of the end of the term in which the incomplete grade was assigned rather than the term in which the incomplete work was made up.)

b. If a student expects to complete the course work under the terms of the catalog in effect during the term of the student's first registration, the student must graduate within four (4) years after the year of first registration in a college credit program. *Accordingly, a student who enters under this catalog must graduate by the end of the Summer Term 1990, or the student will be expected to meet the requirements of subsequent years.* Changes to requirements as may be mandated by law or by rule of the District Board of Trustees may supercede this provision.

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

d. The General Education requirements are to be taken in sequence according to the particular program of study, but the course work may be taken on any Florida Junior College at Jacksonville campus.

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

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:

I. SOCIAL SCIENCE. . . . 3 semester hours

Any one of the following 3 semester hour courses:

AMH 2010 – UNITED STATES HISTORY TO 1865
EUH 1001 – WESTERN CIVILIZATION FROM 1715 TO THE PRESENT
POS 2041 – AMERICAN FEDERAL GOVERNMENT
SSI 1120 – ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL AND INTERNATIONAL INSTITUTIONS)

II. HUMANITIES . . . . . 3 semester hours

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

III. MATHEMATICS – NATURAL SCIENCE. . . . . 3 semester hours

Any course listed under Area III Natural Science for the Associate in Arts degree or any course listed below – OR as specified in individual Associate in Science degree programs:

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 five 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. Most 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.

Pre-Curriculum Program

Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Nursing and Respiratory Therapy programs are selective access programs and have special selection and admission criteria and procedures which may be obtained from the program contact office as listed in this catalog.

Prior to formal admission to other Associate in Science (AS) and Associate in Applied Science (AAS) programs, students will complete a pre-curriculum program consisting of 15 semester hours of professional and general education courses.

Lists of pre-curriculum courses for each program

will be distributed during registration, or a copy may be obtained from your counselor/advisor or program director.

University Transfer Requirements

A student who intends to transfer to a state university upper division upon receipt of the Associate in Science degree must satisfy certain additional General Educational Requirements before being accepted for transfer. These requirements do *not* affect the award of the Associate in Science (AS) degree by Florida Junior College at Jacksonville, but do affect the ability of the senior institution to accept the student with the AS degree.

The student with the AS degree who intends to transfer *must* complete requirements of the College-Level Academic Skills Test (CLAST), a college-level communication and computation skills test required by the state (refer to Testing Services section for details on test administration). The requirements include satisfactory scores on the four subtests of the CLAST as specified by the State Board of Education and the District Board of Trustees.

In addition, the student transferring with the AS degree to a state university must have earned a "C" grade on all courses used to meet the General Education Requirements in Communications, Mathematics, and Humanities. Courses with the "D" grade in these general education disciplines will not be accepted by the transfer universities for General Education, according to rules set by the State Board of Education (SBE).

AS degree students are not necessarily required to take the respective Florida Junior College courses wherein the 112 college-level academic skills are taught. Students intending to transfer, however, are advised that they thus may be taking the CLAST without having had the appropriate skills course instruction. *Students are strongly advised to take the appropriate Florida Junior College communications and mathematics courses prior to taking the CLAST.*

Transferring students will also be obligated to complete the coursework requirements of SBE Rule 6A-10.30 including ENC 1101 (English Composition I), ENC 1102 (English Composition II), SPC 1010 (Fundamentals of Speech Communication), and two Humanities courses from the General Education Requirements, Associate in Arts degree. Such students will be required by the same Rule to complete two (2) Mathematics courses from General Education Requirements, Associate in Arts degree.

Specifically the following courses are needed for the Associate in Science degree study in order to transfer to a state university and to achieve junior status. Such courses will enable the student to be exposed to instruction of the 112 college-level academic skills which are measured by the College-Level Academic Skills Test (CLAST). In addition, the coursework will fulfill requirements of State Board of Education rules for additional writing courses.

NOTE: *All of these courses are* ***not*** *required for the Associate in Science degree, but are necessary for the Associate in Science degree-seeking student who intends to transfer.*

Course Number and Title	Credits
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
SPC 1010 Fundamentals of Speech Communication	3
*Humanities	6
**Mathematics	6
***Natural Science	3
****Social Sciences	3
Credit hours earned	27

NOTES:
*Any two courses from Area II (Humanities) of the AA degree General Education Requirements
**Refer to Area IV (Mathematics) of the AA degree General Education Requirements
***Refer to Area III (Mathematics-Natural Science) of the AS degree General Education Requirements
****Refer to Area I (Social Science) of the AS degree General Education Requirements

The Associate in Applied Science Degree

Preparation for an Occupation

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.

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

Except for the General Education component, courses taken in Associate in Applied Science degree programs are usually not transferrable to the upper division of a state university. The Associate in Applied Science is considered a non-transferrable degree.

College Credit Technical Certificate

Preparation for Specialized Employment

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 program completion.

Graduation Requirements

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

1. Earned a Florida Junior College at Jacksonville grade point average of 2.00 (C) on all courses attempted.
2. Completed the required courses as set forth in the College catalog or as approved by the Dean of Instruction.
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.

NOTE: Students are cautioned to pay particular attention to the following:

a. A student's graduation date will be the date at the end of the college term in which the student completes the academic requirements for the degree or certificate for which the student is an applicant. (The removal of an incomplete grade does not affect a student's graduation date, since the grade change is effective as of the end of the term in which the incomplete grade was assigned rather than the term in which the incomplete work was made up.)

b. If a student expects to complete the course work under the terms of the catalog in effect during the term of the student's first registration, the student must graduate within four (4) years after the year of first registration in a college credit program. *Accordingly, a student who enters under this catalog must graduate by the end of the Summer Term 1990, or the student will be expected to meet the requirements of subsequent years.* Changes to requirements as may be mandated by law or by rule of the District Board of Trustees may supercede this provision.

notes

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	
Computer and Information Systems		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 and INDUSTRIAL RELATED				
Air Traffic Management	KC			
Architectural Engineering Technology				DC
*Architectural Engineering Technology				DC
Civil Engineering Technology				DC
*Civil Engineering				DC
Drafting and Design Technology				DC
*Drafting				DC
Electronics Engineering				DC
Technology				DC
*Electronics Engineering Technology				DC
#Biomedical Specialty				DC
#Communications Specialty				DC
#Digital Specialty				DC
#Robotics Specialty				DC
#X-Ray Specialty				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		
Respiratory Therapy		NC		

*College Credit Technical Certificate for completion of specialized courses of study.
**AS degree option.
#Specialty Tracks

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

ASSOCIATE IN SCIENCE DEGREE

Special Areas of Study In:	Fred H. Kent Campus (KC)	North Campus (NC)	South Campus (SC)	Downtown Campus (DC)
HOME ECONOMICS				
Child Care Services		NC		
*Child Care Services		NC		
*Infant and Toddler Services		NC		
*Residential Child Care Services		NC		
Fashion Merchandising	KC			
Food Service Technology	KC			
**Dietetic Technician	KC			
*Food Service Technology	KC			
Interior Design Technology	KC			
*Home Furnishings Design and Management	KC			
*Revitalization of Homes and Businesses	KC			
PUBLIC SERVICE				
Criminal Justice Education-Corrections			SC	
Criminal Justice Education-Law Enforcement			SC	
*Law Enforcement			SC	
Fire Science and Prevention			SC	
*Fire Science and Prevention			SC	

ASSOCIATE IN APPLIED SCIENCE DEGREE

Special Areas of Study In:				
ENGINEERING & INDUSTRIAL RELATED				
Automotive/Light Truck Technology				DC
*Automotive/Light Truck Technology				DC
#Vehicle Mechanics Specialty				DC
#Vehicle Body Specialty				DC
#Vehicle Machinist Specialty				DC
Building Construction Technology				DC
*Building Construction Technology				DC
Electrical/Electronics Technology				DC
*Electrical/Electronics Technology				DC
#Air Conditioning and Appliance Specialty				DC
#Industrial Electronics Specialty				DC
#Industrial Electricity Specialty				DC
Metal Trades Technology				DC
*Metal Trades Technology				DC
#Industrial Machinist Specialty				DC
#Sheet Metal Specialty				DC
#Welding Specialty				DC

*College Credit Technical Certificate for completion of specialized courses of study.
**AS degree option.
#Specialty tracks available in AAS degree and technical certificates.

(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 student who chooses this occupational study but later decides to consider university transfer for a four year degree, will have to make up the requirements in General Education as noted on Page 43 of this catalog, and before being admitted to upper division study as per State Board of Education rules.

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.

notes

Programs of Study

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 Dean of Instruction, 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
Director, Occupational Education, North Campus
Telephone (904) 757-6496
Director, Occupation Education, South Campus
Telephone (904) 646-2210

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
ACG 2100	Intermediate Accounting I	3
ACG 2110	Intermediate Accounting II	3
**ACG 2360	Cost Accounting	3
**ACG 2500	Fund Accounting	3
QMB 1001	Business Mathematics	3
SES 2335	Business Communications	3
**TAX 2000	Individual Taxes	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
ACG 2360	Cost Accounting	3
ACG 2500	Fund Accounting	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 2021	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 1100	Beginning Typewriting	3
SES 1324	Calculating Machines	3
TAX 2000	Individual Taxes	3
TAX 2010	Corporate, Estate, and Trust Taxes	3

Associate in Science

Computer and Information Systems

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 toward a baccalaureate.

Students who desire 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 AS degree program must be enrolled in two Computer and Information Systems 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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*****Natural Science		6
*Humanities		3
*Social Science		3
ENC 1101	English Composition I	3
****Mathematics Elective		3
	credit hours	18
Professional and Other Required Courses		
**ACG 2001	Principles of Accounting I	3
CIS 2100	Data Management and Utility Programs	3
CIS 2301	Information Systems	3
CNM 1005	Data Processing Mathematics	3
COC 1300	Introductory Computer Concepts	3
COP 1000	Introduction to Programming and Algorithm Design	3
COP 2120	Basic COBOL Programming	3
COP 2610	Advanced Computing and Programming Systems	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
***SES 1100	Beginning Typewriting I	3
SES 2335	Business Communications	3
Professional Elective		3
Professional or General Business Elective		3
	credit hours	42
	Total credit hours	60

*Refer to AS Degree General Education Requirements.
**ACG 1003 and ACG 1004 may be used in place of ACG 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) AA Degree General Education Requirements listing.

Professional Electives:		credit hours
CAP 1820	Microcomputer Application Software	3
COP 1160	RPG Programming	3
COP 2400	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
CRM 1039	Data Processing Workshop	3
General Business Electives:		
ACG 2011	Principles of Accounting II	3
ADV 2000	Advertising	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
ECO 2013	Principles of Economics I	3
FIN 2000	Principles of Finance	3
FIN 2100	Personal Finance	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
MAR 1011	Principles of Marketing	3
RMI 1030	Principles of Insurance	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 are 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 Computer and Information Systems 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		
*ACG 2001	Principles of Accounting I	3
CIS 2100	Data Management and Utility Programs	3
CIS 2301	Information Systems	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 2021	Principles of Management	3
**SES 1100	Beginning Typewriting I	3
SES 2335	Business Communications	3
		30
	Total credit hours	33

*ACG 1003 and ACG 1004 may be used in place of ACG 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.

notes

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 Computer and Information Systems 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
Professional and Other Required Courses		
*ACG 2001	Principles of Accounting I	3
CIS 2100	Data Management and Utility Programs	3
CIS 2301	Information Systems	3
CNM 1005	Data Processing Mathematics	3
COC 1300	Introductory Computer Concepts	3
COP 1000	Introduction to Programing and Algorithm Design	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
Professional Electives:		**credit hours**
COP 1160	RPG Programming	3
COP 2400	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
CRM 1039	Data Processing Workshop	3
Programming Electives:		
COP 1160	RPG Programming	3
COP 2400	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 2610	Advanced Computing and Programming Systems	3

*ACG 1003 and ACG 1004 may be used in place of ACG 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 Dean of Instruction, 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 Education, North Campus
Telephone (904) 757-6496
Director, Occupational Education, South Campus
Telephone (904) 646-2210
Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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		
ACG 1003, 1004	General Accounting I and II	6
	or	
ACG 2001	Principles of Accounting I	3
QMB 1001	Business Mathematics	3
SES 2335	Business Communications	3
	**Approved Electives	33-36
	credit hours	45
	Total credit hours	60

*Refer to AS Degree General Education Requirements.

**Approved Electives:		credit hours
ACG 2011	Principles of Accounting II	3
ADV 2000	Advertising	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
CAP 1820	Microcomputer Application Software	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
COP 2130	FORTRAN Programming	3
COP 2170	Programming in BASIC	3
FIN 2000	Principles of Finance	3
FIN 2100	Personal Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	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 Dean of Instruction, 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 Education, North Campus
Telephone (904) 757-6496
Director, Occupational Education, South Campus
Telephone (904) 646-2210
Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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		
+ACG 1003, 1004	General Accounting I and 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 and 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, and SES 1100 Beginning Typewriting I will be required to take these courses, which may increase the hours required for graduation. The Secretarial Science two-year degree program requires nine hours in typewriting and nine hours in shorthand.
+ACG 2001 may be taken in place of ACG 1003 and 1004.
***Two courses from Area I AA Degree General Education Requirements listing, one of which must be from Area IA.
****Students with adequate training or experience in data processing may substitute:

CAP 1820	Microcomputer Application Software	3
or COP 2110	FORTRAN Programming	3
or COP 2170	Programming in BASIC	3

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 Dean of Instruction, 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 Education, North Campus
Telephone (904) 757-6496
Director, Occupational Education Programs, South Campus
Telephone (904) 646-2210
Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

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:		
ACG 1003	General Accounting I	3
ACG 1004	General Accounting II	3
BUL 2111	Business Law I	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

notes

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 Dean of Instruction, 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 Education, North Campus
Telephone (904) 757-6496
Director, Occupational Education, South Campus
Telephone (904) 646-2210
Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

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

Contact Person: Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

notes

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 2021	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 I	3
GEB 1011	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 AS 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.
***Students with adequate training or experience in data processing may substitute CAP 1820-Microcomputer Application Software or COP 2110-FORTRAN Programming or COP 2170-Programming in BASIC.

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

Contact Person: Director, Business
and Engineering Technology.
Downtown Campus
Telephone (904) 633-8289

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 – 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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who does desire to pursue a baccalaureate degree in Banking at the University of North Florida (UNF) must pass the CLAST and should pursue the AS degree UNF Option Program in Banking set forth on the next page. The student who desires to pursue a baccalaureate degree in Banking at another State university should refer to University Transfer Requirements on page 37 of the Catalog.

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: The Foundations	3
PSY 1012	General Psychology	3
SPC 1010	Fundamentals of Speech Comunication	3
	credit hours	24
Professional and Other Required Courses		
ACG 1003	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 I	3
FIN 2000	Principles of Finance	3
FIN 2230	Money and Banking	3
***GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
QMB 1001	Business Mathematics	3
	****Approved Electives	6
	credit hours	36
	Total credit hours	60

*Refer to AS 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 Dean of Instruction.

****Approved Credit Union Electives:		credit hours
FIN 2360	Foundation and Structure of Credit Unions	3
APA 2361	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

****Other Approved Electives:		
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 and passage of the CLAST. Students electing this transfer Banking program to the University of North Florida must complete the transfer program and graduation 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: 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		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
BAN 1110	Principles of Bank Operations	3
BAN 2303	Savings and Time Deposits	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
FIN 2230	Money and Banking	3
GEB 1011	Introduction to Business	3
MAN 2021	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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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		
APA 2321	Hotel-Motel Accounting	3
BUL 2111	Business Law I	3
FIN 2100	Personal Finance	3
FSS 1251	Restaurant Operation	3
FSS 2501	Food and 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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who does desire to pursue a baccalaureate degree in Insurance at the University of North Florida (UNF) must pass the CLAST and should pursue the AS degree UNF Option Program in Insurance set forth on the next page. The student who desires to pursue a baccalaureate degree in Insurance at another state university should refer to University Transfer Requirements on page 37 of the Catalog.

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
PSY 1012	General Psychology	3
	credit hours	18
Professional and Other Required Courses		
ACG 1003	General Accounting I	3
ACG 1004	General Accounting II	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	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 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 Electives:		credit hours
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3
MAN 2800	Small Business Management	3
RMI 1110	Principles of Life Insurance I	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	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 and passage of the CLAST. Students electing this transfer insurance program to the University of North Florida must complete the transfer program and graduation requirements.

The program director, with the approval of the Dean of Instruction, 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: 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		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	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.

notes

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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a bacclaureate degree. The student who does desire to pursue a baccalaureate degree in Real Estate at the University of North Florida (UNF) must pass the CLAST and should pursue the AS degree UNF Option Program in Real Estate set forth on the next page. The student who desires to pursue a baccalaureate degree in Real Estate at another state university should refer to University Transfer Requirements on page 37 of the Catalog.

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
ENC 1101	English Composition I	3
SPC 1010	Fundamentals of Speech Communication	3
	credit hours	21
Professional and Other Required Courses		
ACG 1003	General Accounting I	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
**GEB 1011	Introduction to Business	3
MAN 2021	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 Education 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 and passage of the CLAST. Students electing this transfer real estate program to the University of North Florida must complete the transfer program and graduation 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		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
**MAR 1011	Principles of Marketing	3
REE 1000	Real Estate Principles and Practice	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.

notes

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 Dean of Instruction, 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 Education Programs, North Campus
Telephone (904) 757-6496
Director, Occupational Education, South Campus
Telephone (904) 646-2210
Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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		
ACG 1003, 1004	General Accounting I and II	6
	or	
ACG 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
ACG 2011	Principles of Accounting II	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
CAP 1820	Microcomputer Application Software	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
COP 2110	FORTRAN Programming	3
COP 2170	Programming in Basic	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue a baccalaureate degree. The student who does desire to pursue a baccalaureate degree in Transportation or Airways Science at the University of North Florida (UNF) must pass the CLAST and should pursue the appropriate AS degree UNF Option Program set forth on the following pages. The student who desires to pursue a baccalaureate degree in Transportation at another state university should refer to University Transfer Requirements on page 37 of the Catalog.

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		
ACG 1003	General Accounting I	3
BUL 2111	Business Law I	3
FIN 2000	Principles of Finance	3
**	GEB 1011 Introduction to Business	3
***	MAN 2021 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 AA Degree General Education Requirements.
**Another course may be selected upon approval of Occupational Education 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
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2100	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 and passage of the CLAST. Students electing this transfer transportation program to the University of North Florida must complete the transfer program and graduation 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: 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		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
BUL 2131	Business Law I	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
* MAN 2021	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 AA 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 this course.

***Approved Electives for UNF Transfer Option:

		credit hours
ASC 1001	Introduction to Aviation Aerospace	3
ATF 1000	Basic Flight I	3
ATF 2010	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

AS Degree Option UNF Transfer

Airways Science

The Airways Science AS Degree UNF Transfer Option of the Transportation Program provides the student with a basic foundation in the general elements of aviation in preparation for a career with the FAA in Air Traffic Control and Air Traffic Facilities.

The curriculum includes the study necessary to prepare for orientation into the FAA Air Traffic Control System.

Upon completion of this program the student will be awarded an Associate in Science Degree. The student will then be able to continue on to a Baccalaureate Degree providing opportunities for the graduate to qualify for the more keenly competitive positions in the FAA. Students electing this transfer transportation program to the University of North Florida must complete the transfer program requirements and passage of the CLAST.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
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: The Foundations	3
MAC 1104	College Algebra	4
POS 2041	American Federal Government	3
PSY 1012	General Psychology	3
STA 1014	Elementary Statistics	3
*General Education Electives		6
	credit hours	34
Professional and Other Required Courses		
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
ASC 1210	Aviation Weather	3
ASC 1310	Federal Air Regulations	3
MAN 2050	Transportation Management and Theory	3
**Approved Professional Electives		9
	credit hours	24
Students are required to take four of the following courses:		
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
ASC 1690	Environment of the Air Traffic Controller	3
AVM 2431	The Flight Service Station	3
AVM 2941	Facility Internship	4
	credit hours	12
	Total credit hours	70

*Any two courses from AA General Education Requirements listing.

notes

Recommended Course Sequence	Course Number and Title	Credits
	**Approved Professional Electives	credit hours
AMH 2010	United States History to 1865	3
AMH 2020	United States History from 1865 to present	3
ASC 1000	Principles of Flight	3
ASC 1001	Introduction to Aviation Aerospace	3
ASC 1005	History of Air Transportation	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
BUL 2111	Business Law	3
CHM 1020	Chemistry for Liberal Arts	3
CHM 1040C	Introductory Chemistry I	4
CHM 1041C	Introductory Chemistry II	4
CHM 1045C	General Chemistry and Qualitative Analysis I	4
CHM 1046C	General Chemistry and Qualitative Analysis II	4
COC 1300	Introductory Computer Concepts	3
COC 2001	Computer Concepts	3
COP 1160	RPG Programming	3
COP 2400	Basic Assembly Language Programming	3
COP 2130	FORTRAN Programming	3
COP 2120	Basic COBOL Programming	3
COP 2123	Advanced COBOL Programming	3
COP 2130	PL I PROGRAMMING	3
COP 2170	Programming in BASIC	3
COP 2610	Advanced Computing and Programming Systems	3
ENC 2210	Technical Report Writing	3
MAC 1114	College Trigonometry	3
MAC 1311	Calculus with Analytic Geometry I	4
MAC 2312	Calculus with Analytic Geometry II	4
MAC 2313	Calculus with Analytic Geometry III	4
MAN 2021	Principles of Management	3
MAN 2050	Transportation Management and Theory	3
MAN 2300	Personnel Management	3
MAN 2800	Small Business Management	3
MET 1001	Meteorology	3
PHY 1020	Physics for Liberal Arts	3
PHY 2048C	Physics I with Calculus	4
PHY 2049C	Physics II with Calculus	4
PHY 2053C	General Physics I	4
PHY 2054C	General Physics II	4
SPC 1020	Fundamentals of Speech Communication	3
TRA 3010	Principles of Transportation	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 other aviation related operations. Career opportunities exist in private industry and government.

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

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

notes

Recommended Course Sequence	Course Number and Title	Credits
	General Education	
	*Humanities	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
MGF 1204	College Mathematics	3
SPC 1010	Fundamentals of Speech Communication	3
SSI 1120	Origins of American Society (Economic, Political and International Institutions)	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

***Approved Electives:		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
ATM 1300	Aircraft Airframe Mechanic	3
ATM 1500	Aircraft Powerplants Mechanics	3
ATM 1700	Aircraft Technology Maintenance	3
ATM 1800	Aircraft Powerplants Mechanic Practicum	2
ATM 1810	Aircraft Airframe Mechanic Practicum	2
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

***Students with adequate training or experience in data processing may substitute:

CAP 1820	Microcomputer Application Software	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

Associate in Science

Architectural Engineering Technology

Architectural Engineering 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 Graduation 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 Engineering Technology degree program may expect to be employed locally as associates or assistants to architects, engineers, designers or engineering consultant firms.

Contact Person: Director, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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
13	PHY 2054C	General Physics II	4
		credit hours	24
	Core Courses		
11	ARC 2120C	Architectural Drafting	3
12	BCN 1001C	Building Construction	3
16	BCN 2614C	Planning and Estimating	3
20	CDA 2172	Computer Aided Drafting and Design	3
**5	COC 2001	Computer Concepts	3
7	ENC 2210	Technical Report Writing	3
18	ETC 2410C	Structural Drafting	3
19	ETC 2450C	Concrete	3
4	ETD 1100C	Engineering Drawing	3
14	ETG 2504C	Engineering Mechanics	4
17	ETG 2535C	Testing and Strength of Materials	4
3	ETI 1421C	Engineering Materials and Processes	3
21	ETM 2610C	Air Conditioning and Heating	3
9	SUR 1101C	Surveying I	3
15	SUR 2140C	Surveying II	3
		credit hours	47
		Total credit hours	71

*Refer to AS Degree General Education Requirements.

**With program director's approval one of the following courses may be substituted:

CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

Technical Certificate

Architectural Engineering Technology

Architectural Engineering 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 Graduation 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 Engineering 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, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

Recommended Course Sequence	Course Number and Title	Credits
	General Education	
11	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	
7	ARC 2120C Architectural Drafting	3
8	BCN 1001C Building Construction	3
10	BCN 2614C Planning and Estimating	3
12	CDA 2172 Computer Aided Drafting and Design	3
2	ETD 2100C Engineering Drawing	3
3	ETI 1421C Engineering Materials and Processes	3
13	ETM 2610C Air Conditioning and Heating	3
6	SUR 2101C Surveying I	3
9	SUR 2140C Surveying II	3
	credit hours	27
	Total credit hours	40

*Refer to AS Degree General Education Requirements.

notes

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, highways, structures, water resources, hydraulics, hydrology, soils and foundations.

A student will be considered as selected for this program when the student has an AS/AAS/Technical Certificate Graduation 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, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

Recommended Course Sequence	Course Number and Title		Credits
	General Education		
11	*Humanities		3
22	*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
13	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
3	ETI 1421C	Engineering Materials and Process	3
19	ETC 2410C	Structural Drafting	3
15	ETG 2504C	Engineering Mechanics	4
8	SUR 1101C	Surveying I	3
17	ETG 2535C	Testing and Strength of Materials	4
21	ETC 2500C	Highway Drafting and Route Design	3
19	BCN 2614C	Planning and Estimating	3
20	ETC 2220C	Soils and Foundations	3
18	ETC 2521C	Hydrology and Hydraulics	3
7	ENC 2210	Technical Report Writing	3
**5	COC 2001	Computer Concepts	3
14	SUR 2140	Surveying II	3
16	ETC 2450C	Concrete	3
		credit hours	50
		Total credit hours	74

*Refer to AS Degree General Education Requirements.
**With program director's approval one of the following courses may be substituted:

CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

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 Graduation 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 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, Business and
Engineering Technology,
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 and Processes	3
12	ETC 2410C Structural Drafting	3
7	SUR 1101C Surveying I	3
11	BCN 2614C Planning and Estimating	3
5	ENC 2210 Technical Report Writing	3
	credit hours	27
	Total credit hours	37

notes

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 Graduation 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, Business and Engineering Technology, Downtown Campus
Telephone, (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirments on page 37 of the catalog.

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
21	CDA 2172	Computer Aided Drafting and Design	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
9	SUR 1101C	Surveying I	3
		credit hours	47
		Total credit hours	71

*Refer to AS Degree General Education Requirements

**With program director's approval one of the following courses may be substituted:

CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

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 Graduation 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, Business and
Engineering Technology,
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
10	CDA 2172	Computer Aided Drafting and Design	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
		credit hours	24
		Total credit hours	31

notes

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 Graduation 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.

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

Specialty Tracks follow:

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 and Circuits	3
9	ETE 1020C AC Theory and 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 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
21	MAC 1311 Calculus with Analytic Geometry I or MTB 2323 Technical Calculus	4 3
	credit hours	33
	Biomedical Specialty	
15	ETI 1725 Biomedical Safety and Terminology	2
19	ETE 2815C Biomedical Instrumentation I	3
20	ETE 1810 Biomedical Technology and Techniques	2
23	ETE 2816C Biomedical Instrumentation II	3
24	ETE 2940 Biomedical Practicum	3
	credit hours	13
	Total credit hours	73

*Refer to AS Degree General Education Requirements.

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, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

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, Business and Engineering Technology, Downtown Campus
Telephone (904) 633-8289

notes

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 and Circuits	3
10	ETE 1020C	AC Theory and 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 2527C	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

**With program director's approval, one of the following courses may be substituted:

CAP 1810	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

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, Business and Engineering Technology, 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 and Circuits	3
9	ETE 1020C	AC Theory and 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 2527C	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 2648C	Computer Peripherals and Interfacing	3
21	ETI 1700	Industrial Safety	3
		credit hours	12
		Total credit hours	69

*Refer to AS Degree General Education Requirements

**With program director's approval, one of the following courses may be substituted:

CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3

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, Business and Engineering Technology, 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 and Circuits	3
9	ETE 1020C	AC Theory and 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, Business and Engineering Technology, 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 and Circuits	3
9	ETE 1020C	AC Theory and 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	ETG 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 Graduation 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, Business and
Engineering Technology,
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 and Circuits	3
8	ETE 1020C AC Theory and 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

notes

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 Graduation 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, Business and
Engineering Technology,
Downtown Campus
Telephone (904) 633-8289

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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	EGN 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 and 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 and 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 Graduation 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, Business and Engineering Technology, 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 and Circuits	3
9	ETE 1020C AC Theory and 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

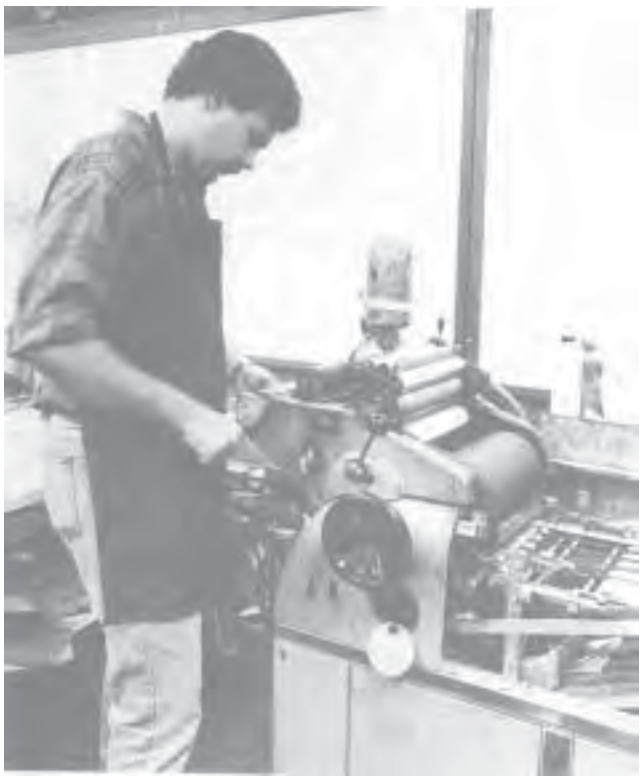
The two-year AS program in Printing/Graphic Arts is designed to provide the student with a working knowledge of each of six major areas of the printing industry, and then to develop in the student occupational skills in the one area or process in which the student demonstrates aptitude and interest.

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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.



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	3
	credit hours	15
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
QMB 1001	Business Mathematics	3
	†Business Electives (3 hours of typing preferred)	6
	credit hours	47
	Total credit hours	62

*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

†Approved Business Electives

ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
ADV 2000	Advertising	3
BUL 2111	Business Law I	3
BUL 2112	Business Law II	3
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 1301	Sales Promotion	3
MAR 2401	Sales Management	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 2335	Business Communications	3

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

notes

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 2021	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:)

		credit hours
ARH 1000	Art Appreciation	3
ART 1600C	Photography I	3
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 selective access 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.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Humanities	3
ENC 1101	English Composition I	3
SPC 1010	Fundamentals of Speech Communication	3
HES 1000	Personal and Community Health	3
PSY 1012	General Psychology	3
APB 1150	Life In Its Biological Environment	3
SSI 1120	Origins of American Society (Economic, Political and International Institutions)	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
DEA 2200	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
DES 1130C	Oral Development	3
	credit hours	44
	Total credit hours	65

*Refer to AS degree General Education Requirements.

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 Assisting is a selective access 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 education made not more than 30 days prior to the enrollment for the first dental assisting course.

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 and 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 1201	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 1130C	Oral Development	3
DEA 2200	Office Management	3
DEA 1120	Science for Dental Assistants	5
DEA 1000	History and Jurisprudence of Dentistry	1
DEA 1820C	Dental Assisting Expanded Duties	2
	credit hours	44
	Total credit hours	56

notes

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.

Application:

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 selective access program. One class is admitted annually to this two-year AS degree program.

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

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

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and becomes employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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
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 (Economics, Political and International Institutions)	3
*Humanities		3
MGF 1204	College Mathematics	3
	credit hours	32
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 1802L	Clinical Dental Hygiene II	8
DES 2050	Pharmacology	2
DES 2042	Oral Pathology	2
DEH 2507C	Dental Hygienists Expanded Duties	2
DEH 2602	Periodontics	2
DEH 2701	Community and Preventive Dentistry	3
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 1220C	Dental Radiology (Dental Assisting/ Dental Hygiene)	3
HUN 1201	Principles of Nutrition	3
DES 1110C	Dental Materials and Laboratory	3
DES 1130C	Oral Development	3
	credit hours	66
	Total credit hours	98

*Refer to AS Degree General Education Requirements

Associate in Science

Emergency Medical Technology

The program in Emergency Medical Technology offers the student an opportunity to learn the technical and clinical skills of emergency medical technical and clinical courses.

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 and Physiology, Microbiology and Chemistry.

Application:

All applicants for admission to this program must be at least eighteen years of age, have an earned high school diploma or G.E.D. certificate, and submit evidence of completion of at least one of the following:

A. A first responder training course.

B. A letter of verification from an employer documenting at least six months of work experience as a Registered Nurse, Licensed Practical Nurse, Radiologic Technologist, Medical Lab Technician, Respiratory Therapist, or hospital corpsman.

Additionally, program applicants must submit all the following to the Emergency Medical Technology Program Office, North Campus, at least one month prior to the beginning date of the term in which they wish to be admitted to the program:

1. Application to Florida Junior College at Jacksonville (if not a current or previous FJC student)
2. Application to the Emergency Medical Technology Program
3. Proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

Recommended Course Sequence	Course Number and Title	Credits
General Education		
*	Humanities	3
AMH 2010	United States History to 1865	3
	or	
ECH 1001	Western Civilization from 1715 to the present	3
	or	
POS 2041	American Federal Government	3
	or	
SSI 1120	Origins of American Society (Economic, Political and International Institutions)	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
EMS 1059	First Responders: Emergency Care Training	3

Technical Certificate

Emergency Medical Technology

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 in 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.

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 and Physiology.

Application:

All applicants for admission to this program must be at least eighteen years of age, have an earned high school diploma or G.E.D. certificate, and submit evidence of completion of at least one of the following:

A. A first responder training course.

B. A letter of verification from an employer documenting at least six months of work experience as a registered nurse, licensed practical nurse, radiologic technologist, medical lab technician, respiratory therapist, or hospital corpsman.

Additionally, program applicants must submit all the following to the Emergency Medical Technology Program Office, North Campus, at least one month prior to the beginning date of the term in which they wish to be admitted to the program:

1. Application to Florida Junior College at Jacksonville (if not a current or previous FJC student)
2. Application to the Emergency Medical Technology Program
3. Proof of current Basic Life Support (cardiopulmonary resuscitation) certificate issued within six months prior to the date of proposed entry into the program.

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 Medical Laboratory Technology Program offers the student opportunities to learn the technical skills of medical laboratory science. The curriculum includes general education, technical, and clinical education.

Application:

Medical Laboratory Technology is a selective access program and admission to the program 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 the program director advises students.

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.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccaluareate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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 apply to write the National Council Licensure Examination to qualify for licensure to practice as Registered Nurses.

Application:

Nursing is a selective access program, and admission to the program is limited. Applicants are admitted into the program two times a year: Fall Term and Winter 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 admisssion to Florida Junior College at Jacksonville, be currently enrolled at FJC, or a former student of FJC.
3. Have completed at the time of application for program admission a course in chemistry with a minimum grade of C in high school or college.
4. Have completed at the time of application for program admission APB 2190C, Human Anatomy and Physiology I, earning a minimum grade of C. APB 2191C, Human Anatomy and Physiology II, must be completed prior to beginning NUR 1040C, Nursing Process I.
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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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 and 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 the Adult Patient	9
NUR 2310C	Nursing Process IVB – Psychiatric Nursing	3
	credit hours	44
	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:

The Associate in Science Degree Nursing Program Bridge Option is a selective access program, and admission is limited. The Summer Term (May) 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 Summer Term (May), 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 Summer Term (May).

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 within the last two years.
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 and Development
   ENC 1101 . . . . . English Composition I
   ENC 1102 . . . . . English Composition II
   PSY 1012 . . . . . General Psychology

   Any **one** of the following courses:

   **Humanities
   **Social Science
   SYG 2000 . . . . . .Introductory Sociology
5. Submit evidence of current Basic Life Support (CPR) certification
6. 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
DEP 2004	Human Growth and 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		
Advanced Placement (Validated)		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	9
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

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:

Respiratory Therapy is a selective access program, and 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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 I	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	4
APB 2293	Pulmonary Pathology	4
RET 1024	Fundamentals of Respiratory Therapy	4
RET 1276	Clinical Skills for the Respiratory Therapist	4
RET 1824	Orientation to the Hospital Environment	4
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 2714	Neonatal and Pediatric Respiratory Care	3
	credit hours	67
	Total credit hours	99

*Refer to AS Degree General Education Requirements

notes

Home Economics Education

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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

notes

Recommended Course Sequence	Course Number and Title	Credits
General Education		
	*Humanities	3
	**Mathematics	3
	**Social Sciences	3
BSC 2010C	Principles of Biology I	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 and Development I	3
CHD 1230	Child Growth and 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

*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.

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 Dean of Instruction, 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 and Development I	3
CHD 1230	Child Growth and 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 Dean of Instruction, 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 and Development I	3
CHD 1230	Child Growth and 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
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

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 Dean of Instruction. 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 and Development I	3
CHD 1230	Child Growth and 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 and Recording Child Behavior	6
EDG 2941	Supervised Student Participation	6
	credit hours	24
	Total credit hours	30

notes

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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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	Introduction to Fashion Merchandising	3
CTE 1825	Merchandising Mathematics and Buying Procedures	3
CTE 1840	Fashion Merchandising Product Information	3
CTE 2283	Fashion Merchandising Computer Applications	3
CTE 2851	Fashion Sales Promotion	3
CTE 2880	Fashion Merchandising Internship	8
CTE 2892	Fashion Merchandising Management Seminar	3
**Approved Electives		15
	credit hours	47
	Total credit hours	62

*Refer to AS Degree General Education Requirements

**Approved Electives:		credit hours
ACG 1003, 1004	General Accounting I and II	6
	or	
ACG 2001	Principles of Accounting I	3
BUL 2111	Business Law I	3
CAP 1820	Microcomputer Application Software	3
COA 1100	Consumer Decisions	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3
CTE 1402C	Household Textiles	3
CTE 2200	Wardrobe Planning and Updating	3
FAD 1230	Dynamics of Modern Living	3
GEB 1011	Introduction to Business	3
HME 1200	Home Management	3
MAN 2021	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 experiences. Students may acquire credits for demonstrated specified competencies acquired through previous education and/or experience.

The program director, with the approval of the Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

notes

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 1201	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
ACG 1003	General Accounting I	3
CAP 1820	Microcomputer Application Software	3
COA 1100	Consumer Decisions	3
COC 1300	Introductory Computer Concepts	3
COC 2001	Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	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 Dean of Instruction, 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
	**Communications 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 1201	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
DIE 1201	Therapeutic Nutrition	3
	credit hours	47
	Total credit hours	65

*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 Dean of Instruction, 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 1201	Principles of Nutrition	3
*	Approved Electives	6
	credit hours	36
	Total credit hours	39

*Approved Electives:		credit hours
ACG 1003	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

notes

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; space planning; materials and sources; graphic presentation; and architectural design, history of interiors and business aspects.

The Associate in Science degree program will also include management, safety, free enterprise, consumer and economic education; communication, computation and human relations skills; and instruction related to rules, regulations and legislation.

Graduates secure entry level positions with architectural firms, interior design studios or with related businesses specializing in interior furnishings. Types of employment include interior designer, design assistant, sales representatives, interior decorator and salesperson.

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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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 1001C	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	12
	credit hours	48
	Total credit hours	63

*Refer to AS Degree General Education Requirements

**Approved Professional Electives		credit hours
ARC 2120C	Architectural Drafting	3
CAP 1820	Microcomputer Application Software	3
COC 1300	Introductory Computer Concepts	3
COP 2110	FORTRAN Programming	3
COP 2170	Programming in BASIC	3
CTE 1402C	Household Textiles	3
ETD 1100C	Engineering Drawing	3
HHD 1365C	Home Accessories Construction	3
HHD 1360C	Construction of Window Treatments and Draperies	3
HHD 1362	Window Treatment Design	3
HHD 1450C	Fundamentals of Restoration and Preservation	3
HHD 1452	Home Maintenance and Repair	3
HHD 1500C	Decorating with Slipcovers	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
HHD 2805	Professional Practices in Home Economics	3
HME 1200	Home Management	3
HME 1312	Home Equipment - Selection, Use, and Care	3
IND 1010	Housing and Interior Design	3
QMB 1001	Business Mathematics	3
SOP 1002	Human Relations	3

Technical Certificate

Home Furnishings Design and Management

The Technical Certificate 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

notes

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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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
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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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

Criminal Justice – 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 Dean of Instruction, 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 Dean of Instruction, 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

NOTE: This Associate in Science degree program is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate or bachelor degree. The student who does decide to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 37 of the catalog.

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
	or	
SYG 2000	Introductory Sociology	3
SPC 1010	Fundamentals of Speech Communication	3
	credit hours	24
Professional and Other Required Courses		
FFP 1000	Introduction to Fire Protection	3
FFP 1100	Fire Service Organization	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 Dean of Instruction, 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	Fire Service Organization	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

notes

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

Automotive/Light Truck Technology

Automotive/Light Truck Technology is a two-year, AAS Degree Program offering specialty tracks in Vehicle Mechanics, Vehicle Machinist, and Vehicle Body. The objective of this program is to prepare the student for a career in the Automotive/Light Truck field. The program is designed to provide General Education, a series of core courses, and specialized courses which meet the knowledge and skill requirements of the occupational/technical trade area. Core courses provide theory and hands-on experience which relate to all of the specialty tracks. Additionally, specialized courses provide theory and hands-on training to meet individual employment requirements in the particular field of specialization.

Students seeking the AAS Degree in Automotive/Light Truck Technology are required to complete all General Education courses, all core courses, and all courses listed in one of the special tracks for graduation.

Completion of the Automotive/Light Truck Technology Program may lead to employment with new vehicle dealerships, independent repair companies, mass merchandizers, or parts sales companies.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
*Social Science		3
*Humanities		3
MGF 1204	College Mathematics	3
SPC 1010	Fundamentals of Speech Communication	3
	credit hours	15

*Refer to AS Degree General Education Requirements.

Core Courses:		
AER 1000	Basic Technician Skills	1
AER 1100	Vehicle Electrical and Support Systems	4
AER 1131	Transmission and Drive Systems	4
AER 2169	Automotive/Light Truck Career Preparation	3
AER 2171	Heating and Air Conditioning	4
COC 2001	Computer Concepts	3
ETI 1700	Industrial Safety	3
IEA 1305	Industrial Survival Procedures	3
	credit hours	25

Specialty Courses

Vehicle Mechanics Specialty

AER 1120	Steering and Suspension Systems	4
AER 1121	Braking Systems	4
AER 1160	Introduction to Vehicle Service/ Parts Supervision	3
AER 1180	Integrated Automotive Systems	4
AER 2004	Internal Combustion Engines	4
AER 2112	Advanced Engine Diagnosis	4
	credit hours	23
	Total credit hours	63

Recommended Course Sequence	Course Number and Title	Credits

Vehicle Body Specialty

AER 1120	Steering and Suspension Systems	4
AER 1221	Paint Formulas and Application	4
AER 1271	Introduction to Body Shop Supervision	3
AER 2210	Body Damage Analysis and Repair	4
AER 2214	Body Panels and Frames	4
AER 2272	Advanced Body Repair and Appraising	4
	credit hours	23
	Total credit hours	63

Vehicle Machinist Specialty

AER 1114	Basic Vehicle Machinist	4
AER 1160	Introduction to Vehicle Service/ Parts Supervision	3
AER 1180	Integrated Vehicle Systems	4
AER 2004	Internal Combustion Engines	4
AER 2115	Advanced Vehicle Machinist	4
AER 2941	Vehicle Machinist Practicum	3
	credit hours	22
	Total credit hours	62

Technical Certificate

Automotive/Light Truck Technology

The Automotive/Light Truck Technology one-year Certificate program is designed to prepare students for employment in the automotive/light truck field as working technicians. Successful completion of this one-year program will provide the student with the knowledge and skill required to meet the industry employability demands of the working automotive/light truck technicians. General Education, core courses, and selected specialized trade courses provide the theory and hands-on experience required.

Completion of these Automotive/Light Truck Technology Certificate Programs may lead to employment with new vehicle dealers, independent repair companies, mass merchandizers, body repair shops, automotive repair shops, or parts sales companies.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
MGF 1204	College Mathematics	3
	credit hours	6
Core Courses:		
AER 1000	Basic Technician Skills	1
AER 1100	Vehicle Electrical and Support Systems	4
AER 1131	Transmission and Drive Systems	4
IEA 1305	Industrial Survival Procedures	3
AER 2171	Heating and Air Conditioning	4
AER 2169	Automotive/Light Truck Career Preparation	3
	credit hours	19

Specialty Courses

Vehicle Mechanics Specialty

AER 1120	Steering and Suspension Systems	4
AER 1121	Braking Systems	4
AER 1180	Integrated Automotive Systems	4
AER 2004	Internal Combustion Engines	4
	credit hours	16
	Total credit hours	41

Vehicle Body Specialty

AER 1120	Steering and Suspension Systems	4
AER 1221	Paint Formulas and Applications	4
AER 2210	Body Damage Analysis and Repair	4
AER 2214	Body Panels and Frames	4
	credit hours	16
	Total credit hours	41

Vehicle Machinist Specialty

AER 1114	Basic Vehicle Machinist	4
AER 1180	Integrated Vehicle Systems	4
AER 2004	Internal Combustion Engines	4
AER 2115	Advanced Vehicle Machinist	4
	credit hours	16
	Total credit hours	41

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 a broad-based overview of the building construction trades with a focus on concrete, steel and wood joinery techniques practiced in the industry. This includes the theory, basic skills, safety and first aid training common to all building trades.

An AAS Degree will be awarded upon completion of the General Education Requirements and all of the technical courses listed.

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

Recommended Course Sequence	Course Number and Title		Credits
	General Education		
4	*Social Science		3
17	*Humanities		3
24	PHY 1020	Physics for Liberal Arts	3
13	MGF 1204	College Mathematics	3
9	ENC 1101	English Composition I	3
		credit hours	15
	Professional and Other Required Courses		
1	BCN 1200	Construction Methods & Materials	3
2	IEA 1305	Industrial Survival Procedures	3
3	BCN 1113	Blueprint Reading I	3
8	BCN 1275	Blueprint Reading II	2
5	BCN 1220	Construction I	3
10	BCN 1221	Construction II	3
14	BCN 2225	Construction III	3
18	BCN 2226	Construction IV	3
6	BCN 1805	Construction Scheduling	2
7	BCT 1001	Quantitative Methods for Building Trades	2
11	SUR 1101	Surveying	3
12	BCN 1119	Construction Cost Estimating	3
15	BCN 1114	Concrete Form Construction	3
16	BCN 1710	Energy Efficient Construction	3
18	BCN 2804	Construction Contracting	2
20	ACT 1020	Introduction to Air-Conditioning and Refrigeration	4
21	MTR 1100	Welding for Related Trades	4
22	BCN 1501	Introduction to Plumbing	3
23	EER 1067	Mechanical Devices for Electricians	3
		credit hours	55
		Total credit hours	70

*Refer to AS Degree General Education Requirements.

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 an overview of the building construction trades with a focus on concrete, steel and wood joinery techniques practiced in the industry.

This includes the theory, basic skills, safety and first aid training common to all building trades.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
MGF 1204	College Mathematics	3
	credit hours	3
Professional and Other Required Courses		
BCN 1200	Construction Methods & Materials	3
BCN 1220	Construction I	3
BCN 1221	Construction II	3
BCN 2225	Construction III	3
BCN 2226	Construction IV	3
IEA 1305	Industrial Survival Procedures	3
BCN 1114	Concrete Form Construction	3
BCN 1113	Blueprint Reading I	3
BCT 1001	Quantitative Methods for Building Trades	2
SUR 1101	Surveying	3
BCN 1710	Energy Efficient Construction	3
	credit hours	32
	Total credit hours	35

notes

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. This two-year program is designed with core courses to meet the requirements necessary for each specialized area by providing theory, skills development, safety and first aid training. Specialty courses provide knowledge and work tasks directed to special technical areas.

Theory and "hands-on" laboratory experiences are provided to train the students to keep pace with, and display competence in, sophisticated and complex electrical/electronics equipment, instruments, and technical information which are being developed continuously by the various industries.

Students enrolled in this program of study are required to complete the General Education Requirements, core courses, and one of the specialty tracks listed. Courses not indicated for prerequisites are designed for entry at any time, irrespective of skill level. Further, it is not required that core courses be completed prior to registration for specialty courses.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
*Humanities		3
MGF 1204	College Mathematics	3
PHY 1020	Physics for Liberal Arts	3
*Social Science		3
	credit hours	15

*Refer to AS Degree General Education Requirements.

Core Courses:

COC 2001	Computer Concepts	3
EER 1004	Blueprint and Schematic Reading	3
EER 1030	Safety in Electrical Trades	3
EER 1067	Mechanical Devices for Electricians	3
EER 1100	Electrical Theory I	3
EER 1210	Electrical Theory II	3
EER 1291	Semiconductor Devices	4
EER 2261	AC/DC Machinery and Transformers	3
	credit hours	25

Specialty Courses

Air Conditioning and Appliance Specialty

ACT 1020	Introduction to Air Conditioning and Refrigeration	4
ACT 2110	Air Conditioning and Refrigeration Wiring Diagrams and Schematics	4
ACT 2060	Psychrometrics and Heat Load Calculations	4
ACT 2620	Air Conditioning: Commercial and Residential	4
ACT 2850	Basic Air Conditioning Troubleshooting	4
EER 2311	Home Appliance Maintenance and Service I	4
EER 2312	Home Appliance Maintenance and Service II	4
	credit hours	28
	Total credit hours	68

Recommended Course Sequence	Course Number and Title	Credits

Industrial Electronics Specialty

EER 1211	Introduction to Circuit Analysis	3
EER 2351	Test Equipment Maintenance and Service	4
EER 2352	Advanced Electrical/ Electronic Systems	3
EER 2360	Basic Circuit Diagnosis and Repair	4
EER 2411	Digital Electronics	4
EER 2811	Sinusoidal Electronics	3
EER 2821	Non-Sinusoidal Electronics	4
EER 2831	Computer Circuit Analysis	4
	credit hours	29
	Total credit hours	69

Industrial Electricity Specialty

EER 2068	Mechanical Skills for Electricians	3
EER 2131	Control of DC Machines	3
EER 2222	Control of AC Machines	3
EER 2413	Industrial Applications of Solid State Devices	4
EER 2451	Heating and Air Conditioning for Electricians	3
EER 2401	Industrial Electrical Installations	3
MTR 1100	Welding for Related Trades	4
**Approved Professional Electives		6
	credit hours	29
	Total credit hours	69

****Approved Professional Electives:**

ENC 2210	Technical Report Writing	3
ETI 1700	Industrial Safety	3
ETI 2681	Industrial Supervision	3
IEA 1305	Industrial Survival Procedures	3
MAN 2800	Small Business Management	3

Technical Certificate

Electrical/Electronics Technology

The objective of this Technical Certificate Program is to prepare the student for entry into a career in the fields related to electrical/electronics technology. The program is designed to provide the student with the requirements of the electrical/electronics trades by offering courses in the basic skills, safety, first aid training, and specialty courses depending upon the student's particular interests.

Students enrolled in this program of study are required to complete the General Education, core courses, and courses in one of the specialty tracks listed.

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

Recommended Course Sequence	Course Number and Title	Credits
General Education		
ENC 1101	English Composition I	3
MGF 1204	College Mathematics	3
	credit hours	6
Core Courses:		
EER 1004	Blueprint and Schematic Reading	3
EER 1067	Mechanical Devices for Electricians	3
EER 1100	Electrical Theory I	3
EER 1210	Electrical Theory II	3
EER 1291	Semiconductor Devices	4
EER 2261	AC/DC Machinery and Transformers	3
	credit hours	19

Specialty Courses

Air Conditioning and Appliance Specialty

ACT 1020	Introduction to Air Conditioning and Refrigeration	4
ACT 2110	Air Conditioning and Refrigeration Wiring Diagrams and Schematics	4
EER 2311	Home Appliance Maintenance and Service I	4
	credit hours	12
	Total credit hours	37

Industrial Electronics Specialty

EER 1211	Introduction to Circuit Analysis	3
EER 2360	Basic Circuit Diagnosis and Repair	4
EER 2811	Sinusoidal Electronics	3
	credit hours	10
	Total credit hours	35

Industrial Electricity Specialty

EER 2068	Mechanical Skills for Electricians	3
EER 2131	Control of DC Machines	3
EER 2222	Control of AC Machines	3
EER 2401	Installations	3
	credit hours	12
	Total credit hours	37

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

*Refer to AS Degree General Education Requirements.

Core Courses:

ETD 1100C	Engineering Drawing	3
IEA 1305	Industrial Survival Procedures	3
**MTR 1100	Welding for Related Trades	4
ETI 1421C	Engineering Materials and Processes	3
ETM 2800	Fundamentals of Metallurgy	3
MTR 1171	Introduction to Non-Destructive Testing for Welders	3
	***credit hours	19

Specialty Courses

Industrial Machinist 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

Welding Specialty

Recommended Course Sequence	Course Number and Title	Credits
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	62

*Welding majors not required to take MTR 1100
**Sheet Metal substitute a math course to be approved by Occupational Education 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 I	3
ACG 1003	General Accounting I	3
COC 2001	Computer Concepts	3
ETI 2681	Industrial Supervision	3
ACG 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

*Refer to AS Degree General Education requirements.

	Core Courses:	
	ETD 1100C Engineering Drawing	3
	IEA 1305 Industrial Survival Procedures	3
	ETI 1421C Engineering Materials and Processes	3
	credit hours	9

Specialty Courses

Industrial Machinist 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 2147	Basic Gas Tungsten Arc Welding (T.I.G.) Pipe and Tubing	4
	credit hours	20
	Total credit hours	32