



## The Associate in Arts Degree

### Admission

The applicant seeking admission to the Associate in Arts (AA) program must be a high school graduate. If the applicant graduated on or after August 1, 1987, the applicant must have earned 4 credits in English and 3 credits each in mathematics, social studies, and science.

### 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 Community 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 Community College at Jacksonville. Earned credits in a University Parallel study are transferable to senior institutions and applicable toward a bachelor's degree.

In planning a program at Florida Community 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 guaranteed transferable to the state university system (T). Courses in this catalog without the (T) symbol will not count in the 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

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 Community 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 Community College at Jacksonville. *The 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 Community 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. 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 in credits earned in courses with less than a "C" grade.

The counselors in the office of Student Affairs 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 Community 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 FCCJ.

### Fields of Study

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*  
*Architectural*  
*Art/Art Education*  
*Business Administration*  
*Chemistry*  
*Computer and Information Systems*  
*Criminal Justice*  
*Drafting*  
*Dramatic Theatre Arts*  
*Economics*  
*Education*  
*Engineering*  
*English/Literature*  
*Foreign Language*  
*Geology*  
*Geography*  
*Health Education/Recreation*  
*History*  
*International Studies*  
*Marine Science*  
*Mass Communication/Journalism*  
*Mathematical/Statistics*  
*Music/Music Education*  
*Natural Science*  
*Philosophy*  
*Physical Education*  
*Physics*  
*Political Science*  
*Psychology*  
*Public Administration*  
*Religion*  
*Social Sciences*  
*Sociology*  
*Speech/Communication*  
*Theatre*

Foundation courses are available in the Associate in Arts degree for advanced degree programs in the following fields:

*Dentistry*  
*Law*  
*Medicine*  
*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 Community College at Jacksonville cumulative grade point average of 2.00 (C) in courses which comprise the Associate in Arts degree program.
2. Earned an all-college cumulative grade point average of 2.00

- (C) in 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 III Humanities, II Mathematics, I Communications, and V Social Sciences, Section A.
  4. Completed in residence at Florida Community 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 22 through 24 of this catalog. (The assistant 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 24 of this catalog.
  6. Completed requirements of the College-Level Academic Skills Test (CEAST), 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.
  7. Completed REA 2105 (College Reading Techniques, 3 credit hours). This applies to students who fall below the designated entry placement cutoff score for reading.

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 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 1993, 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 supersede this provision.
- c. Refer to the conditions on page 22 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. Degree-seeking students whose native language is not

English, and fall below a designated cutoff score on the English as a Second Language (ESL) entry-placement test, will be required to take ESL courses prior to registering for other college-credit classes. The level of these courses will be determined by the entry-placement scores. Individual exceptions will be determined by the ESL Program Manager. Degree-seeking students identified as non-native speakers must take an ESL placement test prior to taking the College's standard course placement test. Students who place into ESL, as determined by the test, must complete ESL courses before registering for other college-credit classes. Non-degree-seeking college credit students who plan to take English or reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL Program Manager or designee.

## General Education Requirements

### *Purpose and Goals of General Education*

*General education is a curriculum designed to present students with concepts needed to understand self, culture, and their relationship to the rest of the world. The general education curriculum must provide students with the opportunity to develop skills necessary for understanding and communicating such concepts and must prepare students to participate responsibly in the activities of a complex world.*

1. Develop the critical and analytical thinking skills necessary for inquiry and problem solving.
2. Develop the skills required to read, write, speak, and listen effectively and discriminatingly, including the ability to comprehend, interpret, and evaluate written, spoken, and symbolic language.
3. Develop the skills necessary for computation, mathematical problem solving, and data interpretation.
4. Understand what is necessary to fulfill interpersonal relationships in a pluralistic society.
5. Understand our heritage and its relationship to other peoples and cultures.
6. Appreciate and experience the fine and performing arts.
7. Understand the scientific method and the implications of scientific research.
8. Understand the physical and biological environment and our role in preserving it.
9. Acquire the skills required to make informed and responsible value judgments.
10. Acquire the skills, attitudes, and knowledge of resources necessary for lifelong learning.

### *Distribution Requirements*

The general education core for the Associate in Arts degree consists of a minimum of 36 semester hours of course work. The courses were chosen by the faculty to assist the student's accomplishment of the Purpose and Goals of General Education and to develop skills, attitudes, and understanding in broad discipline areas:

Communications  
Mathematics  
Humanities  
Natural Sciences  
Social Sciences

**I. Communications . . . . . (Minimum of 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, reading, and writing in an organized and critical manner at the college level.

The ability to communicate at the level of a college educated person is a basic requirement for degree seeking students. These courses are designed to help students improve skills measured by the Florida College Level Academic Skills Test (CLAST). Standardized entry assessment tests are used to determine course placement.

- ENC 1101 English Composition I
- ENC 1102 English Composition II
- SPC 2681 Fundamentals of Speech Communication
- \*REA 1105 College Reading Techniques

\*REA 1105 is not required for those students who achieve a satisfactory score on the entry assessment test for reading.

**II. Mathematics . . . . . (Minimum of 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 a series of options for students to achieve the basic competencies as defined by the State of Florida.

The ability to compute at the level of a college educated person is a basic requirement for degree seeking students. These courses are designed to help students improve skills measured by the Florida College Level Academic Skills Test (CLAST). Standardized entry assessment tests are used to determine course placement when a student enrolls at FCCJ.

A minimum of 6 semester hours from one of the following pairs of courses is required:

- MAT 2055 INTERMEDIATE ALGEBRA
- MGF 1202 COLLEGE MATHEMATICS
- OR
- MAC 1104 PRECALCULUS COLLEGE ALGEBRA OR MAC 1102 COLLEGE ALGEBRA
- MGF 1202 COLLEGE MATHEMATICS
- OR
- MAC 1104 PRECALCULUS COLLEGE ALGEBRA OR MAC 1102 COLLEGE ALGEBRA
- STA 2014 INTRODUCTION TO STATISTICS
- OR

- \*Choose two courses from the following:
- MAC 2114 COLLEGE TRIGONOMETRY
- MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY I
- MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II
- MAC 2323 CALCULUS WITH ANALYTIC GEOMETRY III
- MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES I
- MAC 2234 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES II
- MAP 2302 DIFFERENTIAL EQUATIONS
- MAS 2103 ELEMENTARY LINEAR ALGEBRA

\*This option is intended for the student who has satisfied entry assessment test requirements and whose high school transcript shows successful completion of higher mathematics course work, including algebra, geometry, and trigonometry. Students who choose calculus courses to satisfy General Education Requirements should take MGF 2204 prior to taking the CLAST.

**III. Humanities . . . . . 6 semester hours**

The *Humanities* courses form a core of interrelated studies designed to help individuals make informed decisions and ethical judgments about creative contribu-

tions 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 2246 HUMANITIES: MAINSTREAMS OF CULTURES, 15TH TO 20TH CENTURY OR HUM 2020 HUMANITIES FORUM
- HUM 2251 HUMANITIES: 20TH CENTURY CULTURAL PERSPECTIVES
- HUM 2410 HUMANITIES OF ASIA
- HUM 2450 HUMANITIES IN THE AMERICAS
- OR

B. Three semester hours from the foregoing Category A and 3 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.

- ARTH 1050 ART APPRECIATION
- ARTH 2050 ART HISTORY I
- ARTH 2052 ART HISTORY II
- FIL 1006 THE MOVIES AS ART
- HUM 2472 INTERCULTURAL EXPLORATIONS
- HUMA 1740 OVERSEAS HUMANITIES
- LIT 2100 GREAT IDEAS IN WORLD LITERATURE
- MUH 2110 SURVEY OF MUSIC HISTORY
- MUS 1013 MUSIC APPRECIATION
- PHI 2010 INTRODUCTION TO PHILOSOPHY
- PHI 2600 MORAL AND POLITICAL PHILOSOPHY
- REL 2300 WORLD RELIGIONS
- THE 2006 THEATRE APPRECIATION

**IV. Natural Sciences . . . . . (Minimum of 6 semester hours)**

The *Natural Sciences* courses are intended to provide a basic knowledge of biological and physical sciences by offering a student 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 sciences and the other academic disciplines necessary for universal understanding and survival.

- A. Choose one of the following pairs of courses:
- APB 2190C HUMAN ANATOMY AND PHYSIOLOGY I
- APB 2191C HUMAN ANATOMY AND PHYSIOLOGY II
- OR
- BSC 2010C PRINCIPLES OF BIOLOGY I
- BSC 2011C PRINCIPLES OF BIOLOGY II
- OR
- BOT 1016C BOTANY
- ZOO 1016C GENERAL ZOOLOGY
- OR
- CHM 1010C INTRODUCTORY CHEMISTRY I
- CHM 1011C INTRODUCTORY CHEMISTRY II
- OR
- CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I
- CHM 1046C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II
- OR
- PHY 2048C PHYSICS I WITH CALCULUS
- PHY 2049C PHYSICS II WITH CALCULUS

OR

PHY 2053C GENERAL PHYSICS I

PHY 2054C GENERAL PHYSICS II

OR

B. Choose one course from the Biological Sciences and one course from the Physical Sciences (one of the courses must be a laboratory course, which is designated with a "C" or an "L" following the course number)

**Biological Sciences:**

APB 1150 LIFE IN ITS BIOLOGICAL ENVIRONMENT

APB 1150L BIOLOGY LABORATORY (To be taken with APB 1150)

APB 2190C HUMAN ANATOMY AND PHYSIOLOGY I

APB 2191C HUMAN ANATOMY AND PHYSIOLOGY II

BOT 1610C BOTANY

BSC 2910C PRINCIPLES OF BIOLOGY I

BSC 2911C PRINCIPLES OF BIOLOGY II

\*ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE

MCH 2014C MICROBIOLOGY

PCB 2933 GENERAL ECOLOGY

ZOO 1010C GENERAL ZOOLOGY

**Physical Sciences:**

AST 1002 INTRODUCTION TO ASTRONOMY

AST 1022L ASTRONOMY LABORATORY (To be taken with or following AST 1002)

CHM 1020 CHEMISTRY FOR LIBERAL ARTS

CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY

CHM 1022C PRINCIPLES OF GENERAL CHEMISTRY

CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I

CHM 1046C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II

GLY 1001 EARTH AND SPACE SCIENCE

GLY 1020 PHYSICAL GEOLOGY

\*ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE

MET 1010 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

\*May fulfill requirement in either area but not both

**V. Social Sciences ..... 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

ECH 1001 WESTERN CIVILIZATION FROM 1715 TO THE PRESENT

POS 2001 AMERICAN FEDERAL GOVERNMENT

ISS 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 2070 HISTORY OF FLORIDA

AMH 2092 AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN ORIGINS THROUGH RECONSTRUCTION)

AMH 2093 AFRO-AMERICAN HISTORY AND CULTURE (FROM AFRICAN WORLD WAR I TO THE PRESENT)

ANT 2510 CULTURAL ANTHROPOLOGY

ANT 2511 PHYSICAL ANTHROPOLOGY

ASH 2005 HISTORY OF THE FAR EAST

CPO 2002 INTRODUCTION TO COMPARATIVE GOVERNMENT

DEP 2094 HUMAN GROWTH AND DEVELOPMENT

DEP 2102 CHILD PSYCHOLOGY

DEP 2302 ADOLESCENT PSYCHOLOGY

DEP 2401 ADULT PSYCHOLOGY

ECO 2015 PRINCIPLES OF ECONOMICS I

ECO 2025 PRINCIPLES OF ECONOMICS II

EDP 2002 EDUCATIONAL PSYCHOLOGY

ECH 1000 WESTERN CIVILIZATION THROUGH 1715

GEA 1000 WORLD GEOGRAPHY

GEO 2370 CONSERVATION OF RESOURCES

HSC 1100 PERSONAL AND COMMUNITY HEALTH

HIS 1907 HONORS SURVEY OF HISTORY

INR 2002 INTERNATIONAL RELATIONS

LAT 1000 HISTORY OF THE AMERICAS

POS 2112 STATE AND LOCAL GOVERNMENT

PSY 1012 GENERAL PSYCHOLOGY

SOP 1003 HUMAN RELATIONS

SOP 1502 DYNAMICS OF BEHAVIOR

SYG 2000 INTRODUCTORY SOCIOLOGY

SYG 2030 SOCIAL PROBLEMS

SYG 2430 MARRIAGE AND FAMILY

**VI. Additional Hours ..... 0-5 semester hours**

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

*The college recognizes individual need and desire to maintain physical and mental health and therefore encourage the student to consider activity/fitness courses to fulfill Area VI.*

**Total Hours required****from Areas I-VI ..... 36 semester hours****ELECTIVES**

The additional elective semester hours (maximum of 26) required beyond the General Education Requirement for the Associate in Arts (AA) Degree may be selected from courses listed in the College Catalog with a "T" designator. These courses may be general electives or may be part of a program designed for a major to transfer to an upper-level college/university. Students are advised to see a counselor for guidance in the selection of these electives.

College credit courses in the catalog with the (T) symbol count in the Associate in Arts degree and are transferable to the State University System.

College credit courses in the catalog without the (T) symbol will not count in the Associate in Arts degree. The transferability of these courses is decided by the receiving transfer institution.

In addition to addressing the field of study of intended major at the upper-level university, the student is encouraged to include in these elec-

rives courses from the general area noted below:

**Foreign Language**

A student who plans to transfer to a Florida public university should complete a minimum of 8 semester hours in a foreign language at FCCJ or have completed two high school credits. Courses are offered in French and Spanish that fulfill this 8 semester hours requirement.

**Wellness**

The knowledge required to promote one's own mental health and physical health, as well as that of others, is part of general education. Courses are available which will assist the student in acquiring the knowledge and skills necessary in this area. In addition, participation in intramural sports is encouraged.

**Computer Skills**

The computer has become a part of every person's life. Understanding the principles of the computer's operation and obtaining the skills to operate it are essential. Courses are available which will give the student an understanding of the computer.

**Total for Electives** .....26 semester hours

**Total for the Associate in Arts degree** .....62 semester hours

**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: MUC 1001, MUN 1130, MUN 1280, MUN 1340, MUN 1480, MUN 1410, MUN 1450, MUN 1730, MCNA 1310, MUND 1310, SPC 2594, THE 2025.
- (3) Not more than 48 semester hours of credit earned in courses offered via television may be applied towards the Associate in Arts degree. (4) Not more than 9 semester hours of credit earned in English as a Second Language courses may be applied towards the Associate in Arts degree. These 9 hours can come from Level 2 or Level 3.

**PRE-ELECTRICAL ENGINEERING TRANSFER PROGRAM**

Listed in the sections which follow is the recommended Florida Community College at Jacksonville component of the Articulation Agreement between FCCJ and the University of Florida/University of North Florida Joint Program leading to the degree of Bachelor of Science in Engineering (Electrical). Students who complete the following sequence will receive an Associate in Arts degree from FCCJ.

| <u>SUBJECT</u>                                      | <u>CREDIT</u> |
|---|---------------|
| <b>COMMUNICATIONS:</b>                              |               |
| ENC 1101 English Composition .....                  | 3             |
| ENC 1102 English Composition II .....               | 3             |
| SPC 2600 Fundamentals of Speech Communication ..... | 3             |
| <b>TOTAL</b> .....                                  | <b>9</b>      |

**HUMANITIES:**

Select from Area III, AA degree General

Education Requirements .....9  
(A minimum of 3 semester hours from section A)

**SOCIAL SCIENCES:**

Select from Area V, AA degree General  
Education Requirements .....6  
(A minimum of 3 semester hours from section A)

**BIOLOGICAL SCIENCES:**

BSC 2010C Principles of Biology I.....4

**CHEMISTRY:**

CHM 1045C General Chemistry and Qualitative Analysis.....4  
(3 hours lecture and 3 hours laboratory)  
CHM 1046C General Chemistry and Qualitative Analysis.....4  
(3 hours lecture and 3 hours laboratory)  
**TOTAL**.....8

**MATHEMATICS:**

\*MAC 2311 Calculus with Analytic Geometry I.....6  
\*\*MAC 2312 Calculus with Analytic Geometry II.....6  
MAC 2313 Calculus with Analytic Geometry III.....6  
MAP 2302 Differential Equations.....3  
**TOTAL**.....15  
\*MAC 1104 is a prerequisite.  
\*\*MAC 2311 and MAC 1114 are prerequisites.

**PHYSICS:**

PHY 2048C Physics I with Calculus.....5  
(4 hours lecture and 3 hours laboratory)  
PHY 2049C Physics II with Calculus.....5  
(4 hours lecture and 3 hours laboratory)  
**TOTAL**.....10

**COMPUTER PROGRAMMING:**

COP 2200 FORTRAN Programming.....3  
**PROGRAM TOTAL**.....64

The UF/UNF Joint Electrical Engineering Program accepts students who demonstrate high academic promise and whose past academic record reflects a desire to excel in a very competitive field! Because of the limitations of space, facilities and number of faculty the UF/UNF Joint Electrical Engineering Program is a selective admission program. For further information, contact the advising office.

Articulation Agreement  
between  
Florida Community College at Jacksonville  
and  
Jacksonville University

Jacksonville University and the Florida Community College at Jacksonville are parties to an Articulation Agreement which establishes the conditions under which students receiving the Associate of Arts degree at FCCJ may progress to the junior year or upper division status at JU. The agreement is intended to provide FCCJ students the opportunity for

planned and logical progress from their lower division studies to attaining a baccalaureate degree in their chosen fields.

The articulation agreement stipulates that the published Associate in Arts general education core curriculum of FCCJ shall be recognized by JU as the basis for acceptance of transfer credits. Upon receipt of an official FCCJ transcript indicating satisfactory completion of the general education core curriculum and a fully awarded Associate in Arts degree, JU shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, JU shall determine the application of these credits to JU's general distribution requirements, designated courses or elective hours. It is understood that the AA degree will be based upon achieving a grade point average of at least 2.0 in all courses and that grades of "D" shall not be accepted for transfer credit.

Certain of the degree programs at Jacksonville University are limited access programs and have admission standards in addition to those for the typical degree seeking student. Students interested in the following programs offered at JU should consult the JU catalog for the relevant application procedures.

1. Engineering
2. Nursing
3. Performance majors in Music
4. Aviation programs involving flight requirements
5. Naval Reserve Officer Training

Further information concerning the details and requirements of the FCCJ/JU transfer process may be obtained from the Admissions Office at Jacksonville University or at any FCCJ Student Affairs Office.

**Articulation Agreement  
between  
Florida Community College at Jacksonville  
and  
Edward Waters College**

Edward Waters College and the Florida Community College at Jacksonville are parties to an Articulation Agreement which establishes the conditions under which students receiving the Associate of Arts degree at FCCJ may progress to the junior year or upper division status at EWC. The agreement is intended to provide FCCJ students the opportunity for planned and logical progress from their lower division studies to attaining a baccalaureate degree in their chosen fields. The articulation agreement stipulates that the published Associate in Arts general education core curriculum of FCCJ shall be recognized by EWC as the basis for acceptance of transfer credits. Upon receipt of an official FCCJ transcript indicating satisfactory completion of the general education core curriculum and a fully awarded Associate in Arts degree, EWC shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, EWC shall determine the application of these credits to EWC's general distribution requirements, designated courses or elective hours. It is understood that the AA degree will be based upon achieving a grade point average of at least 2.0 in all courses and that grades of "D" shall not be accepted for transfer credit.

### Preparation for a Career

*Florida Community 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 career education needs of the community's citizen and employer.*

The Career and Technical 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 28) and/or on specific program articulation agreements with state universities.

Advisory committees help Florida Community 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 manager or department chairperson, with the approval of the assistant 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 recommendation must be on file and the course or courses certified as deficiency to the Veterans Administration.

The program manager or department chairperson, with the approval of the assistant 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.

### Program Location

Not all of the career and technical education AS degree programs are available at each of the college's four campuses. However, the General Education courses and many of the elective and the Professional and other required courses are available at all campuses as well as at selected off-campus centers and sites.

### Graduation Requirements

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

1. Earned a Florida Community 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 Community 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 assistant 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.

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 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 1993, 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 supersede 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 Community 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.

- f. Degree-seeking students whose native language is not English, who fall below a designated cutoff score on the English as a Second Language (ESL) entry-placement test, will be required to take ESL courses prior to registering for other college-credit classes. The level of these courses will be determined by the entry-placement scores. Individual exceptions will be determined by the ESL Program Manager.

Degree-seeking students identified as non-native speakers must take an ESL placement test prior to taking the College's standard course placement test. Students who place into ESL, as determined by the test, must complete ESL courses before registering for other college-credit classes. Non-degree-seeking college-credit students who plan to take English or reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL Program Manager or designee.

### General Education Requirements

1. A minimum of 15 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 2018 UNITED STATES HISTORY TO 1865  
 EUH 1001 WESTERN CIVILIZATION FROM 1715 TO THE PRESENT  
 POS 2011 AMERICAN FEDERAL GOVERNMENT  
 ISS 1128 ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL AND INTERNATIONAL INSTITUTIONS)

**II. HUMANITIES** ..... 3 semester hours

One of the following courses:

- ARH 2008 ART APPRECIATION  
 ARH 2050 ART HISTORY I  
 ARH 2051 ART HISTORY II  
 EL 1000 THE MOVIES AS ART  
 HUM 2017 HUMANITIES: THE FOUNDATIONS  
 HUM 2236 HUMANITIES: MAINSTREAMS OF CULTURES, 15th TO 20th CENTURY  
 HUM 2030 HUMANITIES FORUM  
 HUM 2351 HUMANITIES: 20th CENTURY CULTURAL PERSPECTIVES  
 HUM 2416 HUMANITIES OF ASIA  
 HUM 2450 HUMANITIES IN THE AMERICAS  
 HUM 2472 INTERCULTURAL EXPLORATIONS  
 HUMA 1740 OVERSEAS HUMANITIES  
 LIT 2100 GREAT IDEAS IN WORLD LITERATURE  
 MCH 2110 SURVEY OF MUSIC HISTORY  
 MGL 1070 MUSIC APPRECIATION  
 PHI 2010 INTRODUCTION TO PHILOSOPHY  
 PHI 2660 MORAL AND POLITICAL PHILOSOPHY  
 REL 2400 WORLD RELIGIONS  
 THE 2000 THEATRE APPRECIATION

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

One of the following courses:

- MAT 1034 INTERMEDIATE ALGEBRA  
 MGF 1202 COLLEGE MATHEMATICS  
 MAC 1202 COLLEGE ALGEBRA  
 MAC 1204 PRECALCULUS COLLEGE ALGEBRA  
 MAC 1114 COLLEGE TRIGONOMETRY  
 STA 2014 INTRODUCTION TO STATISTICS  
 MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I  
 APB 1150 LIFE IN ITS BIOLOGICAL ENVIRONMENT  
 APB 1156L BIOLOGICAL LABORATORY (To be taken with APB 1150)  
 APB 2190C HUMAN ANATOMY AND PHYSIOLOGY I  
 APB 2191C HUMAN ANATOMY AND PHYSIOLOGY II  
 AST 1002 INTRODUCTION TO ASTRONOMY  
 AST 1021 ASTRONOMY LABORATORY (To be taken with or following AST 1002)  
 BOT 1010C BOTANY  
 BSC 2010C PRINCIPLES OF BIOLOGY I  
 BSC 2011C PRINCIPLES OF BIOLOGY II  
 CHM 1020 CHEMISTRY FOR LIBERAL ARTS  
 CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY  
 CHM 1038C INTRODUCTORY CHEMISTRY I  
 CHM 1041C INTRODUCTORY CHEMISTRY II  
 CHM 1052C PRINCIPLES OF GENERAL CHEMISTRY  
 CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I

**CHM 1046C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS II**

- GEY 2001 EARTH AND SPACE SCIENCE  
 GEM 1010 PHYSICAL GEOLOGY  
 ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE  
 MCB 2013C MICROBIOLOGY  
 MET 1070 METEOROLOGY  
 PCB 2033 GENERAL BIOLOGY  
 PHY 1020 PHYSICS FOR LIBERAL ARTS  
 PHY 2018C PHYSICS I WITH CALCULUS  
 PHY 2019C PHYSICS II WITH CALCULUS  
 PHY 2053C GENERAL PHYSICS I  
 PHY 2053C GENERAL PHYSICS II  
 PSC 1341 PHYSICAL SCIENCE  
 ZOO 1030C GENERAL ZOOLOGY

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

**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 program under requirements for Associate in Arts degree or a specified individual Associate in Science degree program.

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.

**Selective Access Programs**

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.

**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 Community 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, Humanities, and Social Science. 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 who intend to transfer are required to take the respective Florida Community College courses wherein the 112 college-level academic skills are taught. Students are to take the appropriate Florida Community 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-10-40 including ENC 1101 (English Composition I), ENC 1102 (English Composition II), SPC 2600 (Fundamentals of Speech Communication), two Humanities courses from the General Education Requirements, Associate in Arts degree and one Social Science course from the General Education Requirements, Associate in Arts degree. Such students will be required by the same rule to complete two Mathematics courses from General Education Requirements, Associate in Arts degree.

Specifically the following courses are needed for the Associate in Science degree student in order to transfer to a state university and maintain 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.

ENC 1101 English Composition (3 cr.)

ENC 1102 English Composition (3 cr.)

SPC 2600 Fundamentals of Speech Communication (3 cr.)

\* Humanities (6 cr.)

\*\* Mathematics (6 cr.)

\*\*\* Natural Science (3 cr.)

\*\*\*\* Social Sciences (3 cr.)

— Credit hours earned (27 cr.)

**NOTES:**

\*Any two courses from Area III (Humanities) of the AA degree General Education Requirements

\*\*Refer to Area II (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

### Associate in Science Degree Transfer Option Programs

The University of North Florida and Florida Community College at Jacksonville have a cooperative, articulated Associate in Science Degree Transfer Option for specific programs. Florida Community College students who complete these transfer options will be admitted to the University of North Florida with full junior level status in the area of pursuit. Currently, the following University of North Florida Transfer Option Programs are available:

Aviation Science

Computer and Information Systems

Nursing

## College Credit Technical Certificate

### Preparation for Specialized Employment

Florida Community 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.

In some cases, the Technical Certificate can be an intermediate step toward the associate degree in the particular area of study. The student can then build upon that Technical Certificate to accomplish the Associate in Science degree.

### Graduation Requirements

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

1. Earned a Florida Community 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 assistant dean of the area.
3. Completed at least one-fourth of the total hours required for a certificate in residence at Florida Community 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 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 1991, 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 supersede this provision.



Each Associate in Science degree, and Technical Certificate program listed in the following pages has a group of initial (pre-program) courses listed for it. These are foundation courses for the program, and they are the ones that should be taken first. When a student has successfully completed these courses, the student should contact the advisor/counselor to complete the process to be admitted officially to the intended program of study.

### 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 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.





NOTE: The type of program is designated as follows:  
 AS—Associate in Science Degree  
 ASDO—Associate in Science Degree Option  
 ASTO—Associate in Science Transfer Option  
 TC—Technical Certificate

**Consumer and Human Services**

- Child Care Services (AS,TC)
- Fashion Merchandising (AS)
- Food Service Technology (AS)
- Dietetic Technician (ASDO)
- Floral Design and Management (TC)
- Hotel/Hotel Management (AS)
- Interior Design Technology (AS)
- Revitalization of Homes and Businesses (TC)

**General Business and Information Services**

- Accounting (AS)
- Computer and Information Systems (AS,ASTO)
- Computer and Information Sciences (ASTO)
- Computer Operations (TC)
- Computer Programming (TC)
- Microcomputer Business Applications (TC)
- General Business (AS)
- Office Systems Technology (AS,TC)

**Health Services**

- Dental Assisting (AS,TC)
- Dental Hygiene (AS)
- Emergency Medical Technology (AS,TC)
- Medical Lab Technology (AS)
- Nursing (AS,ASTO)
- Bridge Option for Licensed Practical Nurses (ASDO)
- Respiratory Therapy (AS)

**Public and Financial Services**

- Banking (AS)
- Career and Technical Skills for the Military (AS)
- Criminal Justice Education—Corrections (AS)
- Criminal Justice Education—Law Enforcement (AS)
- Fire Science and Prevention (AS)
- Insurance (AS)
- Real Estate (AS)
- Sales-Marketing-Retailing (AS)
- Transportation (AS)
- Air Traffic Management (AS)
- Airways Science (ASTO)

**Technical and Industrial Services**

- Architectural Engineering Technology (AS)
- Building Construction Technology (AS)
- Civil Engineering Technology (AS)
- Drafting and Design Technology (AS)
- Drafting (TC)
- Electronics Engineering Technology (AS,TC)
- Mechanical Engineering Technology (AS)
- Printing/Graphic Arts (AS)
- Broadcast Copywriting (TC)
- News Assisting (TC)

- Radio and TV Advertising (TC)
- Radio and TV Production (TC)
- TV Graphics (TC)

**CONSUMER AND HUMAN SERVICES**

**Associate In Science**

**Child Care Services (203)**

The CHILD CARE INSTRUCTIONAL SERVICES ASSOCIATE IN SCIENCE DEGREE Program is designed to prepare students for careers working with young children in Child Care Centers, Family Child Day Care Homes and Elementary School. An individual interested in a career in child care services should be a patient person who is in good physical and mental health, and should have an ability to work well with children. Some of the job titles encountered in this field include: Child Care Center Director, Lead Teacher, Teacher, Assistant Teacher or Teacher's Aide. Successful professionals in the child care field possess a sense of fairness, show initiative, follow instructions, have a grasp of basic speech and handwriting skills, and have the ability to effectively communicate with young children.

To prepare for the CHILD CARE INSTRUCTIONAL SERVICES ASSOCIATE IN SCIENCE DEGREE program of study, it is recommended that the prospective student has a solid general education background with emphasis in compositional skills and behavioral sciences. Also courses in Home Economics, Child Development and Child Care Program (offered in five Duval County high schools) are recommended. These courses may be taken in high school or while attending PCCJ.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following:

- AS—Child Care Services
- ENC 1101—English Composition I
- CHD 1220—Child Growth and Development I
- DEP 2004—Human Growth and Development
- EEC 1001—Introduction to Early Childhood Education
- PSY 1012—General Psychology

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| **Humanities                                  | 3               |
| **Mathematics                                 | 3               |
| **Social Science                              | 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 1001 Earth and Space Science              | 3               |
| MUJL 1010 Music Appreciation                  | 3               |
| PSY 1012 General Psychology                   | 3               |
| SPC 2500 Fundamentals of Speech Communication | 3               |
|   | credit hours 37 |

**Professional and Other Required Courses**

- CHD 1220 Child Growth and Development
- CHD 1220 Child Growth and Development II
- EDG 2940 Observing and Recording Child Behavior
- EDG 2941 Supervised Student Participation
- EEC 1001 Introduction to Early Childhood Education

|  |                       |
|--|-----------------------|
| 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.

The Associate in Science degree students wishing training as infant and toddler care workers, CHD 1110 and C100 2120 will substitute for EEC 1201 and EEC 1202.

## Technical Certificate

### Child Care Services (318)

The CHILD CARE INSTRUCTIONAL SERVICES TECHNICAL CERTIFICATE Program is designed to prepare students for careers working with young children in Child Care Centers, Family Child Day Care Homes and Elementary School. An individual interested in a career in child care services should be a patient person who is in good physical and mental health, and should have an ability to work well with children. Some of the job titles encountered in this field include: Child Care Center Director, Lead Teacher, Teacher, Assistant Teacher or Teacher's Aide. Successful professionals in the child care field possess a sense of fairness, show initiative, follow instructions, have a grasp of basic speech and handwriting skills, and have the ability to effectively communicate with young children.

To prepare for the CHILD CARE INSTRUCTIONAL SERVICES TECHNICAL CERTIFICATE program of study, it is recommended that the prospective student has a solid general education background with emphasis in compositional skills and behavioral sciences. Also courses in Home Economics, Child Development and Child Care Program offered in five Duval County high schools are recommended. These courses may be taken in high school or while attending JCCJ.

| Course Number and Title                            | Credits               |
|--|-----------------------|
| <b>General Education</b>                           |                       |
| ENC 1101 English Composition I                     | 3                     |
|  | credit hours 3        |
| <b>Professional and Other Required Courses</b>     |                       |
| CHD 1220 Child Growth and Development I            | 3                     |
| CHD 1230 Child Growth and Development II           | 3                     |
| EDG 1940 Observing and Recording Child Behavior    | 6                     |
| EDG 2040 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 |

## Associate in Science

### Fashion Merchandising (229)

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 micromanagerial 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 assistant dean, may require additional courses or make substitutions required to meet the needs of students.

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 associate 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 28 of the catalog.

### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

|  |
|--|
| AS Fashion Merchandising                                 |
| ENC 1101 English Composition I                           |
| CTE 1401C Basic Textiles                                 |
| CTE 1812 Introduction to Fashion Merchandising           |
| LTE 1825 Merchandising Mathematics and Buying Procedures |
| CTE 1830 Fashion Merchandising Product Information       |

| Course Number and Title        | Credits         |
|--------------------------------|-----------------|
| <b>General Education</b>       |                 |
| *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 1830 Fashion Merchandising Product Information       | 3                     |
| CTE 2284 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 Fund R        | 6            |
| or  |              |
| ACG 2001 Principles of Accounting I             | 3            |
| BLJ 2100 The Legal Environment of Business      | 3            |
| CGS 1060 Laboratory Computer Concepts           | 3            |
| CGS 1570 Microcomputer Application Software     | 3            |
| COA 1100 Consumer Decisions                     | 3            |
| COP 2170 Programming in BASIC                   | 3            |
| COP 2290 FORTRAN Programming                    | 3            |
| CTE 2280 Wardrobe Planning and Updating         | 3            |
| FAD 1230 Dynamics of Modern Living              | 3            |
| GEB 1011 Introduction to Business               | 3            |
| HME 1290 Home Management                        | 3            |
| MAN 2021 Principles of Management               | 3            |
| MAN 2500 Personnel Management                   | 3            |
| MKA 1021 Salesmanship                           | 3            |
| SPC 2600 Fundamentals of Speech Communication   | 3            |
| OST 1424 Business Mathematics Using Calculators | 3            |

## Associate in Science

### Food Service Technology (2121)

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 specific competence acquired through previous education and/or experience.

The program chairperson, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students. **NOTES:** 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 residency requirements. For details refer to University Transfer Requirements on page of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

- AS—Food Service Technology
- ENC 1101—English Composition I
- FOS 1201—Sanitation and Safety
- FSS 1004—Orientation to Food Service Technology
- PSS 1202C—Basic Food Preparation
- HUN 1201—Principles of Nutrition, or professional elective

| Course Number and Title        | Credits |
|--------------------------------|---------|
| <b>General Education</b>       |         |
| *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 |
| PSS 1202C Basic Food Preparation                  | 3 |
| PSS 1221C Quantity Food Production                | 3 |
| PSS 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 1001 General Accounting I               | 3            |
| CGS 3130 Computer Concepts                  | 3            |
| CGS 1001 Introductory Computer Concepts     | 3            |
| CGS 1570 Microcomputer Application Software | 3            |
| COA 1100 Consumer Decisions                 | 3            |
| COP 2170 Programming in BASIC               | 3            |
| COP 2300 FORTRAN Programming                | 3            |
| DIE 1101 Therapeutic Nutrition              | 3            |
| EAD 1230 Dynamics of Modern Living          | 3            |
| FSS 1248C Baking                            | 3            |

|   |   |
|---|---|
| FSS 1248C Bake-Manger                           | 3 |
| FSS 1250 Food and Beverage Service              | 3 |
| LMH 1310 Home Management                        | 3 |
| OST 3324 Business Mathematics Using Calculators | 3 |

## AS Degree Option

### Dietetic Technician (260)

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 100-2915. Successful completion of the program makes the graduate eligible to take the national registration examination of the American Dietetic Association. Passing of this examination qualifies the candidate as a Dietetic Technician, Registered (D.T.R.).

The program chairperson, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

- AS—Option—Dietetic Technician
- ENC 1101—English Composition I
- FOS 1201—Sanitation and Safety
- FSS 1004—Orientation to Food Service Technology
- FSS 1202C—Basic Food Preparation
- HUN 1201—Principles of Nutrition

| Course Number and Title         | Credits |
|---------------------------------|---------|
| <b>General Education</b>        |         |
| *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

|   |   |
|---|---|
| DIE 1100 Dietetic Seminar                         | 1 |
| DIE 1201 Therapeutic Nutrition                    | 3 |
| 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 1304 Management Clinical Practice I           | 3 |
| FSS 1306 Management Clinical Practice II          | 3 |
| FSS 1410 Food Service Equipment/Facility Planning | 3 |
| FSS 2300 Supervision and Personnel Management     | 3 |
| FSS 2401 Food Service Delivery Systems            | 3 |
| FSS 2302 Management Clinical Practice III         | 4 |
| PSS 2501 Food and Beverage Control                | 3 |
| HUN 1201 Principles of Nutrition                  | 3 |
| credit hours 47                                   |   |
| Total credit hours 65                             |   |

\*Refer to AS degree General Education Requirements

\*\*ENC 1102 or SPC 2601



## Technical Certificate

### Floral Design and Management (354)

The purpose of this program is to prepare students for initial employment in the professional floral industry and provide supplemental training for previously or currently employed florist employees.

Program content includes but is not limited to skill development in communication, computations, human relations, floral design, management, and sales.

Instruction includes a combination of theory, laboratory and field experiences, coordinated to promote optimal learning for a variety of careers in the commercial floral industry.

| Course Number and Title  | Credits         |
|--|-----------------|
| <b>Professional and Other Required Courses</b>                           |                 |
| MKA 10.1 Salesmanship  | 3               |
| ORH 1041C Basic Floral Design  | 3               |
| ORH 1043C Intermediate Floral Design                                     | 3               |
| ORH 1045C Advanced Floral Design   | 4               |
| ORH 1510C Identification, Care and Handling of Vase and Flowering Plants | 3               |
| ORH 1610 Basic Floral Management   | 3               |
| ORH 16.2 Advanced Floral Management                                      | 3               |
| ORH 1941 Floral Design Internship I                                      | 3               |
| ORH 1942 Floral Design Internship II                                     | 3               |
| OST 1324 Business Mathematics Using Calculators                          | 3               |
| OST 2335 Business Communications   | 3               |
|  | credit hours 33 |

## Associate in Science

### Hotel/Motel Management (214)

This AS program is designed to provide career-oriented students with the basic principles, 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 skills, managerial skills, human relations, and leadership. Through the internship program of Hospitality Management, students gain college credit and valuable, profitable work experience.

With the approval of the assistant dean, additional courses or substitutions may be required to meet the needs of students.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the college you should complete the following:

AS—Hotel/Motel Management  
 ENC 1101—English Composition I  
 FIN 2100—Personal Finance or other professional level elective  
 HFT 1000—Introduction to Hospitality Management  
 Socia. Science Elective  
 Mathematics—Natural Science Elective

| Course Number and Title            | Credits         |
|------------------------------------|-----------------|
| <b>General Education</b>           |                 |
| ***Socia. 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                     |
| BLI 2100 The Legal Environment of Business      | 3                     |
| FIN 2100 Personal Finance                       | 3                     |
| FSS 1251 Restaurant Operation                   | 3                     |
| FSS 2041 Food and Beverage Control              | 3                     |
| HFT 1000 Introduction to Hospitality Management | 3                     |
| HFT 1150 Hotel/Motel Operation                  | 3                     |
| HFT 1170 Apartments Management                  | 3                     |
| HFT 2221 Customer-Personnel Relations           | 3                     |
| HFT 2300 Tourism                                | 3                     |
| **HFT 1941 Internship                           | 3                     |
| **HFT 1942 Internship                           | 3                     |
| HFT 1140 Front Office Management: Hotel/Motel   | 3                     |
| MKA 10.1 Salesmanship                           | 3                     |
| OST 1324 Business Mathematics Using Calculators | 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 1941 and 1942. 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 in an Area 1A.

## Associate in Science

### Interior Design Technology (289)

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.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the college, you should complete the following:

- AS—General Design Technology
- ENC 1101—English Composition I
- HHO 1321—Principles of Interior Design
- HHO 1232C—Functions and Psychology of Space
- HHO 161—History of Interiors I
- HHO 1426—Materials and Sources or a professional elective

| Course Number and Title        | Credits                |
|--------------------------------|------------------------|
| <b>General Education</b>       |                        |
| General Education Elective     | 3                      |
| *Humanities                    | 3                      |
| *Mathematics—Natural Sciences  | 3                      |
| *Social Science                | 3                      |
| ENC 1101—English Composition I | 3                      |
|                                | <b>credit hours 15</b> |

#### Professional and Other Required Courses

|  |                              |
|--|------------------------------|
| ARC 2120: Architectural Drafting                         | 3                            |
| CET 1401C: Basic Textiles                                | 3                            |
| HHO 1321: Principles of Interior Design                  | 3                            |
| HHO 1232C: Functions and Psychology of Space             | 3                            |
| HHO 2234C: Residential and Commercial Design             | 3                            |
| HHO 2334C: Perspective Renderings—Housing                | 3                            |
| HHO 1830: Marketing Techniques for the Interior Designer | 3                            |
| HHO 2324C: Graphic Presentation Techniques               | 3                            |
| HHO 161: History of Interiors I                          | 3                            |
| HHO 161B: History of Interiors II                        | 3                            |
| HHO 1426: Materials and Sources                          | 3                            |
| HHO 2935: Interior Design Internship and Seminar         | 6                            |
| **Approved Professional Electives                        | 9                            |
|  | <b>credit hours 48</b>       |
|  | <b>Total credit hours 63</b> |

\*Refer to AS degree General Education Requirements

|  |              |
|--|--------------|
| **Approved Professional Electives:                         | credit hours |
| CCS 1060: Introductory Computer Concepts                   | 3            |
| CCS 1570: Microcomputer Application Software               | 3            |
| CCS 2470: Computer Aided Drafting and Design               | 3            |
| COP 2170: Programming in BASIC                             | 3            |
| COP 2290: FORTRAN Programming                              | 3            |
| ETD 1100: Engineering Drawing                              | 3            |
| HHO 1360C: Construction of Window Treatments and Draperies | 3            |
| HHO 1360C: Home Accessories Construction                   | 3            |
| HHO 1450C: Fundamentals of Restoration and Preservation    | 3            |
| HHO 1452: Home Maintenance and Repair                      | 3            |
| HHO 2240: Why Preservation?                                | 3            |
| HHO 1510C: Introduction to Upholstery                      | 3            |
| HHO 1511C: Advanced Upholstery                             | 3            |
| HHO 2240: Why Preservation?                                | 3            |
| HHO 2600: Architectural Styles: Exteriors and Interiors    | 3            |
| HME 1200: Home Management                                  | 3            |
| ORH 1808: Exterior and Interior Landscaping                | 3            |
| OST 1315: Business Mathematics Using Calculators           | 3            |
| SOP 1001: Human Relations                                  | 3            |

## Technical Certificate

### Revitalization of Homes and Businesses (343)

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.

| Course Number and Title   | Credits                      |
|---|------------------------------|
| <b>Professional and Other Required Courses</b>                                |                              |
| HHO 1122: Housing Alternatives  | 3                            |
| HHO 1321C: Functions and Psychology of Space                                  | 3                            |
| HHO 1426: Materials and Sources   | 3                            |
| HHO 1450C: Fundamentals of Restoration and Preservation                       | 3                            |
| HHO 1452: Home Maintenance and Repair   | 3                            |
| HHO 2240: Why Preservation?   | 3                            |
| HHO 2600: Architectural Styles: Exteriors and Interiors                       | 3                            |
| HHO 2935: Practicum in Economic Revitalization of Home and Business Dwellings | 6                            |
| **Approved Electives  | 3                            |
|   | <b>Total credit hours 33</b> |
| <b>**Approved Electives:</b>  |                              |
|   | <b>credit hours</b>          |
| HHO 1360C: Home Accessories Construction                                      | 3                            |
| HHO 1360C: Construction of Window Treatments and Draperies                    | 3                            |
| HHO 1510C: Introduction to Upholstery   | 3                            |
| HHO 1511C: Advanced Upholstery  | 3                            |
| HME 1200: Home Management   | 3                            |

## GENERAL BUSINESS AND INFORMATION SERVICES

### Associate in Science

#### Accounting (201)

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

**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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

#### AS—Accounting

- ACG 2001—Principles of Accounting I
- BUL 2100—The Legal Environment of Business
- ENC 1101—English Composition I
- GBE 1011—Introduction to Business
- OST 1324—Business Mathematics Using Calculators

| Course Number and Title            | Credits         |
|------------------------------------|-----------------|
| <b>General Education</b>           |                 |
| *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
- ACG 2011 Principles of Accounting II
- ACG 2100 Intermediate Accounting I
- ACG 2110 Intermediate Accounting II
- \*\*ACG 2360 Cost Accounting
- \*\*ACG 2500 Fund Accounting
- OST 1324 Business Mathematics Using Calculators
- OST 2355 Business Communications
- \*\*TAX 2000 Individual Taxes
- \*\*\*Approved Electives

Total credit hours 60

- \*Refer to AS Degree General Education Requirements
- \*\*Students are required to take any two of the three courses.
- \*\*\*Approved Electives:
  - ACG 2360 Cost Accounting
  - ACG 2500 Fund Accounting
  - BUL 2100 The Legal Environment of Business
  - BUL 2127 Business Law
  - CGS 1060 Introductory Computer Concepts
  - CGS 1570 Microcomputer Application Software
  - CGS 2020 Computer Concepts
  - COE 1000 Cooperative Education Seminar
  - 2545 Cooperative Education Work Experience I (with program director's prior consent)
  - 2549 Cooperative Education Work Experience II (with program director's prior consent)
  - COP 2100 Programming in BASIC
  - COP 2200 FORTRAN Programming
  - IIN 2000 Principles of Finance
  - GBE 1011 Introduction to Business
  - MAN 2021 Principles of Management
  - MAN 2400 Personnel Management
  - MAN 2802 Small Business Management

- MAR 1011 Principles of Marketing
- RMI 1521 Principles of Insurance
- OST 1100 Beginning Typewriting
- TAX 2000 Individual Taxes
- TAX 2010 Corporate, Estate, and Trust Taxes

## Associate in Science

### Computer and Information Systems (205)

The 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 degree. The Associate in Science degree is a two-year course of study to prepare students for a variety of positions in computer and information systems. The following are some of the job titles: (a) programmer trainee, (b) junior programmer, (c) programmer-analyst trainee, (d) control analyst.

This is a SOCNV Network Program. Refer to SOCNV description on page 15.

Students may enter the program in any term. However, spring and summer course offerings are not as plentiful as fall and winter. Part-time students may take twice as long to finish the required course work for graduation, depending on the course load carried each term. Most of the courses are also offered in the evenings for convenience of students who work during the day.

#### Special Notes

Based on placement test results students may be required to take additional courses in the areas of reading, writing, and mathematics.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

- CGS 1060 Introductory Computer Concepts
- COP 1000 Introduction to Programming and Algorithm Design
- ENC 1101 English Composition I
- GBE 1011 Introduction to Business
- OST 1100 Beginning Typewriting

| Course Number and Title        | Credits         |
|--------------------------------|-----------------|
| <b>General Education</b>       |                 |
| *Humanities                    | 3               |
| *Mathematics                   | 3               |
| *Natural Science               | 6               |
| *Social Science Area A         | 3               |
| ENC 1101 English Composition I | 3               |
|                                | credit hours 18 |

#### Professional and Other Required Courses

- \*\*ACG 2001 Principles of Accounting I
- CGS 1060 Introductory Computer Concepts
- \*\*CIS 3321 Information Systems
- CNM 1005 Data Processing Mathematics
- COP 1000 Introductory Programming and Algorithm Design
- COP 2120 COBOL Programming
- \*\*\*\*COP 2540 Data Management and Job Control Language
- COP 2610 Advanced Computing and Programming Systems
- GBE 1011 Introduction to Business
- MAN 2021 Principles of Management
- CIS Elective
- CIS or Business Elective
- \*\*\*\*OST 1100 Beginning Typewriting
- OST 2355 Business Communications

credit hours 42

Total credit hours 60

- \*Refer to AA Degree General Education Requirements
- \*\*Students may substitute ACG 1003 and ACG 1004.
- \*\*\*Students may substitute CIS 1421
- \*\*\*\*Students with touch typing skills may substitute a Computer and Information Systems elective, or a General Business elective.
- \*\*\*\*\*Students may substitute CGS 1540 and CGS 1541 or CGS 2542

**Computer and Information Systems Electives:**

|   |   |
|---|---|
| CGS 1000 Microcomputers in Business: A Survey                 | 3 |
| CGS 1061 Introduction to IBM Personal Computers and DOS       | 1 |
| CGS 1510 Introduction to Spreadsheet Concepts                 | 1 |
| CGS 1511 Advanced Spreadsheet Concepts                        | 2 |
| CGS 1540 Introduction to Database Concepts                    | 1 |
| CGS 1541 Advanced Database Concepts                           | 2 |
| CGS 1570 Microcomputer Applications Software                  | 3 |
| CGS 1571 Management Overview of Microcomputer Software        | 1 |
| CGS 2100 Advanced Microcomputer Business Applications         | 3 |
| CGS 2542 Data Base Management Concepts and Practices          | 3 |
| CIS 1321 Computer Systems Development (with High Level Tools) | 3 |
| CIS 1400 Data Processing Workshop                             | 3 |
| CIS 2300 Command Level CICS Programming                       | 3 |
| COP 1160 RPG Programming                                      | 3 |
| COP 1341 Introduction to UNIX Operating Systems               | 2 |
| COP 2121 Advanced COBOL Programming                           | 3 |
| COP 2170 Programming in BASIC                                 | 3 |
| COP 2171 Advanced Programming in BASIC                        | 3 |
| COP 2200 FORTRAN Programming                                  | 3 |
| COP 2210 Introduction to Pascal Programming                   | 3 |
| COP 2400 Basic Assembly Language Programming                  | 3 |
| COP 2612 Microcomputer Operating Systems                      | 3 |

**General Business Electives:**

|  |   |
|--|---|
| ACG 1003 General Accounting I              | 3 |
| ACG 1004 General Accounting II             | 3 |
| ACG 2011 Principles of Accounting II       | 3 |
| ADY 2000 Advertising                       | 3 |
| BUJ 2100 The Legal Environment of Business | 3 |
| BUT 2122 Business Law                      | 3 |
| ECO 2013 Principles of Economics I         | 3 |
| FIN 2000 Principles of Finance             | 3 |
| FIN 2100 Personal Finance                  | 3 |
| MAN 2300 Personal Management               | 3 |
| MAN 2802 Small Business Management         | 4 |
| MAR 1011 Principles of Marketing           | 3 |
| RMI 1531 Principles of Insurance           | 3 |

**AS Degree Option UNF Transfer**

**Computer and Information Systems (281)**

The following sequence of courses is designed for FCCJ students planning to transfer to the University of North Florida with an Associate in Science degree in Computer and Information Systems. These students are eligible to pursue a B.S. in Computer and Information Sciences with a track in Information Systems. Completion of this program will qualify the FCCJ Computer and Information Systems student for the Associate in Science degree in Computer and Information Systems. Upon transfer to U.N.F. the Computer and Information Systems graduate will begin the junior year of U.N.F.'s Computer and Information Science program. Any variation in this program of study may result in additional required course work.

**Initial Advising Courses**

During your beginning semesters at the college you should complete the following:

- AS UNF Transfer Option Computer and Information Systems
- ENC 1101 English Composition I
- CGS 1060—Introductory Computer Concepts
- COP 1100—Introduction to Programming and Algorithm Design
- SPC 2600— Fundamentals of Speech Communication

| Course Number and Title                           | Credits         |
|---|-----------------|
| <b>General Education</b>                          |                 |
| ECO 2013 Principles of Economics I                | 3               |
| ECO 2013 Principles of Economics II               | 3               |
| ENC 1101 English Composition I                    | 3               |
| ENC 1102 English Composition II                   | 3               |
| SPC 2600 Fundamentals of Speech Communication     | 3               |
| *Humanities                                       | 6               |
| *Natural Science                                  | 6               |
| MAC 1104 Pre-calculus College Algebra             | 4               |
| MAC 2233 Calculus for Business and Social Science | 3               |
| STA 2014 Introduction to Statistics               | 3               |
| *Social Science (Area A)                          | 3               |
|   | credit hours 40 |

**Professional and Other Required Courses**

|   |                       |
|---|-----------------------|
| ACG 2001 Principles of Accounting I                       | 3                     |
| ACG 2011 Principles of Accounting II                      | 3                     |
| CGS 1060 Introduction to Computer Concepts                | 3                     |
| CIS 2321 Information Systems                              | 3                     |
| CNM 1005 Data Processing Math                             | 3                     |
| COP 1100 Introduction to Programming and Algorithm Design | 3                     |
| COP 2120 COBOL Programming                                | 3                     |
| COP 2540 Data Management and Job Control Language         | 3                     |
| COP 2610 Advanced Computing and Programming Systems       | 2                     |
|   | credit hours 27       |
|   | Total credit hours 67 |

**NOTES:**

- Based on placement test results students may be required to take additional courses in the areas of reading, writing, and mathematics.
- \* Refer to AA Degree General Education Requirements

**AS—Degree Option UNF Transfer**

**Computer and Information Sciences (285)**

The following sequence of courses is designed for FCCJ students planning to transfer to the University of North Florida with an Associate in Science degree in Computer and Information Systems. These students are eligible to pursue a B.S. in Computer and Information Sciences with a track in Information Science. Completion of this program will qualify the FCCJ Computer and Information Systems student for the Associate in Science degree in Computer and Information Systems. Upon transfer to U.N.F. the Computer and Information Systems graduate will begin the junior year of U.N.F.'s Computer and Information Science program. Any variation in this program of study may result in additional course work.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following:

- AS UNF Transfer Option Information Science
- SPC 2600— Fundamentals of Speech Communication
- ENC 1101—English Composition I
- CGS 1060—Introductory Computer Concepts
- COP 1100— Introduction to Programming and Algorithm Design

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| ENC 1101 English Composition I                | 3               |
| ENC 1102 English Composition II               | 3               |
| SPC 2600 Fundamentals of Speech Communication | 3               |
| MAC 1104 Precalculus/College Algebra          | 4               |
| STA 2013 Introduction to Statistics           | 3               |
| Social Science Area A                         | 3               |
| Social Science Area B                         | 3               |
| Humanities                                    | 6               |
| Natural Sciences                              | 6               |
| General Education Elective                    | 3               |
|   | credit hours 37 |

**Professional and Other Required Courses**

|   |                       |
|---|-----------------------|
| CGS 1060 Introductory Computer Concepts                   | 3                     |
| CGS 2517 Spreadsheets Concepts and Practices              | 3                     |
| CGS 2542 Data Base Management Concepts and Practices      | 3                     |
| CIS 2321 Information Systems                              | 3                     |
| CNM 1005 Data Processing Math                             | 3                     |
| COP 1000 Introduction to Programming and Algorithm Design | 3                     |
| COP 2120 COBOL Programming                                | 3                     |
| COP 2542 Data Management and Job Control Language         | 3                     |
| COP 2610 Advanced Computing and Programming Systems       | 3                     |
| MAC 2233 Calculus for Business and Social Science         | 3                     |
|   | credit hours 30       |
|   | Total credit hours 67 |

NOTES: Based on placement test results, students may be required to take additional courses in the areas of reading, writing, and mathematics.

**Technical Certificate****Computer Operations (309)**

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 microcomputer 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.

| Course Number and Title        | Credits        |
|--------------------------------|----------------|
| <b>General Education</b>       |                |
| ENC 1101 English Composition I | 3              |
|                                | credit hours 3 |

| Course Number and Title                           | Credits |
|---|---------|
| <b>Professional and Other Required Courses</b>    |         |
| *ACG 2001 Principles of Accounting I              | 3       |
| CGS 1060 Introductory Computer Concepts           | 3       |
| ***CIS 1400 Data Processing Workshop              | 3       |
| CIS 2321 Information Systems                      | 3       |
| CNM 1005 Data Processing Mathematics              | 3       |
| COP 2540 Data Management and Job Control Language | 3       |
| GEB 1011 Introduction to Business                 | 3       |

|                                   |                       |
|-----------------------------------|-----------------------|
| MAN 2021 Principles of Management | 3                     |
| **OST 1100 Beginning Typewriting  | 3                     |
| OST 2335 Business Communications  | 3                     |
|                                   | credit hours 30       |
|                                   | Total credit hours 63 |

\*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 OST 1100.

\*\*\*In lieu of CIS 1400, verifiable data processing experience may be approved by the appropriate dean.

**Technical Certificate****Computer Programming (316)**

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 generally employed as a programmer trainee or programmer-analyst trainee.

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.

Students may enter the program in any term. However, Spring and Summer course offerings are not as plentiful as Fall and Winter. Part-time students may take twice as long to finish the required course work for graduation, depending on the course load carried each term. Most of the courses are also offered in the evenings for convenience of students who work during the day.

**Special Notes**

Based on placement test results students may be required to take additional courses in the areas of reading, writing, and mathematics.

| Course Number and Title                                   | Credits               |
|---|-----------------------|
| <b>Professional and Other Required Courses</b>            |                       |
| **ACG 2001 Principles of Accounting I                     | 3                     |
| CGS 1060 Introductory Computer Concepts                   | 3                     |
| CIS Programming Elective                                  | 3                     |
| CIS or General Business Elective                          | 3                     |
| CIS 2321 Information Systems                              | 3                     |
| CNM 1005 Data Processing Mathematics                      | 3                     |
| COP 1000 Introduction to Programming and Algorithm Design | 3                     |
| COP 2120 COBOL Programming                                | 3                     |
| COP 2540 Data Management and Job Control Language         | 3                     |
| GEB 1011 Introduction to Business                         | 3                     |
| *OST 1100 Beginning Typewriting                           | 3                     |
| OST 2335 Business Communications                          | 3                     |
|   | credit hours 36       |
|   | Total credit hours 36 |

\* Students with touch typing skills may substitute a Computer and Information Systems elective, or a General Business Elective.

\*\* Students may substitute ACG 1003 or ACG 1004.

**Computer and Information Systems Electives:**

(P = Programming Elective)

|   |      |
|---|------|
| CGS 1000 Microcomputers in Business: A Survey           | 3    |
| CGS 1061 Introduction to IBM Personal Computers and DOS | 1    |
| CGS 1510 Introduction to Spreadsheet Concepts           | 1    |
| CGS 1511 Advanced Spreadsheet Concepts                  | 2    |
| CGS 1540 Introduction to Database Concepts              | 1    |
| CGS 1541 Advanced Database Concepts                     | 2(P) |
| CGS 1570 Microcomputer Application Software             | 3    |
| CGS 1571 Management Overview of Microcomputer Software  | 1    |

|   |       |
|---|-------|
| CGS 2541 Data Base Management Concepts and Practices . . . . .          | 3     |
| CIS 1321 Computer Systems Development (with High Level Tools) . . . . . | 3     |
| CIS 1400 Data Processing Workshop . . . . .                             | 3     |
| CIS 1300 CICS Programming . . . . .                                     | 3 (P) |
| COP 1160 RPG Programming . . . . .                                      | 3 (P) |
| COP 1541 Introduction to UNIX Operating Systems . . . . .               | 2     |
| COP 2121 Advanced COBOL Programming 3 (P)                               |       |
| COP 2170 Programming in BASIC . . . . .                                 | 3 (P) |
| COP 2171 Advanced Programming in BASIC . . . . .                        | 3 (P) |
| COP 2200 FORTRAN Programming . . . . .                                  | 3 (P) |
| COP 2210 Introduction to Pascal Programming . . . . .                   | 3 (P) |
| COP 2400 Assembly Language Programming . . . . .                        | 3 (P) |
| COP 2610 Advanced Computing and Programming Systems . . . . .           | 3 (P) |
| COP 2612 Microcomputer Operating Systems Concepts . . . . .             | 3     |
| COP 2832 Advanced Microcomputer Applications . . . . .                  | 3     |

#### General Business Electives

|  |   |
|--|---|
| ACG 1001 General Accounting I . . . . .              | 3 |
| ACG 1004 General Accounting II . . . . .             | 3 |
| ACG 2011 Principles of Accounting II . . . . .       | 3 |
| ADV 2000 Advertising . . . . .                       | 3 |
| BUL 2100 The Legal Environment of Business . . . . . | 3 |
| BUL 2122 Business Law . . . . .                      | 3 |
| ECC 2013 Principles of Economics I . . . . .         | 3 |
| FIN 2000 Principles of Finance . . . . .             | 3 |
| FIN 2100 Personal Finance . . . . .                  | 3 |
| MAN 2300 Personal Management . . . . .               | 3 |
| MAR 1011 Principles of Marketing . . . . .           | 3 |
| RMI 1021 Principles of Insurance . . . . .           | 4 |

## Technical Certificate

### Microcomputer Business Applications (315)

The Technical Certificate in Computer Business Applications is a one-year program which prepares students for positions involving direct use of microcomputers for business administration, decision support, and financial applications. Students who complete this sequence of course work will be qualified to enter careers in which they function as end users of applications, application developers for microcomputer systems, and software trainers. This is a growing field that should see thousands of new job opportunities created every year.

In a sense, persons who operate microcomputers for the processing of business transactions and financial reporting applications are successors to traditional bookkeepers. Microcomputers and standard software application packages are eclipsing and obsoleting earlier techniques used in bookkeeping. Workers in this field are being trained to identify and implement application packages for business and managerial functions.

Substantial "hands-on" work with microcomputers is essential to many of the courses within this sequence.

Students may enter the program in any term. However, Spring and Summer course offerings are not as plentiful as Fall and Winter. Part-time students may take twice as long to finish the required course work for graduation, depending on the course load carried each term. Most of the courses are also offered in the evenings for convenience of students who work during the day.

#### Special Notes

Based on placement test results students may be required to take additional courses in the areas of reading, writing, and mathematics.

| Course Number and Title  | Credits |
|--|---------|
| <b>Professional and Other Required Courses</b>                         |         |
| ACG 2001 Principles of Accounting I . . . . .                          | 3       |
| CGS 1060 Introductory Computer Concepts . . . . .                      | 3       |
| CGS 1570 Microcomputer Application Software . . . . .                  | 3       |
| CGS 2100 Advanced Microcomputer Business Applications . . . . .        | 3       |
| CGS 2512 Spreadsheet Concepts and Practices . . . . .                  | 3       |
| CGS 2542 Data Base Management Concepts and Practices . . . . .         | 3       |
| *CIS 1321 Computer Systems Development with High Level Tools . . . . . | 3       |
| COP 1000 Introduction to Programming and Algorithms: Design . . . . .  | 3       |
| COP 2612 Microcomputer Operating Systems . . . . .                     | 3       |
| ENC 1101 English Composition I . . . . .                               | 3       |
| *OST 1100 Beginning Typewriting . . . . .                              | 3       |
| Programming Elective . . . . .   | 3       |
| Great courses <u>36</u>  |         |
| Total credit hours <u>36</u>   |         |

\*Students with much typing skills may substitute a Computer and Information Systems elective, or a General Business elective.

\*\*Students may substitute CIS 2321.

#### Programming Electives:

|   |   |
|---|---|
| CIS 2300 Command-Level CICS Programming . . . . .             | 3 |
| COP 1160 RPG Programming . . . . .                            | 3 |
| COP 2120 COBOL Programming . . . . .                          | 3 |
| COP 2121 Advanced COBOL Programming . . . . .                 | 3 |
| COP 2130 PLI Programming . . . . .                            | 3 |
| COP 2170 Programming in BASIC . . . . .                       | 3 |
| COP 2171 Advanced Programming in BASIC . . . . .              | 3 |
| COP 2200 FORTRAN Programming . . . . .                        | 3 |
| COP 2210 Introduction to Pascal Programming . . . . .         | 3 |
| COP 2400 Basic Assembly Language Programming . . . . .        | 3 |
| COP 2610 Advanced Computing and Programming Systems . . . . . | 3 |

## Associate In Science

### General Business (213)

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 manager or department chairperson, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

|   |
|---|
| AS—General Business                             |
| ADV 2000—Advertising                            |
| ENC 1101 —English Composition I                 |
| GED 1011—Introduction to Business               |
| OST 1100 —Beginning Typewriting                 |
| OST 1324—Business Mathematics Using Calculators |

| Course Number and Title                         | Credits               |
|---|-----------------------|
| <b>General Education</b>                        |                       |
| *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       |
| <b>Professional and Other Required Courses</b>  |                       |
| ACG 1005, 1004 General Accounting I and II      | 6                     |
| or  |                       |
| ACG 2001 Principles of Accounting I             | 3                     |
| OST 1324 Business Mathematics Using Calculators | 3                     |
| OST 2335 Business Communications                | 3                     |
| **Approved Electives                            | 13-36                 |
|   | 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 2100 The Legal Environment of Business   | 3            |
| BUL 2122 Business Law  | 3            |
| CGS 1060 Introductory Computer Concepts  | 3            |
| CGS 1570 Microcomputer Application Software  | 3            |
| COE 1000 Cooperative Education Seminar   | 1            |
| ———1949 Cooperative Education Work Experience I<br>(with department chairperson's prior consent) | 3            |
| ———2949 Cooperative Education Work Experience II<br>(with chairperson's prior consent)           | 3            |
| COP 2170 Programming in BASIC  | 3            |
| COP 2200 FORTRAN Programming   | 3            |
| FIN 2010 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 2802 Small Business Management   | 3            |
| MAR 1011 Principles of Marketing   | 3            |
| MKA 1021 Salesmanship  | 3            |
| OST 1100 Beginning Typewriting   | 3            |
| OST 1110 Intermediate Typewriting  | 3            |
| OST 1401 Office Systems I  | 3            |
| OST 1601 Machine Transcription I   | 3            |
| OST 1711 Word Processing I   | 3            |
| OST 2120 Advanced Typewriting  | 3            |
| OST 2402 Office Systems II   | 3            |
| OST 2404 Office Systems Management   | 3            |
| OST 2602 Machine Transcription II  | 3            |
| OST 2712 Word Processing II  | 3            |
| RMI 1521 Principles of Insurance   | 3            |

## Associate in Science

### Office Systems Technology (296 or 297)

The Associate in Science program in Office Systems Technology integrates modern office procedures with technological advances in information processing. Courses emphasize a systems approach to managing people, procedures, and equipment, preparing students to enter an evolving job market. Dynamic opportunities for career advancement in office support, administrative support, and word processing are provided through specialty options.

### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

#### AS—Office Systems Technology

CGS 1570 Microcomputer Application Software

or

OST 1711—Shorthand I

ENC 1101—English Composition I

OST 1324—Business Mathematics Using Calculators

OST 1601—Machine Transcription I

One typing course at appropriate level

| Course Number and Title        | Credits         |
|--------------------------------|-----------------|
| <b>General Education</b>       |                 |
| *Social Science                | 3               |
| *Humanities                    | 3               |
| *Mathematics—Natural Science   | 3               |
| ENC 1101 English Composition I | 3               |
|                                | credit hours 15 |

### Professional Core Courses

|   |                 |
|---|-----------------|
| CGS 1570 Microcomputer Application Software     | 3               |
| OST 1100 Beginning Typewriting                  | 3               |
| OST 1110 Intermediate Typewriting               | 3               |
| OST 1324 Business Mathematics Using Calculators | 3               |
| OST 1401 Office Systems I                       | 3               |
| OST 1601 Machine Transcription I                | 3               |
| OST 1711 Word Processing I                      | 3               |
|   | credit hours 21 |

### Specialty Courses

#### INFORMATION PROCESSING SPECIALTY (296)

|                                   |                 |
|-----------------------------------|-----------------|
| OST 2170 Advanced Typewriting     | 3               |
| OST 2335 Business Communications  | 3               |
| OST 2402 Office Systems II        | 3               |
| OST 2602 Machine Transcription II | 3               |
| OST 2712 Word Processing II       | 3               |
| **Approved Professional Electives | 9               |
|                                   | credit hours 24 |

#### INFORMATION PROCESSING/SHORTHAND SPECIALTY (297)

|                                   |                       |
|-----------------------------------|-----------------------|
| OST 1211 Shorthand I              | 3                     |
| OST 1212 Shorthand II             | 3                     |
| OST 2215 Shorthand III            | 3                     |
| OST 2170 Advanced Typewriting     | 3                     |
| OST 2335 Business Communications  | 3                     |
| OST 2402 Office Systems II        | 3                     |
| **Approved Professional Electives | 6                     |
|                                   | credit hours 24       |
|                                   | Total credit hours 60 |

\*Refer to AS degree General Education Requirements.

#### \*\*Approved Professional Electives

|  |   |
|--|---|
| ACG 1005 General Accounting I              | 3 |
| ACG 1004 General Accounting II             | 3 |
| ACG 2001 Principles of Accounting I        | 3 |
| ACG 2011 Principles of Accounting II       | 3 |
| ADV 2000 Advertising                       | 3 |
| BUL 2100 The Legal Environment of Business | 3 |
| BUL 2122 Business Law                      | 3 |
| CGS 1060 Introductory Computer Concepts    | 3 |
| COP 2120 COBOL Programming                 | 3 |
| COP 2170 Programming in BASIC              | 3 |
| COP 2200 FORTRAN Programming               | 3 |

|   |   |
|---|---|
| GLE 1011 Introduction to Business             | 3 |
| FIN 2000 Principles of Finance                | 3 |
| FIN 2100 Personal Finance                     | 3 |
| MAN 2021 Principles of Management             | 3 |
| MAN 2300 Personnel Management                 | 3 |
| MAR 1011 Principles of Marketing              | 3 |
| OST 1211 Shorthand I                          | 3 |
| OST 1212 Shorthand II                         | 3 |
| OST 2131 Advanced Typewriting—Legal           | 3 |
| OST 2133 Advanced Typewriting—Medical         | 3 |
| OST 2213 Shorthand III                        | 3 |
| OST 2400 Office Systems Management            | 3 |
| OST 2602 Machine Transcription II             | 3 |
| OST 2712 Word Processing II                   | 3 |
| REE 1040 Real Estate Principles and Practices | 3 |
| REE 1400 Real Estate License Law              | 3 |

## Technical Certificate

### Office Systems Technology (391)

The Technical Certificate program in Office Systems Technology is designed to prepare students to enter the job market with professional training in word processing, computer applications, office procedures, and human relations.

| Course Number and Title                         | Credits |
|---|---------|
| <b>General Education</b>                        |         |
| ENC 1101 English Composition I                  | 3       |
| Credit hours 3                                  |         |
| <b>Professional Core Courses</b>                |         |
| CGS 1570 Microcomputer Application Software     | 3       |
| OST 1100 Beginning Typewriting                  | 3       |
| OST 1110 Intermediate Typewriting               | 3       |
| OST 1324 Business Mathematics Using Calculators | 3       |
| OST 1401 Office Systems I                       | 3       |
| OST 1601 Machine Transcription I                | 3       |
| OST 1711 Word Processing I                      | 3       |
| *Approved Professional Electives                | 6       |
| Credit hours 27                                 |         |
| Total credit hours 30                           |         |

#### \*Approved Professional Electives

|   |   |
|---|---|
| ACG 1003 General Accounting I           | 3 |
| ACG 1004 General Accounting II          | 3 |
| ACG 2001 Principles of Accounting I     | 3 |
| CGS 1060 Introductory Computer Concepts | 3 |
| GLE 1011 Introduction to Business       | 3 |
| OST 1211 Shorthand I                    | 3 |
| OST 1212 Shorthand II                   | 3 |
| OST 2120 Advanced Typewriting           | 3 |
| OST 2213 Shorthand III                  | 3 |
| OST 2345 Business Customs Training      | 3 |
| OST 2402 Office Systems II              | 3 |
| OST 2602 Machine Transcription II       | 3 |
| OST 2712 Word Processing II             | 3 |

## HEALTH SERVICES

### Associate in Science

#### Dental Assisting (290)

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 medications, 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 Community 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.

**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 38 of the catalog.

The program in dental assisting is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

#### AS—Dental Assisting

|   |   |
|---|---|
| ENC 1101 English Composition I  | 3 |
| HSC 1110—Personal and Community Health  | 3 |
| SPC 2600—Fundamentals of Speech Communication   | 3 |
| ISS 1120—Origins of American Society (economic, Political and International Institutions) | 3 |

| Course Number and Title  | Credits |
|--------------------------|---------|
| <b>General Education</b> |         |
| *Humanities              | 3       |



|  |                 |
|--|-----------------|
| ENC 101 English Composition I                      | 3               |
| SPC 1600 Fundamentals of Speech Communication      | 5               |
| HSC 1100 Personal and Community Health             | 3               |
| PSY 1012 General Psychology                        | 2               |
| APB 1150 Life In Its Biological Environment        | 3               |
| ISS 1120 Origins of American Society               | 3               |
| Economic, Political and International Institutions | 5               |
|  | credit hours 31 |

#### Professional and Other Required Courses

|   |                 |
|---|-----------------|
| APB 1290C Dental Assisting Anatomy and Physiology             | 4               |
| DEA 1000 History and Jurisprudence of Dentistry               | 2               |
| DEA 1120 Science for Dental Assistants                        | 3               |
| DEA 1820C Dental Assisting Expanded Duties                    | 2               |
| DEA 2200 Office Management                                    | 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 1020C Oral Development                                    | 3               |
| DES 1110C Dental Materials and Laboratory                     | 3               |
| DES 1220C Dental Radiology (Dental Assisting/ Dental Hygiene) | 3               |
| HUN 1201 Principles of Nutrition                              | 3               |
|   | credit hours 44 |

\*Refer to AS degree General Education Requirements.

## Technical Certificate

### Dental Assisting (306)

The object of this Technical Certificate program is to prepare the student for a career in the field of dental assisting. The one-year (21 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 Community 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.

| Course Number and Title                | Credits |
|--|---------|
| <b>General Education</b>               |         |
| ENC 101 English Composition I          | 3       |
| HSC 1100 Personal and Community Health | 3       |

|   |                 |
|---|-----------------|
| PSY 1012 General Psychology                   | 3               |
| SPC 2600 Fundamentals of Speech Communication | 3               |
|   | credit hours 12 |

#### Professional and Other Required Courses

|   |                       |
|---|-----------------------|
| APB 1290C 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 1020C Oral Development                                    | 3                     |
| DEA 2200 Office Management                                    | 3                     |
| DEA 1120 Science for Dental Assistants                        | 3                     |
| DEA 1000 History and Jurisprudence of Dentistry               | 2                     |
| DEA 1820C Dental Assisting Expanded Duties                    | 2                     |
|   | credit hours 43       |
|   | total credit hours 56 |

## Associate in Science

### Dental Hygiene (233)

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 of 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 Community 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.

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 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 28 of the catalog. The program in dental hygiene is ac-

credited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

#### AS—Dental Hygiene

APB 2190C—Human Anatomy and Physiology I

CHM 1032C—Principles of General Chemistry

ENC 1101—English Composition I

PSY 1012—General Psychology

ISS 1120—Origins of American Society

(Economics, Political and International Institutions)

| Course Number and Title   | Credits         |
|---|-----------------|
| <b>General Education</b>  |                 |
| APB 2190C Human Anatomy and Physiology I  | 3               |
| APB 2191C Human Anatomy and Physiology II   | 3               |
| CHM 1032C Principles of General Chemistry   | 4               |
| ENC 1101 English Composition I  | 3               |
| MCB 2013C Microbiology  | 4               |
| PSY 1012 General Psychology   | 4               |
| SPC 2600 Fundamentals of Speech Communication   | 3               |
| **ISS 1120 Origins of American Society<br>(Economics, Political and International Institutions) | 3               |
| *Humanities   | 3               |
| MGF 1202 College Mathematics  | 3               |
|   | credit hours 32 |

#### Professional and Other Required Courses

|   |                 |
|---|-----------------|
| CHM 2205C Introductory Organic/Biochemistry                   | 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 2002 Oral Pathology                                       | 2               |
| DEH 2507C Dental Hygiene: 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 1700C Dental Radiology (Dental Assisting/ Dental Hygiene) | 3               |
| HUN 1201 Principles of Nutrition                              | 3               |
| DES 1100C Dental Materials and Laboratory                     | 4               |
| DES 1000C Oral Development                                    | 3               |
|   | credit hours 66 |

Total credit hours 98

\*Refer to AS degree General Education Requirements

\*\*May substitute AMH 2010, FWH 1001, or POS 2041

## Associate in Science

### Emergency Medical Technology (251)

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 point average

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 or 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 cookman.

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 Community College at Jacksonville (if not a current or previous FCCJ 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.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

AS—Emergency Medical Technology

APB 2190C—Human Anatomy and Physiology I

CHM 1032C—Principles of General Chemistry

ENC 1101—English Composition I

ISS 1120—Origins of American Society (Economics, Political and International Institutions)

Humanities Elective

| Course Number and Title   | Credits         |
|---|-----------------|
| <b>General Education</b>  |                 |
| *Humanities   | 3               |
| **AMH 2010 United States History to 1865  | 3               |
| **EUH 1001 Western Civilization from 1715 to the present  | 3               |
| **POS 2041 American Political Government  | 3               |
| **ISS 1120 Origins of American Society<br>(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 Liberts, Arts, and Sciences  | 3               |
| or  |                 |
| CHM 1032C Principles of General Chemistry   | 4               |
| ENC 1101 English Composition I  | 3               |
| MCB 2013C Microbiology  | 4               |
|   | credit hours 27 |

**Professional and Other Required Courses**

|   |                       |
|---|-----------------------|
| EMS 1119 Fundamentals of Emergency Medical Care                     | 6                     |
| EMS 1191 Fundamentals of Emergency Medical Care Clinical Experience | 2                     |
| EMS 2231 EMT-Paramedic Phase I                                      | 6                     |
| 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 41       |
|   | Total credit hours 63 |

\*Refer to AS degree General Education Requirements

\*\*Students may take any one of these courses

\*\*\*Approved Electives:

|  |              |
|--|--------------|
|  | credit hours |
| SYG 2000 Introductory Sociology                  | 3            |
| DEP 2004 Human Growth and Development            | 3            |
| PSY 2012 General Psychology                      | 3            |
| ENC 107 English Composition II                   | 3            |
| EMS 1059 First Responder Emergency Care Training | 3            |

**Technical Certificate****Emergency Medical Technology (344)**

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 point average 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 first responder training course.
- 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:

- Application to Florida Community College at Jacksonville (if not a current or previous FCCJ student)
- Application to the Emergency Medical Technology program
- 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.

| Course Number and Title                   | Credits        |
|---|----------------|
| <b>General Education</b>                  |                |
| APB 2190C Human Anatomy and Physiology I  | 5              |
| APB 2191C Human Anatomy and Physiology II | 3              |
|   | credit hours 8 |

**Professional and Other Required Courses**

|   |                       |
|---|-----------------------|
| EMS 1119 Fundamentals of Emergency Medical Care                     | 6                     |
| EMS 1191 Fundamentals of Emergency Medical Care Clinical Experience | 2                     |
| EMS 2231 EMT-Paramedic Phase I                                      | 6                     |
| 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 35       |
|   | Total credit hours 41 |

**Associate in Science****Medical Laboratory Technology (220)**

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 Department Chairperson 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.

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 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 28 of the catalog.

**AS—Medical Laboratory Technology**

Submission of program application and supporting documentation by deadline date as indicated in application written above Selective Access Program

| Course Number and Title                          | Credits |
|--|---------|
| <b>General Education</b>                         |         |
| *Humanities                                      | 3       |
| *Social Science                                  | 3       |
| **CHM 1032C Principles of General Chemistry      | 4       |
| **CHM 2205C Introductory Organic/Biol. Chemistry | 4       |
| ENC 1101 English Composition I                   | 3       |

|                                       |                        |
|---------------------------------------|------------------------|
| MAC 1104 Pre-calculus College Algebra | 4                      |
| or                                    |                        |
| MAT 1033 Intermediate Algebra         | 3                      |
| MCB 2013C Microbiology                | 4                      |
| ***Science Elective                   | 4                      |
|                                       | <u>credit hours 28</u> |

**Professional and Other Required Courses**

|  |                              |
|--|------------------------------|
| MLT 1362C Hematology                             | 6                            |
| MLT 1401C Medical Microbiology                   | 6                            |
| MLT 2332C Serology and Blood Banking             | 6                            |
| MLT 2760C Principles of Clinical Instrumentation | 5                            |
| MLT 2640C Clinical Chemistry                     | 6                            |
| MLT 2800C Clinical Practicum I                   | 12                           |
| MLT 2100 Clinical Diagnosis                      | 5                            |
| MLT 2801C Clinical Practicum II                  | 12                           |
|  | <u>credit hours 58</u>       |
|  | <u>Total credit hours 86</u> |

\*Refer to AS degree General Education Requirements

\*\*Students who qualify may substitute CHM 1045C and CHM 1046C

\*\*\*Choose either

|                                     |   |
|-------------------------------------|---|
| BSC 2010C Principles of Biology     | 4 |
| or both                             |   |
| APB 2190C Anatomy and Physiology I  | 3 |
| APB 2191C Anatomy and Physiology II | 3 |

**Associate in Science****Nursing (227)**

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 affairs offices at North, South, Kent, or the Downtown Campuses. Approximately three weeks prior to the beginning of each term, letters are sent to each applicant indicating admission status. Both single and married men and women may be admitted to the program. There is no age limit.

Applicants to the Nursing program must:

1. Have an earned high school diploma or GED Certificate.
2. Be accepted for admission to Florida Community College at Jacksonville, be currently enrolled at FCCJ, or a former student of FCCJ.
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 1021C, 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.

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 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 28 of the catalog.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following:

**AS—Nursing**

One year of high school chemistry or CHM 1032C

APB 2190C—Human Anatomy and Physiology I

Minimum grade of "C"

ENC 1101—English Composition I

SYG 2000—Introductory Sociology

Submission of program application and supporting documentation as indicated in application section above Selective Access Program.

| Course Number and Title                   | Credits                |
|---|------------------------|
| <b>General Education</b>                  |                        |
| *Humanitas                                | 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                      |
|   | <u>credit hours 33</u> |

**Professional and Other Required Courses**

|  |                              |
|--|------------------------------|
| NUR 1021C Nursing Process I—Fundamentals of Nursing                              | 10                           |
| NUR 1212C Nursing Process II—Medical-Surgical Nursing                            | 10                           |
| NUR 2420C Nursing Process IIIA—Nursing Care of the Child Bearing Family          | 6                            |
| NUR 2313C Nursing Process IIB—Nursing Care of Children                           | 6                            |
| NUR 2331C Nursing Process IVA—Medical-Surgical Nursing Care of the Adult Patient | 9                            |
| NUR 2521C Nursing Process IVB—Psychiatric Nursing                                | 3                            |
|  | <u>credit hours 54</u>       |
|  | <u>Total credit hours 78</u> |

\*Refer to AS degree General Education Requirements

\*\*Minimum grade of "C" required in science courses

**A.S. Degree Option UNF Transfer****Nursing (283)**

An optional transfer program is available to students under a special articulation agreement. Students electing this option are accepted as third-year students at UNF upon program completion. Students earning this

transfer nursing program to the University of North Florida must complete the transfer program and graduation requirements.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

AS-UNF Transfer Option Nursing

One year of high school chemistry or CHM 1032C

Minimum grade of "C"

APB 2190C—Human Anatomy and Physiology I

Minimum grade of "C"

DEP 2004—Human Growth and Development

ENC 1101—English Composition I Humanities Elective

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| *Humanities                                   | 6               |
| **Social Science                              | 3               |
| APB 2190C Human Anatomy and Physiology I      | 4               |
| APB 2190C Human Anatomy and Physiology II     | 3               |
| CHM 1032C Principles of General Chemistry     | 4               |
| DEP 2004 Human Growth and Development         | 3               |
| ENC 1101 English Composition I                | 3               |
| ENC 1102 English Composition II               | 3               |
| HUN 1201 Principles of Nutrition              | 3               |
| MAC 1104 Precalculus College Algebra          | 4               |
| **MCB 2013C Microbiology                      | 4               |
| PSY 1012 General Psychology                   | 3               |
| SPC 2610 Fundamentals of Speech Communication | 3               |
| STA 2014 Introduction to Statistics           | 3               |
| SYG 2010 Introductory Sociology               | 3               |
|   | credit hours 51 |

#### Professional and Other Required Courses

|   |                       |
|---|-----------------------|
| NUR 1021C Nursing Process I—Fundamentals of Nursing                             | 10                    |
| NUR 1212C Nursing Process II—Medical-Surgical Nursing                           | 10                    |
| NUR 2420C Nursing Process IIIA—Nursing Care of the Child Bearing Family         | 6                     |
| NUR 2513C Nursing Process IIIB—Nursing Care of Children                         | 6                     |
| NUR 2751C Nursing Process IV—Medical-Surgical Nursing Care of the Adult Patient | 9                     |
| NUR 2521C Nursing Process IVB—Psychiatric Nursing                               | 3                     |
|   | credit hours 44       |
|   | Total credit hours 95 |

\*Refer to AS degree General Education Requirement

\*\*Any three credits from AA degree General Education Requirements Social Science, Area A

\*\*\*Minimum grade of "C" required in Science courses.

## Associate in Science

### Bridge Option for Licensed Practical Nurses (261)

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 FCCJ courses with a cumulative grade point average of at least 2.0:

\*APB 2190C Human Anatomy and Physiology I

\*MCB 2013C Microbiology DEP 2004 Human Growth and Development

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.

#### Initial Advising Courses

During your beginning semester at the College you should complete the following:

AS—Bridge Option for Licensed Practical Nurses

APB 2190C—Human Anatomy and Physiology I

DEP 2004—Human Growth and Development

ENC 1101—English Composition I

MCB 2013C—Microbiology  
PSY 1012—General Psychology

| Course Number and Title                   | Credits         |
|---|-----------------|
| <b>General Education</b>                  |                 |
| **Humanities                              | 3               |
| **Social Science                          | 3               |
| *APB 2190C Human Anatomy and Physiology I | 3               |
| APB 2191C Human Anatomy and Physiology II | 3               |
| DHP 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 (Validation)  | 14                    |
| NUR 1000C Transitional Nursing Process I   | 12                    |
| NUR 1050C Transitional Nursing Process II  | 6                     |
| NUR 2731C Nursing Process IVA—Medical-Surgical Nursing Care of the Adult Patient | 8                     |
| NUR 2531C Nursing Process IVB—Psychiatric Nursing                                | 3                     |
|  | credit hours 43       |
|  | Total credit hours 75 |

\*Minimum grade of "C" required in science courses  
\*\*Refer to AS degree General Education Requirements

## Associate in Science

### Respiratory Therapy (244)

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.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

AS—Respiratory Therapy  
APB 2190C—Human Anatomy and Physiology I  
CHM 1032C—Principles of General Chemistry

ENC 1101—English Composition I  
MAT 1033—Intermediate Algebra  
PSY 1012—General Psychology

| Course Number and Title                   | Credits         |
|---|-----------------|
| <b>General Education</b>                  |                 |
| *Humanities                               | 3               |
| *Social Science                           | 3               |
| APB 2190C Human Anatomy and Physiology I  | 3               |
| APB 2191C Human Anatomy and Physiology II | 3               |
| CHM 1032C Principles of General Chemistry | 4               |
| ENC 1101 English Composition I            | 3               |
| MAT 1033 Intermediate Algebra             | 3               |
| MCB 2013C Microbiology                    | 4               |
| PHY 1020 Physics for Liberal Arts         | 3               |
| PSY 1012 General Psychology               | 3               |
|   | credit hours 32 |

#### Professional and Other Required Courses

|   |                       |
|---|-----------------------|
| APB 1660 Cardio-pulmonary 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 2275J Clinical Seminar in Intensive Respiratory Care I  | 1                     |
| RET 2832 Respiratory Intensive Care Practicum I             | 12                    |
| RET 2284C Clinical Seminar in Intensive Respiratory Care II | 1                     |
| RET 2835 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

## PUBLIC AND FINANCIAL SERVICES

### Associate In Science

#### Banking (228)

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 may 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 may replace bank-oriented courses.

The program manager, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

**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 desires to pursue a baccalaureate degree in Banking at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

#### AS—Banking

|   |   |
|---|---|
| GEB 1011—Introduction to Business               | 3 |
| ENC 1101—English Composition I                  | 3 |
| BAN 1110—Principles of Bank Operations          | 3 |
| OST 1524—Business Mathematics Using Calculators | 3 |
| FIN 2100—Personal Finance                       | 3 |

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| *Mathematics—Natural Science                  | 3               |
| *Social Science                               | 3               |
| *Social Science of Humanities                 | 3               |
| ECO 2035 Principles of Economics I            | 3               |
| ENC 1101 English Composition I                | 3               |
| HUM 2211 Humanities: The Foundations          | 3               |
| PSY 1012 General Psychology                   | 3               |
| SPC 2600 Fundamentals of Speech Communication | 3               |
|   | credit hours 24 |

#### Professional and Other Required Courses

|  |   |
|--|---|
| ACG 1003 General Accounting I              | 3 |
| **BAN 1110 Principles of Bank Operation    | 3 |
| **BAN 1760 Financing Business Enterprise   | 3 |
| BAN 2413 Savings and Time Deposits         | 3 |
| BAN 2501 Money and Banking                 | 3 |
| BLJ 2100 The Legal Environment of Business | 3 |

|   |                       |
|---|-----------------------|
| FIN 2000 Principles of Finance                  | 3                     |
| ***GEB 1011 Introduction to Business            | 3                     |
| MAN 2021 Principles of Management               | 3                     |
| OST 1524 Business Mathematics Using Calculators | 3                     |
| ****Approved Electives                          | 6                     |
|   | credit hours 26       |
|   | Total credit hours 50 |

\*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, 1760.

\*\*\*Another course may be selected upon approval of the assistant dean.

|  |              |
|--|--------------|
| ****Approved Credit Union Elective                 | credit hours |
| BRC 2301 Foundation and Structure of Credit Unions | 3            |

|                                    |              |
|------------------------------------|--------------|
| ****Approved Banking Electives     | credit hours |
| FIN 2100 Personal Finance          | 3            |
| MAN 2802 Small Business Management | 3            |

|   |   |
|---|---|
| ****Other Approved Electives:               |   |
| CGS 1060 Introductory Computer Concepts     | 3 |
| CGS 1570 Microcomputer Application Software | 3 |
| COP 2700 FORTRAN Programming                | 3 |
| COP 2170 Programming in BASIC               | 3 |

### Associate in Science

#### Career and Technical Skills for the Military (241)

This degree program is designed to enable active duty personnel and others with military service to take advantage of military training and experience to obtain an Associate in Science degree.

**NOTE:** This Associate in Science degree program is intended primarily for students who desire to complete an Associate degree and to use military rates/experience rather than pursue the baccalaureate 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 28 of the catalog.

| Course Number and Title        | Credits         |
|--------------------------------|-----------------|
| <b>General Education</b>       |                 |
| ENC 1101 English Composition I | 3               |
| *Mathematics                   | 3               |
| *Humanities                    | 3               |
| *Social Science                | 3               |
| *Natural Science               | 3               |
|                                | credit hours 15 |

\*Refer to AA degree General Education Requirements

#### Professional and Other Required Courses

|  |  |
|--|--|
| Credits in Residence   |  |
| Transfer credits from other colleges   |  |
| Credit for Service Schools   |  |
| Military rates/rating experience appropriate to the curriculum, as recommended in the ACE guide. |  |

credit hours 15

Total credit hours 50

Students interested in this degree program should contact the FCCJ office at one of the Navy bases or the Military Institute Office at the FCCJ Downtown Campus.

## Associate in Science

### Criminal Justice Education — Corrections (237)

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

**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 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 28 of the catalog.

#### Initial Advising Courses

During your initial semesters at the College it is suggested that you complete the following courses:

AS — Criminal Justice Education — Corrections  
 ENC 1101—English Composition I  
 CCJ 1010— Introduction to Criminology  
 CCJ 1020— Introduction to Criminal Justice  
 POS 2041— American Federal Government  
 PSY 1012—General Psychology

| Course Number and Title                     | Credits                |
|---|------------------------|
| <b>General Education</b>                    |                        |
| 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                      |
|   | <b>credit hours 27</b> |

#### Professional and Other Required Courses

|  |                              |
|--|------------------------------|
| CCJ 1010 Introduction to Criminology                     | 3                            |
| CCJ 1020 Introduction to Criminal Justice                | 3                            |
| CCJ 1030 Man, Crime, and Society                         | 3                            |
| CCJ 1220 Criminal Law, Evidence, and Procedure           | 3                            |
| CCJ 1300 Introduction to Corrections                     | 3                            |
| CCJ 2250 Constitutional Law                              | 3                            |
| CCJ 2330 Probation, Pardon and Parole                    | 3                            |
| CCJ 2340 Treatment Techniques and Practices              | 3                            |
| CCJ 2360 Advanced and Contemporary Issues in Corrections | 3                            |
| CCJ 2300 Juvenile Delinquency                            | 3                            |
| CCJ 2933 Special Topics: Corrections                     | 3                            |
| CJD 2310 Police Supervision                              | 3                            |
|  | <b>credit hours 30</b>       |
|  | <b>total credit hours 63</b> |

## Associate in Science

### Criminal Justice Education — Law Enforcement (238)

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

**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 28 of the catalog.

#### Initial Advising Courses

During your initial semesters at the College it is suggested that you complete the following courses:

AS — Criminal Justice Education — Law Enforcement  
 ENC 1101—English Composition I  
 CCJ 1010— Introduction to Criminology  
 CCJ 1020— Introduction to Criminal Justice  
 POS 2041— American Federal Government  
 PSY 1012— General Psychology

| Course Number and Title                     | Credits                |
|---|------------------------|
| <b>General Education</b>                    |                        |
| 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                      |
|   | <b>credit hours 24</b> |

#### Professional and Other Required Courses

|   |                              |
|---|------------------------------|
| CCJ 1010 Introduction to Criminology            | 3                            |
| CCJ 1020 Introduction to Criminal Justice       | 3                            |
| CCJ 1030 Man, Crime, and Society                | 3                            |
| CCJ 1220 Criminal Law, Evidence, and Procedure  | 3                            |
| CCJ 1300 Police Administration                  | 3                            |
| CCJ 1401 Police Operations                      | 3                            |
| CCJ 1730 Criminal Evidence and Procedure        | 3                            |
| CCJ 2250 Constitutional Law                     | 3                            |
| CCJ 2500 Juvenile Delinquency                   | 3                            |
| CCJ 2630 Special Topics/Seminars: Criminology   | 3                            |
| CJD 2310 Police Supervision                     | 3                            |
| CJT 2100 Fundamentals of Criminal Investigation | 3                            |
| CJT 2110 Criminal Investigation II              | 3                            |
|   | <b>credit hours 39</b>       |
|   | <b>total credit hours 63</b> |



## Associate in Science

### Fire Science and Prevention (211)

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 manager, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your initial semesters at the College it is suggested that you complete the following:

AS — Fire Science and Prevention  
 ENC 1101—English Composition I  
 FFP 1000—Introduction to Fire Protection  
 FFP 1100—Fire Service Organization  
 POS 2041—American Federal Government  
 PSY 1012—General Psychology

| Course Number and Title                       | Credits                |
|---|------------------------|
| <b>General Education</b>                      |                        |
| 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 1511 Physical Science                     | 3                      |
| PSY 1012 General Psychology                   | 3                      |
| SOB 1002 Human Relations                      | 3                      |
| or  |                        |
| SYG 2001 Introductory Sociology               | 3                      |
| SPC 2600 Fundamentals of Speech Communication | 3                      |
|   | <b>credit hours 24</b> |

#### 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 Hazardous Materials I                   | 3 |
| FFP 2510 Hazardous Materials II                  | 3 |
| FFP 2600 Fire Fighting Equipment and Apparatus   | 3 |
| FFP 2660 Historic 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.

#### \*\*Mathematics Electives:

|                                      |   |
|--------------------------------------|---|
| MAT 1033 Intermediate Algebra        | 3 |
| MGF 1202 College Mathematics         | 3 |
| MAC 1104 Precalculus/College Algebra | 3 |
| STA 2014 Introduction to Statistics  | 3 |

## Associate in Science

### Insurance (216)

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 manager, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

**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 desires to pursue a baccalaureate degree in insurance at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

#### Initial Advising Courses

During your beginning semesters at the college you should complete the following:

AS — Insurance  
 ENC 1101—English Composition I  
 FIN 2000—Principles of Finance  
 GER 1011—Introduction to Business  
 OST 1324—Business Mathematics Using Calculators  
 RMI 1521—Principles of Insurance

| Course Number and Title        | Credits                |
|--------------------------------|------------------------|
| <b>General Education</b>       |                        |
| *Humanities                    | 3                      |
| *Mathematics — Natural Science | 3                      |
| **Social Science               | 6                      |
| ENC 1101 English Composition I | 3                      |
| PSY 1012 General Psychology    | 3                      |
|                                | <b>credit hours 18</b> |

#### Professional and Other Required Courses

|  |   |
|--|---|
| ACG 1003 General Accounting I              | 3 |
| BUL 2100 The Legal Environment of Business | 3 |
| FIN 2000 Principles of Finance             | 3 |

|   |                        |
|---|------------------------|
| GBE 1011 Introduction to Business                               | 3                      |
| MAN 2021 Principles of Management                               | 3                      |
| MKA 1021 Salesmanship   | 3                      |
| OST 1324 Business Mathematics Using Calculators                 | 3                      |
| RMI 1521 Principles of Insurance                                | 3                      |
| RMI 1612 Principles of Casualty Insurance and Surety Bonding    | 3                      |
| RMI 1613 Principles of Fire and Allied Lines                    | 3                      |
| RMI 1615 Principles of Property Insurance Adjusting             | 3                      |
| RMI 1651 Principles of Insurance and Liability Claims Adjusting | 3                      |
| **Approved Electives  | 9                      |
|   | <u>credit hours 32</u> |
|   | Total credit hours 66  |

\*Refer to AS degree General Education Requirements.

\*\*Two courses from Area A, AA degree General Education Requirements listing, one of which must be from Area VA.

\*\*Approved Electives, credit hours

|   |   |
|---|---|
| CGS 1570 Microcomputer Application Software                     | 3 |
| CGS 1166 Introductory Computer Concepts                         | 3 |
| COP 2170 Programming in BASIC                                   | 3 |
| COP 2300 FORTRAN Programming                                    | 3 |
| MAN 2800 Small Business Management                              | 3 |
| RMI 1615 Principles of Property Insurance Adjusting             | 3 |
| RMI 1631 Principles of Insurance and Liability Claims Adjusting | 3 |

## Associate in Science

### Real Estate (230)

This AS program is designed to provide students with a meaningful background in real estate. 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 manager, with the approval of the assistant dean, may require additional courses or make substitutions required to meet the needs of students.

**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 desires to pursue a baccalaureate degree in Real Estate at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

|   |
|---|
| AS — Real Estate                                  |
| ECO 2013 — Principles of Economics                |
| ENC 1101 — English Composition I                  |
| GBE 1011 — Introduction to Business               |
| OST 1324 — Business Mathematics Using Calculators |
| REE 1099 — Real Estate Principles and Practices   |

| Course Number and Title                       | Credits                |
|---|------------------------|
| <b>General Education</b>                      |                        |
| ****Humanities                                | 6                      |
| *Mathematics — Natural Science                | 4                      |
| *Social Science                               | 3                      |
| ECO 2013 Principles of Economics I            | 4                      |
| ENC 1101 English Composition I                | 2                      |
| SPC 2000 Fundamentals of Speech Communication | 3                      |
|   | <u>credit hours 27</u> |

#### Professional and Other Required Courses

|   |                        |
|---|------------------------|
| ACG 1003 General Accounting I                   | 3                      |
| BOL 2000 The Legal Environment of Business      | 3                      |
| FIN 2000 Principles of Finance                  | 3                      |
| **GBE 1011 Introduction to Business             | 3                      |
| MAN 2021 Principles of Management               | 3                      |
| MAN 2300 Personnel Management                   | 3                      |
| OST 1324 Business Mathematics Using Calculators | 3                      |
| REE 1099 Real Estate Principles and Practices   | 4                      |
| REE 1100 Real Estate Appraisal                  | 3                      |
| ***REE 1800 Real Estate Sales                   | 3                      |
| ***REE 2200 Real Estate Finance                 | 3                      |
| ***REE 2230 Mortgage Broker in Mortgage Lending | 3                      |
| ***REE 2300 Real Estate Investment              | 3                      |
| ***REE 2400 Real Estate Law                     | 3                      |
| ***REE 2500 Real Estate Management              | 3                      |
| ***Approved Electives                           | 3                      |
|   | <u>credit hours 40</u> |
|   | Total credit hours 67  |

\*Refer to AS degree General Education Requirements.

\*\*A course may be selected upon approval of the assistant dean.

\*\*Any three of these six courses.

\*\*\*\*Any two courses from Area III, AA degree General Education Requirement listing.

\*\*\*\*Approved Electives, credit hours

|  |   |
|--|---|
| MAN 2800 Small Business Management           | 3 |
| REE 2200 Real Estate Finance                 | 3 |
| REE 2230 Home Mortgage Lending               | 3 |
| REE 2230 Mortgage Broker in Mortgage Lending | 3 |
| REE 2300 Real Estate Investment              | 3 |
| REE 2400 Real Estate Law                     | 3 |
| REE 2500 Real Estate Management              | 3 |

## Associate in Science

### Sales-Marketing-Retailing (250)

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

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

|                                     |
|-------------------------------------|
| AS — Sales-Marketing-Retailing      |
| ADV 2000 — Advertising              |
| ENC 1101 — English Composition I    |
| GBE 1011 — Introduction to Business |
| MAR 1001 — Principles of Marketing  |

## OST 1324—Business Mathematics Using Calculators

| Course Number and Title            | Credits         |
|------------------------------------|-----------------|
| <b>General Education</b>           |                 |
| *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 |

| Course Number and Title                         | Credits         |
|---|-----------------|
| <b>Professional and Other Required Courses</b>  |                 |
| 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               |
| MKA 1021 Salesmanship                           | 3               |
| OST 1324 Business Mathematics Using Calculators | 3               |
| OST 2335 Business Communications                | 3               |
| **Approved Electives                            | 24-27           |
|   | credit hours 45 |

\*Refer to AS degree General Education Requirements

| **Approved Electives:  | credit hours |
|--|--------------|
| ACG 1011 Principles of Accounting II   | 3            |
| BUL 2100 The Legal Environment of Business   | 3            |
| BUL 2122 Business Law  | 3            |
| CGS 1060 Introductory Computer Concepts  | 3            |
| CGS 1570 Microcomputer Application Software  | 3            |
| COE 1000 Cooperative Education Semester  | 1            |
| — 945 Cooperative Education Work Experience I<br>(with program director's prior consent)   | 3            |
| — 2949 Cooperative Education Work Experience II<br>(with program director's prior consent) | 3            |
| COP 2200 FORTRAN Programming   | 3            |
| COP 2170 Programming in BASIC  | 3            |
| FIN 3000 Principles of Finance   | 3            |
| GEB 1011 Introduction to Business  | 3            |
| MAN 2021 Principles of Management  | 3            |
| MAN 2300 Personnel Management  | 3            |
| MAN 2802 Small Business Management   | 3            |
| MAR 1151 Retail Merchandising  | 3            |
| MAR 2221 Principles of Wholesale Distribution  | 3            |
| MAR 2240 Principles of International Trade:<br>Export - Import                             | 4            |
| MAR 2401 Sales Management  | 3            |
| RMI 1521 Principles of Insurance   | 3            |
| OST 1100 Beginning Typewriting   | 3            |
| OST 1110 Intermediate Typewriting  | 3            |

## Associate in Science

## Transportation (231)

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

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 desires to pursue a baccalaureate degree in Transportation at another state university should refer to University Transfer Requirements on page 28 of the Catalog.

## Initial Advising Courses

During your beginning semesters at the college you should complete the following:

## AS – Transportation

CGS 1060 Introductory Computer Concepts

ENC 1101 – English Composition I

GEB 1011 – Introduction to Business

TRA 1010 – Principles of Transportation

TRA 1032 – Transportation and Traffic Management I

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| ***Humanities                                 | 3               |
| *Mathematics – Natural Science                | 3               |
| *Social Science                               | 3               |
| ECO 2013 Principles of Economics I            | 3               |
| SPC 2600 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 2100 The Legal Environment of Business          | 3                     |
| FIN 3000 Principles of Finance                      | 3                     |
| **GEB 1011 Introduction to Business                 | 3                     |
| ***MAN 2021 Principles of Management                | 3                     |
| OST 1324 Business Mathematics Using Calculators     | 3                     |
| TRA 1010 Principles of Transportation*              | 3                     |
| ***TRA 1032 Transportation and Traffic Management I | 3                     |
| ***TRA 1230 Material Handling                       | 3                     |
| TRA 2020 Economics of Transportation                | 3                     |
| ****Approved Transportation/Aviation Electives      | 6                     |
|   | credit hours 36       |
|   | Total credit hours 60 |

\*Refer to AA degree General Education Requirements.

\*\*Another course may be selected upon approval of the assistant 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 III AA degree General Education Requirements listing.

| ****Approved Electives for AS degree program: | credit hours |
|---|--------------|
| ATF 1001 Basic Flight I                       | 3            |
| ATF 1200 Basic Flight II                      | 3            |
| ATF 2201C Instrument Flight                   | 3            |
| ATT 1100 Private Pilot Ground School          | 3            |
| ATT 1120 Instrument Rating Ground School      | 3            |
| CGS 1060 Introductory Computer Concepts       | 3            |
| CGS 1570 Microcomputer Application Software   | 3            |
| COP 2200 FORTRAN Programming                  | 3            |
| COP 2170 Programming in BASIC                 | 3            |
| MAN 2802 Small Business Management            | 3            |

|  |   |
|--|---|
| TRA 1053 Carrier Liability and Claims              | 3 |
| TRA 1057 Transportation and Traffic Management II  | 3 |
| TRA 1121 Rare Clerk                                | 3 |
| TRA 1905 Independent Study of Transportation       | 3 |
| TRA 2053 Transportation and Traffic Management III | 3 |
| TRA 2054 Transportation and Traffic Management IV  | 3 |

## Associate in Science

### Air Traffic Management (253)

The Air Traffic Management AS program provides the student with the background to assist in preparing for aviation related operations. This AS degree program is intended primarily for students who desire to complete an associate degree and pursue a career in aviation rather than continue on toward a baccalaureate degree.

The student who does decide to pursue a university transfer study must meet additional course and test requirements. (See college credit programs of study—The Associate in Arts Degree-University Parallel section of this catalog.)

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

- AS — Air Traffic Management
- ATT 1810—Environment of the Air Traffic Controller
- ENC 1101—English Composition I
- SPC 2600—Fundamentals of Speech Communication
- ISS 1120—Origins of American Society (Economic, Political and International Institutions)
- General Education Elective

| Course Number and Title   | Credits         |
|---|-----------------|
| <b>General Education</b>  |                 |
| ENC 1101 English Composition I  | 3               |
| ENC 1102 English Composition II   | 3               |
| HUM 2211 Humanities: The Foundations  | 3               |
| ISS 1120 Origins of American Society (Economic, Political and International Institutions) | 3               |
| MGF 1202 College Mathematics  | 3               |
| SPC 2600 Fundamentals of Speech Communication   | 3               |
| *General Education Electives  | 3               |
|   | credit hours 21 |

#### Professional and Other Required Courses

|   |                       |
|---|-----------------------|
| ASC 1010 History of Air Transportation/National Airspace System | 3                     |
| ASC 1210 Aviation Weather                                       | 3                     |
| ASC 1210 Federal Air Regulations/Legislation                    | 3                     |
| ATT 1810 Environment of the Air Traffic Controller              | 3                     |
| ATT 2841 The Air Traffic Control Tower                          | 3                     |
| ATT 2812 Approach Control                                       | 3                     |
| ATT 2843 Air Route Traffic Control Center                       | 3                     |
| ATT 2845 Radar/Computer Interface                               | 3                     |
| ATT 2851 The Flight Service Station                             | 3                     |
| AVM 2941 Facility Internship/Flight Safety                      | 4                     |
| **CGS 1060 Introductory Computer Concepts                       | 3                     |
| **Approved Electives  | 6                     |
|   | credit hours 40       |
|   | Total credit hours 61 |

\*Refer to AS degree General Education Requirements

| ** Approved Electives:  | credit hours |
|-------------------------|--------------|
| ATF 1100 Basic Flight I | 3            |

|   |   |
|---|---|
| ATF 1100 Private Pilot Ground School  | 3 |
| ATF 1100 Basic Flight II  | 3 |
| ATI 2201C Instrument Flight   | 3 |
| ATT 1120 Instrument Rating Ground School  | 3 |
| ENC 2210 Technical Report Writing   | 3 |
| MAN 2050 Transportation Management and Theory                                       | 3 |
| MAN 2300 Personnel Management   | 3 |
| OST 1100 Beginning Typewriting  | 3 |
| SQP 1002 Human Relations  | 3 |
| TRA 1010 Principles of Transportation   | 3 |
| ***Students with adequate training or experience in data processing may substitute: |   |
| CGS 1570 Microcomputer Application Software   | 3 |
| COP 2200 FORTRAN Programming  | 3 |
| COP 2170 Programming in BASIC   | 3 |

## AS Degree Option UNF Transfer

### Airways Science (287)

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.

#### Initial Advising Courses

During your beginning semesters at the college you should complete the following.

- AS — UNF Transfer Option Airways Science
- ECO 2013—Principles of Economics I
- ENC 1101—English Composition I
- MAC 1104—Precalculus College Algebra
- ASC 1310—Federal Air Regulations/Legislation
- ATT 1810—Environment of the Air Traffic Controller

| Course Number and Title                       | Credits         |
|---|-----------------|
| <b>General Education</b>                      |                 |
| ENC 1101 English Composition I                | 3               |
| ENC 1102 English Composition II               | 3               |
| SPC 2600 Fundamentals of Speech Communication | 3               |
| HUM 2211 Humanities: The Foundations          | 3               |
| **Humanities                                  | 3               |
| **PHY 2053C General Physics I                 | 4               |
| **PHY 2054C General Physics II                | 4               |
| MAC 1104 Precalculus College Algebra          | 4               |
| STA 2014 Introduction to Statistics           | 3               |
| POS 2011 American Federal Government          | 3               |
| PSY 1012 General Psychology                   | 3               |
| ECO 2013 Principles of Economics I            | 3               |
| ECO 2023 Principles of Economics II           | 3               |
| *General Education Electives                  | 6               |
|   | credit hours 48 |

#### Professional and Other Required Courses

|                                     |   |
|-------------------------------------|---|
| ACC 2011 Principles of Accounting I | 3 |
|-------------------------------------|---|

|  |                       |
|--|-----------------------|
| ACG 2011 Principles of Accounting II                         | 3                     |
| ASC 1310 Aviation Weather                                    | 3                     |
| ASC 1310 Federal Air Regulations/Legislation                 | 3                     |
| ****Approved Professional Electives                          | 9                     |
|  | credit hours 21       |
| Students are required to take four of the following courses: |                       |
| ATT 1810 Environment of the Air Traffic Controller           | 3                     |
| ATT 2541 The Air Traffic Control Tower                       | 3                     |
| ATT 2842 Approach Control                                    | 3                     |
| ATT 2845 Air Route Traffic Control Center                    | 3                     |
| ATT 2845 Radar/Computer Interface                            | 3                     |
| ATT 2851 The Flight Service Station                          | 3                     |
| AVM 2947 Facility Intercepts/Flight Safety                   | 4                     |
|  | credit hours 12       |
|  | Total credit hours 81 |

\*Any two courses from AA General Education Requirements listing

\*\*Refer to AA degree General Education Requirements

\*\*\*PHY 2048C and PHY 2049C may be substituted.

|  |              |
|--|--------------|
| ****Approved Professional Elective                                 | credit hours |
| AMH 2010 United States History to 1865                             | 3            |
| AMH 2020 United States History from 1865 to Present                | 3            |
| ASC 1010 History of Air Transportation/National<br>Airspace System | 3            |
| ATF 1000 Basic Flight I  | 3            |
| ATT 1100 Private Pilot Ground School                               | 3            |
| ATF 1100 Basic Flight II   | 3            |
| ATF 2201C Instrument Flight  | 3            |
| ATT 1120 Instrument Rating Ground School                           | 3            |
| BUL 2100 The Legal Environment of Business                         | 3            |
| CGS 1060 Introductory Computer Concepts                            | 3            |
| CGS 2020 Computer Concepts   | 3            |
| CHM 1020 Chemistry for Liberal Arts                                | 3            |
| CHM 1050C Introductory Chemistry I                                 | 4            |
| CHM 1021C Introductory Chemistry II                                | 4            |
| CHM 1045C General Chemistry and Qualitative Analysis I             | 4            |
| CHM 1046C General Chemistry and Qualitative Analysis II            | 4            |
| COP 1160 RPG Programming   | 3            |
| COP 2200 FORTRAN Programming                                       | 3            |
| COP 2120 COBOL Programming   | 3            |
| COP 2121 Advanced COBOL Programming                                | 3            |
| COP 2170 Programming in BASIC                                      | 3            |
| COP 2400 Basic Assembly Language Programming                       | 3            |
| COP 2610 Advanced Computing and Programming Systems                | 3            |
| ENC 2210 Technical Report Writing                                  | 3            |
| MAC 1114 College Trigonometry                                      | 3            |
| MAC 2511 Calculus with Analytic Geometry I                         | 4            |
| MAC 2512 Calculus with Analytic Geometry II                        | 4            |
| MAC 2513 Calculus with Analytic Geometry III                       | 4            |
| MAN 2021 Principles of Management                                  | 3            |
| MAN 2050 Transportation Management and Theory                      | 3            |
| MAN 2000 Personnel Management                                      | 3            |
| MAN 2800 Small Business Management                                 | 3            |
| MET 1010 Meteorology   | 3            |
| PHY 1020 Physics for Liberal Arts                                  | 3            |
| TRA 1010 Principles of Transportation                              | 3            |

## TECHNICAL AND INDUSTRIAL SERVICES

### Associate in Science

#### Architectural Engineering Technology (202)

Architectural Engineering Technology is a program designed to pre-

pare 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/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.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

AS — Architectural Engineering Technology

ENC 1101—English Composition I

MAC 1104—Precalculus College Algebra

BCN 1001C—Building Construction

ETD 1100—Engineering Drawing

#### Recommended

| Course Sequence          | Course Number and Title              | Credits         |
|--------------------------|--------------------------------------|-----------------|
| <b>General Education</b> |                                      |                 |
| 22                       | *Humanities                          | 3               |
| 8                        | *Social Science                      | 3               |
| 2                        | ENC 1101—English Composition I       | 3               |
| 1                        | MAC 1104—Precalculus 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 1014C—Planning and Estimating             | 3                     |
| **5 | CGS 2020—Computer Concepts                    | 3                     |
| 20  | CGS 2470—Computer Aided Drafting and Design   | 3                     |
| 7   | ENC 2210—Technical Report Writing             | 3                     |
| 18  | ETC 2410C—Structural Drafting                 | 3                     |
| 19  | ETC 2550C—Concrete                            | 3                     |
| 4   | ETD 1100—Engineering Drawing                  | 3                     |
| 14  | ETG 2504C—Engineering Mechanics               | 4                     |
| 17  | ETG 2555C—Testing and Strength of Materials   | 4                     |
| 3   | ETI 1421C—Engineering Materials and Processes | 3                     |
| 21  | ETM 2519C—Air Conditioning and Heating        | 3                     |
| 9   | SUR 1101C—Surveying I                         | 3                     |
| 15  | SUR 2149C—Surveying II                        | 3                     |
|     |   | credit hours 57       |
|     |   | Total credit hours 71 |

\*Refer to AS degree General Education Requirements.

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

CGS 1060 Introductory Computer Concepts
 3 |

|   |   |
|---|---|
| CGS 1570 Microcomputer Application Software | 3 |
| COP 2200 FORTRAN Programming                | 3 |
| COP 2170 Programming in BASIC               | 3 |

## Associate in Science

### Building Construction Technology (234)

The objective of this AS 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 building construction with a focus on concrete, steel, and wood techniques practiced in the industry. This includes the theory, basic skills, safety and first aid training common to building construction.

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

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

|   |
|---|
| AS — Building Construction Technology       |
| ENC 1101—English Composition I              |
| BCT 1113—Blueprint Reading I                |
| BCT 1081—Construction Methods and Materials |
| MGF 1202—College Mathematics                |

#### Recommended

| Course Sequence          | Course Number and Title           | Credits         |
|--------------------------|-----------------------------------|-----------------|
| <b>General Education</b> |                                   |                 |
| 4                        | *Social Science                   | 3               |
| 17                       | *Humanities                       | 3               |
| 24                       | PHY 1020 Physics for Liberal Arts | 3               |
| 13                       | MGF 1202 College Mathematics      | 3               |
| 9                        | ENC 1101 English Composition I    | 3               |
|                          |                                   | credit hours 15 |

#### Professional and Other Required Courses

|    |   |                       |
|----|---|-----------------------|
| 30 | ACC 1080 Introduction to Air-Conditioning and Refrigeration | 4                     |
| 1  | BCT 1081 Construction Methods and Materials                 | 3                     |
| 3  | BCT 1113 Blueprint Reading I                                | 3                     |
| 8  | BCT 1093 Blueprint Reading II                               | 2                     |
| 5  | BCT 1132 Construction I                                     | 3                     |
| 10 | BCT 1134 Construction II                                    | 3                     |
| 22 | BCT 1501 Introduction to Plumbing                           | 3                     |
| 14 | BCT 2152 Construction III                                   | 3                     |
| 18 | BCT 2153 Construction IV                                    | 3                     |
| 6  | BCT 1803 Construction Scheduling                            | 3                     |
| 7  | BCT 1001 Quantitative Methods for Building Trades           | 2                     |
| 12 | BCT 1092 Construction Cost Estimating                       | 3                     |
| 15 | BCT 1114 Concrete Form Construction                         | 3                     |
| 16 | BCT 1710 Energy Efficient Construction                      | 3                     |
| 18 | BCT 2804 Construction Contracting                           | 2                     |
| 23 | EER 1067 Mechanical Devices for Electricians                | 3                     |
| 2  | IEA 1305 Industrial Survival Procedures                     | 3                     |
| 21 | MTR 1100 Welding for Related Trades                         | 4                     |
| 11 | SUR 1101C Surveying I                                       | 3                     |
|    |   | credit hours 53       |
|    |   | Total credit hours 71 |

\*Refer to AS degree General Education Requirements.

## Associate in Science

### Civil Engineering Technology (204)

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/Technical Certificate Graduation Status Sheet/Exit 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.

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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

|   |
|---|
| AS — Civil Engineering Technology             |
| ENC 1101—English Composition I                |
| MAC 1104—Precalculus College Algebra          |
| ETD 1100—Engineering Drawing                  |
| ETI 1421C—Engineering Materials and Processes |

#### Recommended

| Course Sequence          | Course Number and Title              | Credits         |
|--------------------------|--------------------------------------|-----------------|
| <b>General Education</b> |                                      |                 |
| 11                       | *Humanities                          | 3               |
| 17                       | *Social Science                      | 3               |
| 4                        | ENC 1101 English Composition I       | 3               |
| 1                        | MAC 1104 Precalculus College Algebra | 4               |
| 6                        | MAC 1114 College Trigonometry        | 3               |
| 9                        | PHY 2053C General Physics I          | 5               |
| 13                       | PHY 2054C General Physics II         | 4               |
|                          |                                      | credit hours 24 |

#### Core Courses

|     |   |   |
|-----|---|---|
| 10  | ARC 2120C Architectural Drafting              | 3 |
| 12  | BCN 1001C Building Construction               | 3 |
| 19  | BCN 2614C Planning and Estimating             | 3 |
| **5 | CGS 2020 Computer Concepts                    | 3 |
| 2   | ETD 1100 Engineering Drawing                  | 3 |
| 3   | ETI 1421C Engineering Materials and Processes | 3 |
| 20  | ETC 2220C Soils and Foundations               | 3 |
| 19  | ETC 2410C Structural Drafting                 | 3 |
| 16  | ETC 2420C Concrete                            | 3 |
| 21  | ETC 2500C Highway Drafting and Route Design   | 3 |
| 18  | ETC 2521C Hydrology and Hydraulics            | 3 |
| 15  | ETG 2504C Engineering Mechanics               | 4 |
| 17  | ETG 2535C Testing and Strength of Materials   | 4 |
| 7   | ENC 2210 Technical Report Writing             | 3 |

|    |                        |    |
|----|------------------------|----|
| 8  | SUR 1101C Surveying I  | 3  |
| 14 | SUR 2140C Surveying II | 4  |
|    | credit hours           | 7  |
|    | Total credit hours     | 74 |

\*Refer to AS degree General Education Requirements.

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

|          |                                    |   |
|----------|------------------------------------|---|
| CGS 1570 | Microcomputer Application Software | 3 |
| CGS 1060 | Introductory Computer Concepts     | 3 |
| COP 2200 | FORTRAN Programming                | 3 |
| COP 2170 | Programming in BASIC               | 3 |

## Associate in Science

### Drafting and Design Technology (206)

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/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.

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

|   |
|---|
| AS — Drafting and Design Technology           |
| ENC 1101—English Composition I                |
| MAC 1104—Precalculus College Algebra          |
| ETI 1421C—Engineering Materials and Processes |
| ETD 1100—Engineering Drawing                  |
| BCN 1001C—Building Construction               |

| Recommended Course Sequence | Course Number and Title              | Credits |
|-----------------------------|--------------------------------------|---------|
| <b>General Education</b>    |                                      |         |
| 22                          | *Humanities                          | 3       |
| 19                          | *Social Science                      | 4       |
| 2                           | ENC 1101 English Composition I       | 3       |
| 10                          | MAC 1104 Precalculus College Algebra | 4       |
| 14                          | MAC 1114 College Trigonometry        | 3       |
| 5                           | PHY 2053C General Physics I          | 4       |
| 3                           | PHY 2054C General Physics II         | 4       |
|                             | credit hours                         | 24      |

#### Professional and Other Required Courses

|     |   |   |
|-----|---|---|
| 12  | ARC 2120C Architectural Drafting            | 3 |
| 3   | BCN 1001C Building Construction             | 3 |
| 7   | BCN 2614C Planning and Estimating           | 3 |
| *11 | CGS 2020 Computer Concepts                  | 3 |
| 11  | CGS 2470 Computer Aided Drafting and Design | 3 |

|    |   |    |
|----|---|----|
| 7  | EGN 1130C Descriptive Geometry                | 3  |
| 5  | ENC 2210 Technical Report Writing             | 3  |
| 4  | ETD 1100 Engineering Drawing                  | 3  |
| 8  | ETD 1706 Mechanical and Electrical Drafting   | 3  |
| 16 | ETD 2545 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:

|          |                                    |   |
|----------|------------------------------------|---|
| CGS 1570 | Microcomputer Application Software | 3 |
| CGS 1060 | Introductory Computer Concepts     | 3 |
| COP 2200 | FORTRAN Programming                | 3 |
| COP 2170 | Programming in BASIC               | 3 |

## Technical Certificate

### Drafting (303)

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/Technical Certificate Graduation Status Sheet File Maintenance Form, signed by the student and the program manager, 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.

| Recommended Course Sequence                    | Course Number and Title                       | Credits |
|--|---|---------|
| <b>General Education</b>                       |   |         |
| 3  | ENC 1101 English Composition I                | 3       |
| 7  | MAC 1104 Precalculus College Algebra          | 4       |
|  | credit hours                                  | 7       |
| <b>Professional and Other Required Courses</b> |   |         |
| 8  | ARC 2120C Architectural Drafting              | 3       |
| 10   | CGS 2470 Computer Aided Drafting and Design   | 3       |
| 6  | EGN 1130C Descriptive Geometry                | 3       |
| 5  | ENC 2210 Technical Report Writing             | 3       |
| 2  | ETD 1100 Engineering Drawing                  | 3       |
| 7  | ETD 1706 Mechanical and Electrical Drafting   | 3       |
| 9  | ETD 2545 Civil Drafting                       | 3       |
| 4  | ETI 1421C Engineering Materials and Processes | 4       |
|  | credit hours                                  | 24      |
|  | Total credit hours                            | 31      |

## Associate in Science

### Electronics Engineering Technology (271-275)

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 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 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 28 of the catalog.

Specialty Tracks follow:

## Electronics Engineering Technology

### Biomedical Specialty (27.1)

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.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

- AS — Electronics Engineering Technology (Biomedical Specialty)
- ENC 1101—English Composition I
- APB 2190C—Human Anatomy and Physiology I
- MAC 1104—Precalculus College Algebra
- EET 1015C—DC Theory and Circuits

#### Recommended

| Course Sequence          | Course Number and Title                  | Credits         |
|--------------------------|--|-----------------|
| <b>General Education</b> |  |                 |
| 22                       | *Humanities                              | 3               |
| 17                       | *Social Science                          | 3               |
| 3                        | APB 2190C Human Anatomy and Physiology I | 3               |
| 2                        | ENC 1101 English Composition I           | 3               |
| 1                        | MAC 1104 Precalculus 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  | EET 1015C DC Theory and Circuits                  | 3 |
| 9  | EET 1025C AC Theory and Circuits                  | 3 |
| 5  | EET 2127C Introduction to Solid State Electronics | 3 |
| 13 | EET 2119C Amplifier Circuits                      | 3 |
| 17 | EET 2142C Linear Semiconductor Analysis           | 3 |
| 18 | EST 2112 Electrical—Electronic Control Systems    | 3 |

|    |   |                 |
|----|---|-----------------|
| 6  | CET 2112C Introduction to Digital Electronics | 3               |
| 11 | CET 2113C Computer Logic Circuits             | 3               |
| 16 | CET 2143C Microprocessors                     | 3               |
| 21 | MAC 2511 Calculus with Analytic Geometry I    | 4               |
| or | MTB 2323 Technical Calculus                   | 3               |
|    |   | credit hours 33 |

#### Biomedical Specialty

|    |   |                       |
|----|---|-----------------------|
| 15 | ETT 1725 Biomedical Safety and Terminology    | 2                     |
| 19 | EST 2486C Biomedical Instrumentation I        | 3                     |
| 20 | EST 1412 Biomedical Technology and Techniques | 2                     |
| 23 | EST 2458C Biomedical Instrumentation II       | 3                     |
| 26 | EET 2940 Biomedical Practicum                 | 3                     |
|    |   | credit hours 13       |
|    |   | Total credit hours 73 |

\*Refer to AS degree General Education Requirements.

## Associate in Science

### Electronics Engineering Technology Communications Specialty (27.2)

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.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following:

- AS — Electronics Engineering Technology (Communications Specialty)
- ENC 1101—English Composition I
- MAC 1104—Precalculus College Algebra
- EET 1015C—DC Theory and Circuits
- CGS 2020—Computer Concepts
- ETD 1103—Engineering Drawing

#### Recommended

| Course Sequence          | Course Number and Title              | Credits         |
|--------------------------|--------------------------------------|-----------------|
| <b>General Education</b> |                                      |                 |
| 19                       | *Humanities                          | 3               |
| 16                       | *Social Science                      | 3               |
| 5                        | ENC 1101 English Composition I       | 3               |
| 1                        | MAC 1104 Precalculus 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  | EET 1015C DC Theory and Circuits                  | 3               |
| 10 | EET 1025C AC Theory and Circuits                  | 3               |
| 8  | EET 2113C Introduction to Solid State Electronics | 3               |
| 14 | EET 2119C Amplifier Circuits                      | 3               |
| 18 | EET 2142C Linear Semiconductor Analysis           | 3               |
| 19 | EST 2112 Electrical—Electronic Control Systems    | 3               |
| 6  | CET 2112C Introduction to Digital Electronics     | 3               |
| 11 | CET 2113C Computer Logic Circuits                 | 3               |
| 15 | CET 2143C Microprocessors                         | 3               |
| 21 | MAC 2511 Calculus with Analytic Geometry I        | 4               |
| or | MTB 2323 Technical Calculus                       | 3               |
|    |   | credit hours 43 |



**Communications Specialty**

|     |   |           |
|-----|---|-----------|
| **2 | CGS 2020 Computer Concepts              | 3         |
| 5   | ETD 1100 Engineering Drawing            | 5         |
| 20  | ELT 2424C Communications Electronics I  | 3         |
| 23  | EET 2355C Communications Electronics II | 3         |
| 22  | ETI 1700 Industrial Safety              | 5         |
|     | <b>credit hours</b>                     | <b>15</b> |
|     | <b>Total credit hours</b>               | <b>72</b> |

\*Refer to A5 degree General Education Requirements

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

|   |   |
|---|---|
| CGS 1570 Microcomputer Application Software | 3 |
| CGS 1060 Introductory Computer Concepts     | 3 |
| COP 2200 FORTRAN Programming                | 3 |
| COP 2170 Programming in BASIC               | 3 |

**Associate in Science****Electronics Engineering Technology  
Digital Specialty (273)**

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

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following.

|  |
|--|
| AS — Electronics Engineering Technology<br>(Digital Specialty) |
| ENC 1101—English Composition I                                 |
| MAC 1109—Pre-calculus College Algebra                          |
| EET 1015C—DC Theory and Circuits                               |
| CGS 2020—Computer Concepts                                     |
| ETD 1100—Engineering Drawing                                   |

**Recommended**

| Course Sequence          | Course Number and Title               | Credits   |
|--------------------------|---------------------------------------|-----------|
| <b>General Education</b> |                                       |           |
| 18                       | *Humanities                           | 3         |
| 16                       | *Social Science                       | 3         |
| 5                        | ENC 1101 English Composition I        | 3         |
| 1                        | MAC 1109 Pre-calculus College Algebra | 4         |
| 6                        | MAC 1114 College Trigonometry         | 3         |
| 10                       | PHY 2053C General Physics I           | 4         |
| 14                       | PHY 2054C General Physics II          | 4         |
|                          | <b>credit hours</b>                   | <b>24</b> |

**Core Courses**

|    |   |           |
|----|---|-----------|
| 12 | ENC 2210 Technical Report Writing                 | 3         |
| 9  | EET 1015C DC Theory and Circuits                  | 3         |
| 9  | EET 1025C AC Theory and Circuits                  | 3         |
| 7  | ELT 2121C Introduction to Solid State Electronics | 3         |
| 13 | EET 2119C Amplifier Circuits                      | 3         |
| 17 | EET 2142C Linear Semiconductor Analysis           | 3         |
| 19 | EST 2112 Electrical—Electronic Control Systems    | 3         |
| 8  | CET 2112C Introduction to Digital Electronics     | 3         |
| 11 | CET 2113C Computer Logic Circuits                 | 3         |
| 15 | ELT 2143C Microprocessors                         | 3         |
| 20 | MAC 2511 Calculus with Analytic Geometry I        | 4         |
|    | or  |           |
|    | MTB 2524 Technical Calculus                       | 3         |
|    | <b>credit hours</b>                               | <b>34</b> |

**Digital Specialty:**

|     |  |           |
|-----|--|-----------|
| **2 | CGS 2020 Computer Concepts                     | 3         |
| 5   | ETD 1100 Engineering Drawing                   | 5         |
| 22  | CET 2110C Computer Peripherals and Interfacing | 3         |
| 21  | ETI 1700 Industrial Safety                     | 5         |
|     | <b>credit hours</b>                            | <b>21</b> |
|     | <b>Total credit hours</b>                      | <b>69</b> |

\*Refer to A5 degree General Education Requirements

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

|   |   |
|---|---|
| CGS 1570 Microcomputer Application Software | 3 |
| CGS 1060 Introductory Computer Concepts     | 3 |
| COP 2200 FORTRAN Programming                | 3 |
| COP 2170 Programming in BASIC               | 3 |

**Associate in Science****Electronics Engineering Technology  
Robotics Specialty (274)**

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.

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following.

|   |
|---|
| AS — Electronics Engineering Technology<br>(Robotics Specialty) |
| EET 1015C—DC Theory and Circuits                                |
| ENC 1101—English Composition I                                  |
| ETD 1100—Engineering Drawing                                    |
| MAC 1109—Pre-calculus College Algebra                           |

**Recommended**

| Course Sequence          | Course Number and Title               | Credits   |
|--------------------------|---------------------------------------|-----------|
| <b>General Education</b> |                                       |           |
| 18                       | *Humanities                           | 3         |
| 17                       | *Social Science                       | 3         |
| 5                        | ENC 1101 English Composition I        | 3         |
| 1                        | MAC 1109 Pre-calculus College Algebra | 4         |
| 6                        | MAC 1114 College Trigonometry         | 3         |
| 10                       | PHY 2053C General Physics I           | 4         |
| 14                       | PHY 2054C General Physics II          | 4         |
|                          | <b>credit hours</b>                   | <b>24</b> |

**Core Courses**

|    |   |           |
|----|---|-----------|
| 8  | ENC 2210 Technical Report Writing                 | 3         |
| 3  | EET 1015C DC Theory and Circuits                  | 3         |
| 9  | EET 1025C AC Theory and Circuits                  | 3         |
| 5  | ELT 2121C Introduction to Solid State Electronics | 3         |
| 13 | EET 2119C Amplifier Circuits                      | 3         |
| 19 | EET 2142C Linear Semiconductor Analysis           | 3         |
| 20 | EST 2112 Electrical—Electronic Control Systems    | 3         |
| 7  | CET 2112C Introduction to Digital Electronics     | 3         |
| 11 | CET 2113C Computer Logic Circuits                 | 3         |
| 16 | ELT 2143C Microprocessors                         | 3         |
| 20 | MAC 2511 Calculus with Analytic Geometry I        | 4         |
|    | or  |           |
|    | MTB 2524 Technical Calculus                       | 3         |
|    | <b>credit hours</b>                               | <b>34</b> |

|                            |   |
|----------------------------|---|
| <b>Robotics Specialty:</b> |   |
| 2                          | ETD 1100 Engineering Drawing . . . . . 3    |
| 23                         | EST 2000C Robotics . . . . . 3              |
| 19                         | ETG 2300C Engineering Mechanics . . . . . 4 |
| 22                         | ETI 1100 Industrial Safety . . . . . 3      |
| 17                         | ETM 2410C Fluid Mechanics . . . . . 3       |
|                            | credit hours <u>16</u>                      |
|                            | Total credit hours 73                       |

\*Refer to AS degree General Education Requirements

**Associate in Science**

**Electronics Engineering Technology  
X-Ray Specialty (275)**

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

**Initial Advising Courses**

During your beginning semesters at the College you should complete the following:

- AS Electronics Engineering Technology (X-Ray Specialty)
- ENC 1101—English Composition I
- MAC 1104—Precalculus College Algebra
- EET 1015C—DC Theory and Circuits
- ETD 1100—Engineering Drawing

| Recommended Course Sequence | Course Number and Title                        | Credits |
|-----------------------------|--|---------|
| <b>General Education</b>    |  |         |
| 20                          | *Humanities . . . . .                          | 3       |
| 12                          | *Social Science . . . . .                      | 3       |
| 2                           | ENC 1101 English Composition I . . . . .       | 3       |
| 1                           | MAC 1104 Precalculus College Algebra . . . . . | 4       |
| 7                           | MAC 1110 College Trigonometry . . . . .        | 3       |
| 10                          | PHY 2055C General Physics I . . . . .          | 4       |
| 15                          | PHY 2054C General Physics II . . . . .         | 4       |
|                             | credit hours <u>24</u>                         |         |

| Recommended Course Sequence | Course Number and Title                                     | Credits |
|-----------------------------|---|---------|
| <b>Core Courses</b>         |   |         |
| 8                           | ENC 2210 Technical Report Writing . . . . .                 | 3       |
| 4                           | EET 1015C DC Theory and Circuits . . . . .                  | 3       |
| 9                           | EET 1025C AC Theory and Circuits . . . . .                  | 3       |
| 5                           | EET 2121C Introduction to Solid State Electronics . . . . . | 3       |
| 14                          | EET 2119C Amplifier Circuits . . . . .                      | 3       |
| 18                          | EET 2142C Linear Semiconductor Analysis . . . . .           | 3       |
| 19                          | EST 2112 Electrical—Electronic Control Systems . . . . .    | 3       |
| 6                           | CET 2112C Introduction to Digital Electronics . . . . .     | 3       |
| 11                          | CET 2113C Computer Logic Circuits . . . . .                 | 3       |
| 16                          | CET 2115C Microprocessors . . . . .                         | 3       |
| 23                          | MAC 3311 Calculus with Analytic Geometry I . . . . . 4      |         |
|                             | or  |         |
|                             | MTB 2324 Technical Calculus . . . . .                       | 3       |
|                             | credit hours <u>33</u>                                      |         |

| Recommended Course Sequence | Course Number and Title                | Credits |
|-----------------------------|--|---------|
| <b>X-Ray Specialty:</b>     |  |         |
| 3                           | ETD 1100 Engineering Drawing . . . . . | 3       |
| 13                          | ETG 1201C X-Ray Physics . . . . .      | 3       |
| 17                          | ETG 2300C X-Ray Systems . . . . .      | 3       |

|    |   |   |
|----|---|---|
| 21 | ETG 2204C X-Ray Practicum . . . . .       | 3 |
| 23 | ETG 2205C X-Ray Imaging Systems . . . . . | 3 |
|    | credit hours <u>12</u>                    |   |
|    | Total credit hours <u>72</u>              |   |

\*Refer to AS degree General Education Requirements

**Technical Certificate**

**Electronics Engineering Technology (320)**

The 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 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.

| Recommended Course Sequence                    | Course Number and Title                                     | Credits |
|--|---|---------|
| <b>General Education</b>                       |   |         |
| 3  | ENC 1101 English Composition I . . . . .                    | 3       |
| 1  | MAC 1104 Precalculus College Algebra . . . . .              | 4       |
| 5  | MAC 1110 College Trigonometry . . . . .                     | 3       |
|  | credit hours <u>10</u>                                      |         |
| <b>Professional and Other Required Courses</b> |   |         |
| 4  | EET 1015C DC Theory and Circuits . . . . .                  | 3       |
| 8  | EET 1025C AC Theory and Circuits . . . . .                  | 3       |
| 6  | EET 2121C Introduction to Solid State Electronics . . . . . | 3       |
| 10   | EET 2119C Amplifier Circuits . . . . .                      | 3       |
| 11   | EET 2142C Linear Semiconductor Analysis . . . . .           | 3       |
| 12   | EST 2112 Electrical—Electronic Control Systems . . . . .    | 3       |
| 7  | CET 2112C Introduction to Digital Electronics . . . . .     | 3       |
| 9  | CET 2113C Computer Logic Circuits . . . . .                 | 3       |
| 2  | COS 2020 Computer Concepts . . . . .                        | 3       |
|  | credit hours <u>37</u>                                      |         |
|  | Total credit hours <u>47</u>                                |         |

**Associate in Science**

**Mechanical Engineering Technology  
Mechanical Specialty (218 or 249)**

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.

The program offers optional tracks in Air Conditioning and Refrigeration Design and a general Mechanical track of study.

A student will be considered as selected for this program when the student has an AS/Techical Certificate Graduation Status Sheet File Main 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.

**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 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 28 of the catalog.

### Mechanical Engineering Specialty (218)

Completion of the general program of study in Mechanical Engineering Technology may lead to employment with manufacturers, engineering firms, or vendors of mechanical equipment, machinery, or systems.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

AS — Mechanical Engineering Technology  
Mechanical Engineering Specialty  
ENC 1101—English Composition I  
MAC 1104—Precalculus College Algebra  
ETD 1100—Engineering Drawing  
EET 1421C—Engineering Materials and Processes  
EET 1035C—DC/AC Fundamentals

#### Recommended

| Course Sequence              | Course Number and Title                       | Credits         |
|------------------------------|---|-----------------|
| <b>General Education</b>     |   |                 |
| 20                           | *Humanities                                   | 3               |
| 16                           | *Social Science                               | 3               |
| 5                            | ENC 1101 English Composition I                | 4               |
| 1                            | MAC 1104 Precalculus 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 |
| <b>Core Courses</b>          |   |                 |
| 2                            | ETD 1100 Engineering Drawing                  | 3               |
| 4                            | EET 1035C DC/AC Fundamentals                  | 4               |
|                              |   | credit hours 7  |
| <b>Mechanical Specialty:</b> |   |                 |
| 6                            | EEN 1130C Descriptive Geometry                | 3               |
| 9                            | ENC 2210 Technical Report Writing             | 3               |
| 8                            | ETD 1706 Mechanical and Electrical Drafting   | 3               |
| 14                           | ETC 2510C Engineering Mechanics               | 4               |
| 17                           | EET 2535C Testing and Strength of Materials   | 4               |
| 3                            | ETL 1421C Engineering Materials and Processes | 3               |

|    |  |                       |
|----|--|-----------------------|
| 13 | ETL 1700 Industrial Safety             | 3                     |
| 19 | ETL 1681 Industrial Supervision        | 3                     |
| 12 | LTM 2221 Elements of Applied Energy    | 3                     |
| 18 | ETM 2410C Fluid Mechanics              | 3                     |
| 21 | ETM 2610C Air Conditioning and Heating | 3                     |
|    |  | credit hours 33       |
|    |  | Total credit hours 66 |

\*Refer to AS degree General Education Requirements

## Associate in Science

### Mechanical Engineering Technology Air Conditioning and Refrigeration Systems Design Specialty (249)

Completion of the Air Conditioning and Refrigeration Systems Design specialization may lead to employment with engineering firms, mechanical contractors, or suppliers dealing with heating, ventilating, and air conditioning (HVAC) systems.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

AS — Mechanical Engineering Technology  
(Air Conditioning and Refrigeration Systems Design Specialty)  
ENC 1101—English Composition I  
MAC 1104—Precalculus College Algebra  
ETD 1100—Engineering Drawing  
ETM 1700—Air Conditioning Fundamentals

#### Recommended

| Course Sequence          | Course Number and Title              | Credits         |
|--------------------------|--------------------------------------|-----------------|
| <b>General Education</b> |                                      |                 |
| 9                        | *Social Science                      | 3               |
| 17                       | *Humanities                          | 3               |
| 1                        | ENC 1101 English Composition I       | 3               |
| 2                        | MAC 1104 Precalculus College Algebra | 4               |
| 5                        | MAC 1114 College Trigonometry        | 3               |
| 13                       | PHY 2053C General Physics I          | 4               |
| 18                       | PHY 2054C General Physics II         | 4               |
|                          |                                      | credit hours 24 |

#### Core Courses

|   |                              |                |
|---|------------------------------|----------------|
| 6 | EET 1035C DC/AC Fundamentals | 4              |
| 3 | ETD 1100 Engineering Drawing | 3              |
|   |                              | credit hours 7 |

#### Air Conditioning and Refrigeration Design Specialty:

|    |   |                       |
|----|---|-----------------------|
| 15 | CGS 2470 Computer Aided Drafting and Design           | 3                     |
| 4  | ETM 1700 Air Conditioning Fundamentals                | 3                     |
| 7  | ETM 1710 Air Conditioning Load Analysis               | 3                     |
| 8  | ETM 1720 Air Conditioning and Refrigeration Equipment | 4                     |
| 10 | ETM 1725 Ventilation                                  | 3                     |
| 11 | ETM 1730 Air Distribution                             | 3                     |
| 12 | ETM 1740 Air Conditioning Control Systems             | 3                     |
| 14 | ETM 2775 Air Conditioning Estimating                  | 3                     |
| 16 | ETM 2750C Air Conditioning Systems Design I           | 3                     |
| 19 | ETM 2753C Air Conditioning Systems Design II          | 3                     |
| 20 | ETM 2781C CAD Mechanical (HVAC)                       | 3                     |
|    |   | credit hours 33       |
|    |   | Total credit hours 69 |

\*Refer to AS Degree General Education Requirements.

## Associate in Science

### Printing/Graphic Arts (240)

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

**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 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 28 of the catalog.

#### Initial Advising Courses

During your beginning semesters at the College you should complete the following.

#### AS — Printing/Graphic Arts

ENC 1101 —English Composition I

Any four GRA Courses

| Course Number and Title  | Credits               |
|--|-----------------------|
| <b>General Education</b>   |                       |
| *Social Science  | 3                     |
| *Humanities  | 3                     |
| *Mathematics — Natural Science                                     | 3                     |
| ENC 1101 English Composition I                                     | 3                     |
| ***General Education Electives                                     | 3                     |
|  | credit hours 15       |
| <b>Professional and Other Required Courses</b>                     |                       |
| GRA 1500 Theory of Printing Processes                              | 5                     |
| GRA 1502L Printing Processes—Laboratory                            | 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 Advanced Hand and Machine Composition and Form Make-up | 3                     |
| ***GRA 2533L Advanced Composition and Make-up                      | 5                     |
| **GRA 2571L Camera Operation and Film Processing                   | 5                     |
| ***GRA 2573L Advanced Camera Operation and Film Processing         | 5                     |
| **GRA 2601L Negative Stripping and Offset Platemaking              | 5                     |
| ***GRA 2602L Advanced Negative 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                     |
| OST 1324 Business Mathematics Using Calculators                    | 3                     |
| Business Electives (5 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 2100 The Legal Environment of Business  | 3 |
| BUL 2120 Business Law                       | 3 |
| CGS 1570 Microcomputer Application Software | 3 |
| CGS 1060 Introductory Computer Concepts     | 3 |
| COP 2200 FORTRAN Programming                | 3 |
| COP 2170 Programming in BASIC               | 3 |
| FIN 2000 Principles of Finance              | 3 |
| FIN 2100 Personal Finance                   | 3 |
| GBB 3021 Introduction to Business           | 3 |
| MAN 2021 Principles of Management           | 3 |
| MAN 2300 Personnel Management               | 3 |
| MAN 2802 Small Business Management          | 3 |
| MAR 1311 Principles of Marketing            | 3 |
| MKA 1021 Salesmanship                       | 3 |
| MAR 1301 Sales Promotion                    | 3 |
| MAR 2401 Sales Management                   | 3 |
| OST 1100 Beginning Typewriting              | 3 |
| OST 1110 Intermediate Typewriting           | 3 |
| OST 2335 Business Communications            | 3 |

## Technical Certificate

### Broadcast Copywriting (345)

Creative copywriters are much in demand throughout the broadcasting and cable TV industries. The object is to write good, clear, informative copy quickly and within the time constraints of the schedule. The training and experience can lead to advancement in programming, promotion, and producing.

Copywriting is an excellent entry position where the student can develop in association with creative professionals and work toward a specialized position in the creation of programs.

| Course Number and Title                            | Credits               |
|--|-----------------------|
| <b>General Education</b>                           |                       |
| ENC 1101 English Composition I                     | 3                     |
| ENC 1102 English Composition II                    | 3                     |
| SPC 2600 Fundamentals of Speech Communication      | 3                     |
|  | credit hours 9        |
| <b>Professional and Other Required Courses</b>     |                       |
| ADV 2000 Advertising                               | 3                     |
| MMC 1000 Introduction to Mass Communications       | 3                     |
| MMC 2100 Writing for Mass Communications           | 3                     |
| OST 1311 Word Processing I                         | 3                     |
| RTV 0949 Co-operative Work Experience              | 3                     |
| RTV 2001C Introduction to Broadcasting             | 3                     |
| RTV 2200C An Introduction to Television Production | 3                     |
| RTV 2306C Broadcast Direction                      | 3                     |
|  | credit hours 24       |
|  | Total credit hours 33 |

## Technical Certificate

### News Assisting (346 or 356)

All newsrooms for newspapers, magazines, radio, television, and cable TV require desk assistants, news assistants, news production assistants, writers, and editors who support the news operation's endless processing of the pieces of paper, photographs, video and audio tapes, telephone, telex, wire service, and teletex that constitute the news package the audience and readers receive. These positions require that the student have clear thinking and writing skills, a high degree of responsibility and dependability, and enjoy the fast-paced atmosphere of the typical newsroom.

The successful news assistant can progress to higher positions in many areas, depending on the individual's interest and talents.

| Course Number and Title              | Credits               |
|--------------------------------------|-----------------------|
| <b>General Education</b>             |                       |
| ENC 1101 English Composition I       | 3                     |
| ENC 1102 English Composition II      | 3                     |
| POS 2011 American Federal Government | 3                     |
|                                      | <u>credit hours 9</u> |

#### Core Courses

|  |                        |
|--|------------------------|
| PGY 2101C Photography I                      | 3                      |
| MMC 1000 Introduction to Mass Communications | 3                      |
| MMC 2100 Writing for Mass Communication      | 3                      |
| OST 1711 Word Processing I                   | 3                      |
| RTV 1949 Co-operative Work Experience        | 3                      |
|  | <u>credit hours 15</u> |

## Specialty Courses

### Broadcasting Specialty (346)

|   |                       |
|---|-----------------------|
| RTV 2001C Introduction to Broadcasting          | 3                     |
| RTV 2200C Introduction to Television Production | 3                     |
| RTV 2206C Television Direction                  | 3                     |
|   | <u>credit hours 9</u> |
|   | Total credit hours 33 |

### Print Media Specialty (356)

|  |                       |
|--|-----------------------|
| AML 2012 American Literature: Colonial Times to 1900 | 3                     |
| ECCO 2013 Principles of Economics I                  | 3                     |
| POS 2112 State and Local Government                  | 3                     |
|  | <u>credit hours 9</u> |
|  | Total credit hours 45 |

## Technical Certificate

### Radio and TV Advertising (347)

Radio, television, and cable TV research, write, and produce thousands of local commercials every year in all size markets.

Basic skills and experience are required for entering this profession. Talent and hard work are well-rewarded. Advancement is based on success and client satisfaction. This one-year program is designed to provide the student with the basic skills, a few month's experience, and the opportunity to prove that the necessary qualities the employer is looking for are there.

| Course Number and Title        | Credits               |
|--------------------------------|-----------------------|
| <b>General Education</b>       |                       |
| ENC 1101 English Composition I | 3                     |
|                                | <u>credit hours 3</u> |

#### Professional and Other Required Courses

|  |                        |
|--|------------------------|
| ADV 2000 Advertising                               | 3                      |
| GEB 1011 Introduction to Business                  | 3                      |
| MAR 1011 Principles of Marketing                   | 3                      |
| MKA 1021 Salesmanship                              | 3                      |
| MAR 1301 Sales Promotion                           | 3                      |
| MMC 2100 Writing for Mass Communications           | 3                      |
| OST 1324 Business Mathematics Using Calculators    | 3                      |
| RTV 1949 Co-operative Work Experience              | 3                      |
| RTV 2001C Introduction to Broadcasting             | 3                      |
| RTV 2200C An Introduction to Television Production | 3                      |
|  | <u>credit hours 30</u> |
|  | Total credit hours 33  |

## Technical Certificate

### Radio and TV Production (348)

This program is designed to prepare the student for a career in the production of radio and television programs for broadcast and non-broadcast applications.

The growth of the media 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 and radio stations and production companies.

The professional has experience in many production facilities and with all the equipment normally associated with program production. The professional can move easily from the production of commercials, to sports, news, drama, game shows, and instructional programs.

Experience, versatility, and creativity are held in high regard by the employers in this field.

| Course Number and Title                            | Credits                |
|--|------------------------|
| <b>Professional and Other Required Courses</b>     |                        |
| ADV 2000 Advertising                               | 3                      |
| CGS 1060 Introductory Computer Concepts            | 3                      |
| EET 1004 Fundamentals of General Electricity       | 3                      |
| MMC 1000 Introduction to Mass Communications       | 3                      |
| MUM 1600 Recording Techniques I                    | 3                      |
| MUM 1601 Recording Techniques II                   | 3                      |
| OST 2535 Business Communication                    | 3                      |
| RTV 1949 Co-operative Work Experience              | 3                      |
| RTV 2001C Introduction to Broadcasting             | 3                      |
| RTV 2200C An Introduction to Television Production | 3                      |
| RTV 2206C Broadcast Direction                      | 3                      |
|  | <u>credit hours 33</u> |
|  | Total credit hours 33  |

## Technical Certificate

### TV Graphics (349)

The increasing complexity of computer-based graphics for television has created new opportunities for and demands on individuals interested in pursuing a career in this specialized technical field.

This one-year program combines an introduction to computer graphics and television production into the new specialty of TV Graphics. The stu-

dent will be prepared to enter the field at television stations, cable TV companies, independent commercial production companies, advertising agencies, and in the audiovisual departments of industry, education, and government.

| Course Number and Title                                  | Credits               |
|--|-----------------------|
| <b>General Education</b>                                 |                       |
| ARH 1000 Art Appreciation .....                          | 3                     |
|  | credit hours 3        |
| <b>Professional and Other Required Courses</b>           |                       |
| ART 1201C Design I .....                                 | 3                     |
| ART 1202C Design II .....                                | 3                     |
| CGS 2470 Computer Aided Drafting and Design .....        | 3                     |
| CGS 1570 Microcomputer Application Software .....        | 3                     |
| CGS 1060 Introductory Computer Concepts .....            | 3                     |
| OST 1711 Word Processing I .....                         | 3                     |
| OST 2335 Business Communications .....                   | 3                     |
| RTV 1949 Co-operative Work Experience .....              | 3                     |
| RTV 2001C Introduction to Broadcasting .....             | 3                     |
| RTV 2200C An Introduction to Television Production ..... | 3                     |
|  | credit hours 30       |
|  | total credit hours 33 |





## Admissions

All persons registering at Florida Community College at Jacksonville must have a social security number and will be required to present the social security card at each registration. Persons not having a social security number should contact the local Social Security Office for an application to obtain a number.

An individual desiring to enroll in continuing education (non-college credit) programs should contact the administrator of the center or the campus offering the desired subjects or call the FCCJ information center at 633-8300. A student may be admitted if the following eligibility requirements are met:

1. Be an adult as defined by Florida State Board Rule 6A-6.11, at least 16 years of age.
2. Present Social Security card.
3. Furnish proof of age, if asked.
4. Complete the admission and registration forms requested.
5. Meet special admission criteria, if any.

Certain continuing education occupational programs, such as Practical Nursing, have selective admission criteria. Students must contact the specific department of interest before enrolling in programs with special admission requirements.

Non-resident aliens may enroll in continuing education classes; however, Florida Community College at Jacksonville will not issue immigration papers based on this enrollment.

## Enrollment Verification

Students wishing enrollment certification for educational benefits must be admitted to and be enrolled full-time in the diploma-seeking high school program (20 clock hours per week minimum) or vocational program (22-30 clock hours per week. Minimum will vary by program.)

## Registration Periods

Registration dates will vary by program category and campus and may be continuous throughout any term. The terms will be Fall, Winter, and Spring.

## Schedule Changes

Schedule changes, commonly known as add-drop, will be allowed in accordance with the schedule established by the registrar each term.

## Transcript Requests

Upon request of the student, the college will provide to the student, or to a person or institution designated by the student, an official transcript of the student's academic record. Transcript requests may be made in person or in writing to the Campus Records and Registration Office. Transcript request will be taken by telephone if the recipient of the transcript is another educational institution.

**NO TRANSCRIPT REQUEST WILL BE PROCESSED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE CLEAR.**

Students are advised to make requests approximately two weeks before the transcript is needed.

## Awards for Program/ Course Completion

Three types of certificates are awarded to students in recognition of completion of program and/or course competency requirements.

### Certificate of Applied Science

The Certificate of Applied Science is awarded to students who have enrolled in and satisfactorily completed the requirements for a one-year vocational competency-based program of study in preparation for employment. The area or areas of competencies completed by the student are indicated on the certificate. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

### Certificate of Training

The Certificate of Training is awarded to students who have enrolled in and satisfactorily completed competencies in a vocational program of study of one term (semester) or less in preparation for employment. The program completed by the student is indicated on the certificate. Before a student may receive this certificate, the student must have fulfilled all financial obligations to the college.

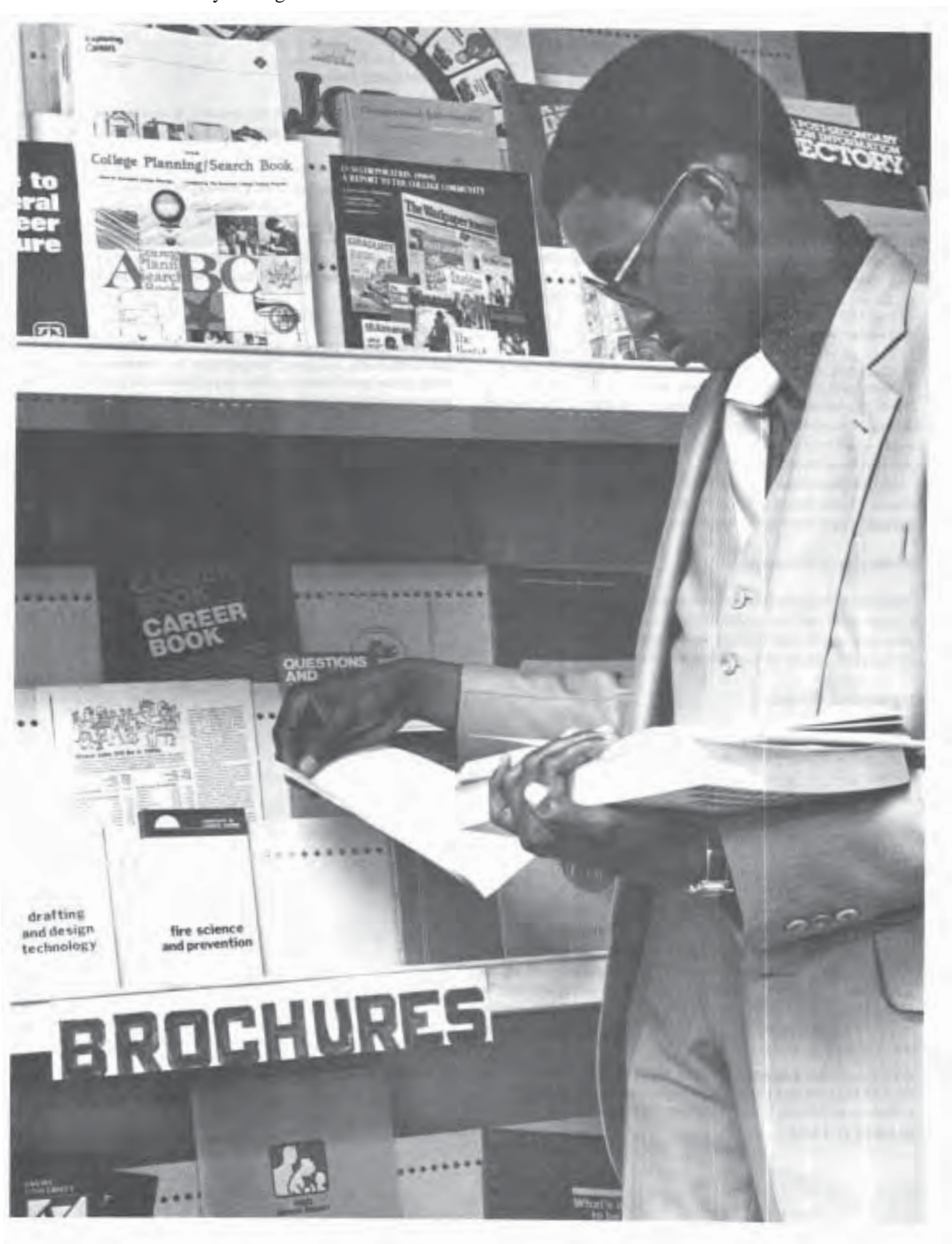
### Certificate of Attendance

This is a general purpose type of certificate used to verify the attendance of an individual in a course, seminar, or workshop-type activity. Attainments of an individual in these instructional activities may be indicated on the certificate as prescribed by the requirements of the activity.

### Continuing Education Units (CEU)

Many courses award Continuing Education Units. The CEU system provides for one unit to be awarded for every 10 clock hours of instruction. A record of courses taken and CEU's earned will be maintained by the college. A student may obtain a copy of the record or have a copy mailed to a person of the student's choice by requesting such in writing in the Campus Records and Registration Office.





## Program Areas

### Occupational Education

Continuing Education programs and courses offer a wide variety of preparatory and supplementary vocational training throughout the junior college district wherever the need exists and adequate facilities are located. Courses are taught in public school facilities during evening hours, in industrial plants, in commercial office buildings, on campuses and centers of Florida Community College at Jacksonville, and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of the course.

The primary purposes of these programs and courses are (1) to provide individuals with necessary skills to make them employable, (2) to provide individuals with training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and (3) to provide the business and industrial community with trained personnel.

In the area of Career and Technical Education, the College maintains close liaison with, and is assisted by, program advisory committees, professional, civic, and church organizations, governmental agencies, business and industry, and other groups in determining needs and providing occupational education for the community.

A high school diploma or equivalent is not required for enrollment in most Occupational Education courses/programs but is highly recommended.

Persons can be admitted to Preparatory Occupational Education programs only for the purpose of attaining skills leading directly to securing employment.

Persons can be admitted to Supplemental Occupational Education courses provided they are currently or have been previously employed in an occupation related to the course.

### Occupational Education Testing and Basic Skills Training

Students desiring to enter a non-college credit occupational program of more than 450 hours will be tested for basic communications and mathematical skills. Students scoring below the 9th grade level in mathematics and reading will be required to take appropriate basic skills training prior to receiving a certificate of completion for the occupational program.

### Occupational Preparatory Education and Evaluated CEU Courses Grading System

The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

- I INCOMPLETE
- S SATISFACTORY
- U UNSATISFACTORY
- W WITHDRAWAL
- SI SATISFACTORY/INCOMPLETE

Once a grade of S or U in a course has been reported to the Registrar, it may only be changed as follows:

1. Upon recommendation of the instructor who assigned the grade, with approval of the program director or assistant dean.
2. Upon recommendation by the department chairperson or program manager, and approved by the assistant dean, when

the instructor who assigned the grade is no longer a member of the faculty of Florida Community College at Jacksonville.

The I or SI grade may be changed by the instructor within the time limit indicated in the College Calendar.

Occupational Education courses, other than occupational preparatory education and evaluated CEU courses explained before, and all Adult and Continuing Education courses, except high school credit, receive no grade (NG).

### Developmental Education Downtown Campus

The Developmental Education Department at the Downtown Campus offers various programs to non-college credit students. The goal of the department is to assist students who need additional help in the academic area to reach their educational goals. Program strategies include:

1. Reading courses that may be taken for high school credit or self-enrichment.
2. Individualized instruction in reading.
3. Tutoring.
4. Diagnostic and prescriptive teaching in the Individualized Manpower Training System (IMTS) in the areas of Math, English, and Reading.

Other services include:

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

### Adult General Education

In the area of Adult General Education, Florida Community College at Jacksonville cooperates with the public schools, community schools, health and welfare groups, civic and community clubs, business and industry, and other adult agencies to provide educational services.

Adults in the community have the opportunity to grow in basic knowledge, improve in home and community life, develop leadership and civic responsibilities, expand in knowledge in general education, and develop creativity in the fine arts.

Adult General Education Programs are offered where there is community need and interest. Florida Community College at Jacksonville is offering courses in more than 225 different locations throughout Duval County.

Many programs, courses, and services are offered on a continuing basis. Short courses, in-service training programs, and courses of specific interest may be initiated by request from individuals and groups in the community, based upon resources available at time of request.

### Adult Basic Education — Academy for Adult Literacy

The Adult Basic Education Program of Florida Community College at Jacksonville is designed to provide basic literacy instruction in the fundamental academic areas of reading, writing and arithmetic.

The primary focus of study may be on any one or more of the following general knowledge areas:

1. Pre-vocational or employability skills development.
2. Improvements in home and family life.
3. Use of financial resources and consumer education.

4. Social and civic responsibilities.
5. Use of community resources.
6. Health and safety education.
7. Human and interpersonal relations.
8. Communication skills in the English language.
9. Self-fulfillment and development as a continuing lifelong learner.

Performance in these general knowledge areas will be based upon achievement in the following skill areas: reading, writing, speaking, listening, problem-solving, computation and interpersonal relations.

The Academy for Adult Literacy provides supportive services for its students in the areas of guidance and counseling, testing, specialized reading needs, and employability skills.

The Adult Basic Education Program will award the following certificates to deserving ABE students.

#### Certificate of Attendance

The Certificate of Attendance will be issued by the Director of Adult Basic Education to those students with excellent classroom attendance. This certificate will be based on the recommendation of the instructor.

#### Certificate of Achievement

A Certificate of Achievement will be issued to students successfully completing Level I, II or III of the Test of Adult Basic Education.

#### Certificate of Completion

An Adult Basic Education Certificate of Completion will be awarded to students who function above the 8th grade level on Level IV of the Test of Adult Basic Education.

Enrollment in Adult Basic Education classes is available to all adults who are 16 years of age or older and function at or below the eighth grade level on literacy skills.

Adult Basic Education classes are offered in adult centers which are located in schools, churches, and other available community facilities throughout Duval County at no cost to the students.

## Adult High School Admission Requirements

**STATUS A—APPLICANTS 18 YEARS AND OLDER WILL BE ADMITTED TO THE FCCJ HIGH SCHOOL COMPLETION PROGRAM TO SEEK AN FCCJ ADULT HIGH SCHOOL DIPLOMA BY COMPLETING THE FOLLOWING:**

1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. PROOF OF PREVIOUS EDUCATION - An applicant may transfer credits earned from grades 9-12 and be placed into appropriate courses to meet the credit requirements for graduation. Official transcripts (grades earned) and other documents can be submitted for specific course placement.
4. AGE RESTRICTIONS - Applicants 16 or 17 years old must have been out of public or private school for SIX FULL MONTHS. Proof of the last date of attendance is verified by the following:
  - a. Official transcript with date of last attendance indicated. (In a sealed envelope)
 OR
  - b. Official withdrawal form from the school.
  - c. Letter on letterhead stationery with last date of attendance indicated signed by a school official.
  - d. If an applicant does not attend the fall term when

school convenes (opens), the waiting period begins the last day of the previous school year. One day of attendance in the fall term cancels this rule.

**NOTE:** Exception to this restriction is approved only as follows:

- a. A school board waiver - Letter on letterhead stationery obtained from the school superintendent (or designee) from the county school system where the applicant resides.
- b. A private school waiver - Letter on letterhead stationery signed by the principal of the school the student was attending.

**STATUS B—STUDENT WILL TRANSFER CREDIT BACK TO PRESENT HIGH SCHOOL:**

1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. PERMISSION LETTER - A letter on letterhead stationery from the principal or counselor is required each time an applicant enrolls. This should indicate which subject(s) are approved for transfer credit back to the high school the student is attending.

**STATUS C—STUDENT IS ALREADY A HIGH SCHOOL GRADUATE (but needs credit for a specific reason; e.g., student is seeking admission to FCCJ's Nursing Program but lacks a chemistry credit):**

1. APPLICATION FOR ADMISSION
2. SOCIAL SECURITY NUMBER
3. COURSE FEES - Student must pay fees for courses taken

## Adult High School Grading System

The grading system is designed to evaluate the performance of the student as fairly and equitably as possible.

Letter grades will be assigned for courses as follows:

- A EXCELLENT
- B GOOD
- C AVERAGE
- D POOR
- I INCOMPLETE
- NP NON-PUNITIVE
- S SATISFACTORY — (Course not completed-No Credit)
- U UNSATISFACTORY
- W WITHDRAWAL

Students registered in high school classes but not earning high school credit will receive a grade of NG (no grade).

Once a grade of A, B, C, D, NP, S, or U, in a course has been reported to the Registrar, it may only be changed as follows:

1. Upon recommendation of the instructor who assigned the grade, with approval of the department chairperson or program manager.
2. Upon recommendation by the director, and approval by the assistant dean, when the instructor who assigned the grade is no longer a member of the faculty.

An "I" grade may be assigned only when extenuating circumstances prevent a student from completing the course work during the regular term. To be eligible to receive an "I" grade the student must have completed at least three-fourths of the course work.

The "I" grade may be changed by the instructor to A, B, C, D, NP, or U, within the time limit indicated in the College Calendar.

## Adult High School Diploma Requirements

The Florida State Department of Education has established that an adult can progress at the adult's own rate of speed and achieve credit by subject examination whenever the student judges that he or she is prepared. Thus, an adult may complete credit requirements as rapidly as the adult is able to prove his or her knowledge and skills.

A minimum of 24 unduplicated credits, grades nine through twelve, is required for an Adult High School Diploma. The credit requirements are as follows:

1. English 4 credits
  - A. English 3 credits
  - B. Writing/Composition 1 credit
2. Science 3 credits
  - A. Laboratory Courses 2 credits
  - B. Non-laboratory Courses 1 credit
3. Mathematics 3 credits
4. Social Studies 3 credits
  - A. American History 1 credit
  - B. World History 1 credit
  - C. American Government .5 credit
  - D. Economics .5 credit
5. Reading 1 credit
6. Life Management Skills .5 credit
7. Practical Arts Voc., Ed/Expt. Voc. Ed. .5 credit
8. Performing Fine Arts .5 credit
9. Electives 8.5 credits

## Graduation Requirements

Students must:

1. Complete 24 credits: 15.5 credits of general course requirements and 8.5 credits of approved electives.
2. Complete a minimum of 7 credits at FCCJ.
3. Receive a passing score on the State Student Assessment Tests, Parts I and II.
4. Acquire a minimum cumulative GPA of 1.5.
5. Be classified as Admission Status A.
6. Apply for graduation with high school advisor.

## Credit By Examination

Students may earn credit by examination. Check with the advisor for specific courses.

## College Preparatory Program

Students planning to attend one of the nine Florida state universities must complete specific high school courses. Check with the advisor for these requirements.

## State Student Performance Standards

1. All students must either pass State Student Assessment Test, Part I (SSAT I) at their previous high school, or be certified in Basic Skills through testing or remediation to meet requirements of SSAT I.
2. All students must pass the State Student Assessment Test, Part II (SSAT II) prior to graduation.

No student shall be granted credit toward a high school diploma for enrollment in the following courses or programs:

1. More than nine elective credits in remedial programs as provided for in FS\* 236.0841, and Remedial Programs as provided for in FS\* 236.088
2. More than one-half credit in Exploratory Vocational courses as defined in FS\* 228.041(22)(d).
3. More than three credits in Practical Arts Home Economics as defined in FS\* 228.041(22)(d).

Students enrolled in the Adult High School program in pursuit of the high school diploma after the beginning of the 1978-79 school year and before the 1984-85 school year are required to meet only those requirements for graduation that were in effect at the time of their enrollment when such enrollment has been continuous except for summer terms.

It is the high school student's responsibility to make application for graduation after the student has completed requirements. Before a student may graduate, the student must have fulfilled all financial obligations to the College.

\*Florida Statutes

## Military Service Credits

A person who has been admitted to the Adult High School Completion Program may request an evaluation of military educational experience and service by submitting documentary evidence to the Campus Registration Office.

## High School Equivalency Diploma

The GED (High School Equivalency) Examination is a battery of five tests administered monthly by Florida Community College to any person who is at least 18 years of age, out of school, and has a Florida address. Information on test registration may be obtained from any campus Student Records and Admissions Office. The registration fee is established by the Department of Education. Persons who pass the exam receive a diploma from the State Department of Education.

HIGH SCHOOL REVIEW classes for GED test preparation are available through each campus. The classes provide intensive review in areas covered on the GED Exam.

In addition, the GED TESTING SKILLS SEMINAR provides critical testing information for persons who wish to take the GED exam without enrolling in High School Review classes.

## High School Testing Program

BASIC SKILLS CERTIFICATION is required for graduation for students who have not passed the State Student Assessment Test, Part I (SSAT I). Information may be obtained in the High School Counseling office on any campus.

STATE STUDENT ASSESSMENT TEST, PART II (SSAT Part II) is required for high school graduation. Information and applications are available in the high school counseling office on any campus.

HIGH SCHOOL CREDIT BY-EXAMINATION (HSCBE) is available in a variety of high school academic subjects. Students may register for HSCBE in the high school counseling office on any campus.

## Senior Adult Institute for Lifelong Learning

The Senior Adult Institute is a resource center for the educational needs of senior adults. It provides a variety of educational experiences for older adults. Approximately 170 continuing education courses are offered in

locations throughout the community, with particular emphasis on interests and concerns of senior adults. Seminars and workshops addressing specific needs are offered periodically to provide further training. For information or counseling, call the Senior Adult Institute Office at the Downtown Campus, Room 3106, 101 West State Street, 633-8390.

### Independent Living for Adult Blind (ILAB)

ILAB is an instructional program for blind adults. The Home Management/Personal Safety course is modularized, allowing students to elect various components according to need. In Home Management, the student is taught skills necessary to maintain a home effectively. In the Communications component, the student may learn braille, typing, use of handwriting aids and appropriate electronic equipment. Personal safety is emphasized in Orientation and Mobility training which allows a blind person to move about safely and master skills necessary for independent travel. Counseling is also available for students and their families.

### Women's Center for Continuing Education

The Women's Center is located at the Downtown Campus, 101 West State Street, Room 3106. Educational, career, and personal counseling services are available to Florida Community College at Jacksonville students and members of the community. Class offerings include Assertive Training, Opening Doors for the Widowed, Career Development, Steps to Career Success, Opening Doors for Women, Supervisory Training, and others. The center also offers special programming—short courses, workshops and seminars—to community organizations. Special programs have been designed for community business and professional women (once monthly, Women's Information Exchange luncheons), for women in industrial training programs, single mothers, and women starting their own business. Call 633-8331 for additional information.

**CHALLENGE: THE DISPLACED HOMEMAKER PROGRAM** is a uniquely designed five-week training program for displaced homemakers. A displaced homemaker is defined as an individual who

1. is 55 years of age or older;
2. has worked in the home, providing unpaid employment;
3. is not gainfully employed;
4. has had or would have difficulty securing employment;
5. has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance.

Challenge provides an intensive training and counseling program with emphasis placed on self-assessment, confidence building, goal setting, educational re-entry, decision making and job seeking. Supportive services in the form of child care and transportation allowances are provided.

Challenge is located on the Downtown Campus, Room 3106, 101 West State Street, 633-8316. This program is funded by the Department of Health and Rehabilitation Services, State of Florida, District IV.

### Nursing Continuing Education

A Nursing Continuing Education program is planned to meet the educational needs of nurses in updating knowledge and skills required for current practice. Continuing education courses are designed to enhance the quality of nursing care provided to the public.

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

Reassessment of learning needs and ongoing evaluation of current offerings is the basis for future program development. Topics and locations will vary to meet the needs of the nursing community.

### Community Outreach

Through the department of Continuing Education and Lifelong Learning, the community outreach offers programs of study, institutes, short courses, seminars, workshops, clinics, and lectures to meet the educational needs of the adult groups in the community.

Requests for such courses are encouraged. Consideration for such courses is based upon the level of instruction, the number of persons interested, and the availability of resources and qualified instructional personnel at the time of request.

Adults desiring to enter adult classes or programs should apply in person at the adult center or campus offering the subjects of their choice or call Continuing Education and Lifelong Learning at 633-8390.

### Continuing Education Studies

NOTE: The program award is designated as follows.

CAS — Certificate of Applied Science

CT — Certificate of Training

#### Programs of Study

##### Consumer and Human Services

Cosmetology (CAS)

Supervised Food Service Worker (CT)

##### General Business and Information Services

Basic Typewriting (CT)

Computer Programmer Training for the Disabled (CAS)

Office Occupations (CAS)

Real Estate (CT)

##### Health Services

Medical Assisting (CAS)

Nurse Assisting (CT)

Practical Nursing (CAS)

Surgical Technician (CAS)

##### Public and Financial Services

Bank Teller Training (CT)

Basic Police Recruit Course (CT)

Basic Security Officer Course (CT)

Basic Training for Correctional Officers (CT)

Cashier/Sales/Checker (CT)

Fire Fighters Minimum Standards Course (CT)

##### Technical and Industrial Services

Air Conditioning, Refrigeration and Heating (CAS)

Automotive Body Repair (CAS)

Automotive and Light Truck Mechanics (CAS)

Automotive Machine Shop (CAS)

Boatbuilding (CAS)

Carpentry (CAS)

Construction Electricity (CAS)

Diesel Engine Propulsion (CAS)

Drafting (CT)

Gasoline Engine Mechanic (CAS)

Industrial Electronics (CAS)  
 Industrial Machine Shop (CAS)  
 Marine Electronics (CAS)  
 Marine Pipefitting (CAS)  
 Plumbing (CAS)  
 Printing (CT)  
 Water/Sewage Plant Communications (CT)  
 Welding (CAS)

#### Adult Developmental Studies

Adult Basic Education  
 High School Review (GE1)

#### Adult High School Diploma Studies

Art  
 Biological Science  
 English/Reading/Writing  
 Foreign Language  
 History/Geography  
 Humanities  
 Mathematics  
 Music  
 Physical Science  
 Political Science  
 Psychology  
 Speech/Film/Theater  
 Sociology

## OCCUPATIONAL EDUCATION PROGRAMS OF STUDY

### AWARDS/RELATED COURSE(S)

#### Consumer and Human Services

##### Certificate of Applied Science:

Cosmetology  
 COY 0309 Cosmetology I  
 COY 0310 Cosmetology II  
 COY 0311 Cosmetology III

##### Certificate of Training:

Supervised Food Service Worker  
 FSM 0314 Supervised Food Service Worker

#### General Business and Information Services

##### Certificate of Applied Science:

Computer Programmer Training for the Disabled  
 BDP 0300 Computer Programmer Training for the Disabled

#### Office Occupations

IDS 0010 Basic Skills I  
 IDS 0011 Basic Skills II  
 IDS 0012 Basic Skills III  
 STS 0309 Office Occupations I  
 STS 0310 Office Occupations II  
 STS 0311 Office Occupations III

##### Certificate of Training:

Microcomputer Entry Training  
 OPT 0611 Microcomputer Entry Training Skills  
 TYG 0110 Basic Typewriting  
 \*Individuals with the typewriting speed of 30 words per minute may be exempt from completing the Basic Typewriting Class.

#### Health Services

##### Certificate of Applied Science:

Medical Assisting  
 MEA 0310 Medical Assisting  
  
 Practical Nursing  
 PRN 0310 Practical Nursing  
  
 Surgical Technician  
 STO 0310 Surgical Technician

##### Certificate of Training:

Nurse Assisting  
 NUA 0310 Nurse Assistant

#### Public and Financial Services

##### Certificate of Training:

Bank Teller Training  
 FCR 0415 Bank Teller Training  
  
 Basic Police Recruit Course  
 LAE 0310 Basic Recruit Training for Police Officers  
  
 Basic Security Officer Course  
 SEO 0210 Basic Security Officers Training Course  
  
 Basic Training for Correctional Officers  
 COR 0418 Basic Training for Correctional Officers  
  
 Cashier/Sales/Checker  
 GMR 0310 Cashier/Sales/Checker  
  
 Fire Fighters Minimum Standard Course  
 FFF 0422 Fire Fighter Minimum Standards Course  
  
 Real Estate Principles and Practices  
 RES 0211 Real Estate Principles and Practices

#### Technical and Industrial Services

##### Certificate of Applied Science

Air Conditioning, Refrigeration, and Heating (004)  
 This program is designed for job entry training in the air conditioning, refrigeration, and heating fields. Instruction includes the scientific operations and principles of the common types of equipment and the technical skills that are needed to maintain and repair mechanical and electrical systems. The proper use of shop manuals, manufacturers' manuals and re-

lated technical literature is stressed. Employment opportunities are available in the new construction and repair industry, and maintenance work in apartment complexes and commercial buildings.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Air Conditioning, Refrigeration and Heating Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                               | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                      |       |
| ACT 0891 Air Conditioning and Refrigeration Theory I  | 90    |
| ACT 0892 Air Conditioning and Refrigeration Theory II | 90    |
| ACT 0896 Piping                                       | 90    |
| ACT 0897 Basic Electricity and Schematics             | 90    |
| ACT 0898 Applied Electricity and Schematics           | 90    |
| ACT 0899 Applied Heating I                            | 90    |
| ACT 0901 Applied Heating II                           | 90    |
| ACT 0903 Heating Lab                                  | 90    |
| ACT 0903 Air Conditioning and Refrigeration Lab I     | 90    |
| ACT 0904 Air Conditioning and Refrigeration Lab II    | 90    |
| ACT 0905 Applied Electricity/Electrical Lab           | 90    |
| SLS 034: Employability Skills                         | 30    |
| Total program hours 1020                              |       |

### Automotive and Light Truck Mechanics (609)

The purpose of this program is to prepare the student for entry level employment as an automotive/light truck mechanic at area dealerships, independent garages, or other automotive repair facilities. The program also can provide supplemental training for persons previously or currently employed in these occupations.

Instruction in the diagnosis and repair of engines, fuel, electrical, cooling and brake systems, drive train and suspension systems, and radiators and transmissions.

Program includes instruction in safe and efficient work practices, troubleshooting skills, service and maintenance of automobiles including both domestic and imports. Both classroom instruction and shop experiences are provided.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Automotive and Light Truck Mechanics Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                    | Hours |
|--|-------|
| <b>Semi-Professional Courses</b>           |       |
| AER 0094 Engines                           | 120   |
| AER 0102 Automotive Electrical Systems     | 120   |
| AER 0109 Fuel and Emission Control Systems | 120   |
| AER 0120 Steering and Suspension           | 120   |
| AER 0121 Brake Systems                     | 120   |
| AER 0131 Clutch and Transmissions          | 120   |
| AER 0171 Air Conditioning and Heating      | 120   |
| AER 0789 Drivability and Diagnosis         | 120   |
| SLS 034: Employability Skills              | 30    |
| Total program hours 930                    |       |

### Automotive Body Repair (606)

This program is designed to prepare the student for entry into the automotive body and paint trade. Work in this trade area includes basic training for placement as a helper in automobile paint and body shops, dealerships, and garages.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Automotive Body Repair Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                               | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                      |       |
| AER 0201 Automotive Body Welding                      | 90    |
| AER 0202 Automotive Panel Replacement                 | 90    |
| AER 0204 Automotive Frame Straightening and Gauging   | 90    |
| AER 0203 Automotive Body Repair Basic                 | 90    |
| AER 0207 Automotive Painting Problems and Preparation | 90    |
| AER 0205 Automotive Painting Basic                    | 90    |
| AER 0223 Automotive Painting Advanced                 | 90    |
| AER 0210 Automotive Glass and Sheet Metal Basic       | 90    |
| AER 0211 Automotive Glass Removable and Replacement   | 90    |
| AER 0215 Automotive Glass and Sheet Metal Advanced    | 90    |
| AER 0263 Automotive Body Repair Advanced              | 90    |
| AER 0272 Automotive Damage Appraising                 | 30    |
| SLS 034: Employability Skills                         | 30    |
| Total program hours 990                               |       |

### Automotive Machine Shop (608)

This program is designed to provide students with job entry training in the Automotive Mechanic field. Instruction includes, but is not limited to: use of precision and non-precision tools, cleaning engine parts, identifying and repairing cracks, grinding, honing, disassembling and assembling of engines. Safety and good work habits are stressed throughout this program. Employment opportunities may be found in automotive machine shops, dealerships, and garages.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Automotive Machine Shop Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title   | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                                    |       |
| MTR 0601 Basic Engine Parts/Engine Disassembly/Principles of Power  | 120   |
| MTR 0602 Cleaning Engine Parts                                      | 120   |
| MTR 0603 Precision and Non-Precision Tools for the Automotive Trade | 120   |
| MTR 0604 Identifying and Repairing Cracks                           | 120   |
| MTR 0605 Automotive Reconditioning Machines I                       | 120   |
| MTR 0606 Automotive Reconditioning Machines II                      | 120   |
| MTR 0607 Automotive Reconditioning Machines III                     | 120   |
| MTR 0608 Automotive Reconditioning Machines IV                      | 120   |
| SLS 034: Employability Skills                                       | 30    |
| Total program hours 930   |       |

### Boatbuilding (638)

The Boatbuilding Program prepares the student for entry level employ-

ment in the boatbuilding industry. Upon completion of this 1060 hour sequence, the student will be able to identify parts of boat plans, the offset table, lofting, and terminology. Training is also provided in tools and their application and the repair end of the industry. Employment opportunities in this field include, but are not limited to: new construction and repair in the marine industry.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Boatbuilding Program should be advised by a counselor or the program director before enrolling in courses.

| Course Number and Title            | Hours |
|------------------------------------|-------|
| <b>Semi-Professional Courses</b>   |       |
| MTE 0360 Adhesives                 | 40    |
| MTE 0361 Fastening Materials       | 40    |
| MTE 0362 Paints and Coatings       | 90    |
| MTE 0370 Plans, Tools, Terminology | 90    |
| MTE 0372 Wood Materials            | 90    |
| MTE 0373 Fiberglass Materials      | 90    |
| MTE 0377 Fiberglass Boatbuilding   | 90    |
| MTE 0378 Fiberglass Boat Repair    | 120   |
| MTE 0381 Wooden Boatbuilding       | 120   |
| MTE 0382 Wooden Boat Repair        | 90    |
| MTE 0383 Interior Joinerwork       | 90    |
| MTE 0384 Exterior Joinerwork       | 80    |
| SLS 0341 Employability Skills      | 30    |
| Total program hours 1060           |       |

#### Carpentry (618)

This program is designed to prepare the student for job entry into the carpentry trade. Instruction in this trade area includes, but is not limited to: hand and power tools, safety, site preparation, foundation formwork, floor and wall framing, roof framing, and exterior trim. Job opportunities are available in new construction, repair, and remodeling industries.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Carpentry Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                     | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>            |       |
| IEA 0541 Pre-Construction Skills            | 60    |
| IEA 0542 Wall and Floor Framing             | 60    |
| IEA 0543 Roof Framing I                     | 120   |
| IEA 0544 Roof Framing II                    | 120   |
| IEA 0545 Site Preparation and Layout        | 80    |
| IEA 0546 Exterior Finish                    | 60    |
| IEA 0547 Construction Lumber                | 60    |
| IEA 0548 Finish Hardware                    | 30    |
| IEA 0549 Rough Hardware                     | 60    |
| IEA 0550 Wood Products and Wood Substitutes | 60    |
| IEA 0551 Understanding Leveling Instruments | 30    |
| IEA 0552 Foundation Footwork                | 80    |
| IEA 0553 Building Adhesives                 | 30    |
| IEA 0554 Power Tools                        | 40    |
| IEA 0555 Interior Finish                    | 120   |
| IEA 0556 Hand Tools                         | 30    |
| SLS 0341 Employability Skills               | 30    |
| Total program hours 1070                    |       |

#### Construction Electricity (621)

This program is designed to prepare the student for entry into the electrical trade. Work in this trade area includes, but is not limited to: new con-

struction building wiring, electrical wiring associated with remodeling or additions to existing buildings, customer service calls, installation of upgraded electrical services.

Successful completion of the pre-program courses will prepare the student for placement as an electrical helper or assistant.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Construction Electricity Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                     | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>            |       |
| EXV 0311 Electrical Concepts and Safety     | 45    |
| EXV 0312 Electrical Hand and Power Tools    | 45    |
| EXV 0313 Special Purpose Electrical Outlets | 45    |
| EXV 0314 Electrical Materials               | 45    |
| EXV 0315 Low Voltage Electrical Circuits    | 40    |
| EXV 0316 Conduit Installations              | 40    |
| EXV 0317 Electrical Switching Circuits      | 45    |
| EXV 0318 Outlet and Lighting Circuits       | 45    |
| EXV 0319 Basic Electrical Theory            | 45    |
| EXV 0320 Single Phase Distribution Systems  | 40    |
| EXV 0321 Polyphase Transformers             | 40    |
| EXV 0322 Single Phase Transformers          | 40    |
| EXV 0323 Polyphase Distribution Systems     | 60    |
| EXV 0324 Electric Motors I                  | 40    |
| EXV 0325 Electric Motors II                 | 40    |
| EXV 0326 Electrical Services                | 45    |
| EXV 0327 National Electrical Code           | 40    |
| EXV 0330 Motor Controls I                   | 40    |
| EXV 0331 Motor Controls II                  | 40    |
| EXV 0335 Blueprint Reading Electrical       | 40    |
| EXV 0336 Electrical Theory I                | 40    |
| EXV 0337 Electrical Theory II               | 40    |
| SLS 0341 Employability Skills               | 30    |
| Total program hours 950                     |       |

#### Diesel Engine Propulsion (635)

This program provides the student with a practical understanding of all phases of marine propulsion, emphasizing overhaul, repair, tune up, and troubleshooting procedures. Operational diesel and gasoline engines will be used to get hands-on experience.

In-class demonstrations by the instructor and students will aid in the development of the manual skills necessary to produce high quality job entry ready marine propulsion mechanics. Employment opportunities are available in the shipbuilding and repair industry, mariner, trucking industry, and heavy equipment repair.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Diesel Engine Propulsion Program should be advised by a counselor or the program director before enrolling in courses.

| Course Number and Title                                       | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                              |       |
| AER 0701 Introduction to Diesel Engines                       | 40    |
| AER 0777 Maintenance and Troubleshooting of Diesel Engines I  | 120   |
| AER 0778 Maintenance and Troubleshooting of Diesel Engines II | 120   |
| AER 0780 Caterpillar Diesel Engine Overhaul and Repair I      | 80    |
| AER 0781 Caterpillar Diesel Engine Overhaul and Repair II     | 80    |
| AER 0783 Cummins Diesel Engine Overhaul and Repair I          | 80    |



|  |    |
|--|----|
| AER 0784 Cummins Diesel Engine Overhaul and Repair II                        | 80 |
| AER 0785 Detroit Diesel Engine Overhaul and Repair I                         | 80 |
| AER 0786 Detroit Diesel Engine Overhaul and Repair II                        | 80 |
| AER 0787 John Deere Diesel Engine Overhaul and Repair I                      | 80 |
| AER 0788 John Deere Diesel Engine Overhaul and Repair II                     | 80 |
| MTE 0070 Maintaining and Repairing Fuel Systems in<br>Machine Diesel Engines | 60 |
| SLS 0341 Employability Skills  | 30 |
| Total program hours 1010   |    |

### Gasoline Engine Mechanics (633)

This program is designed to prepare the student for entry into the small engine trade. Work in this area includes, but is not limited to: tune-up, minor repair and troubleshooting for edgers, lawnmowers, rider mowers, chain saws and trimmers. The student will be trained to use various manufacturers' manuals, identify part numbers and pricing procedures, and deal with customer complaints."

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Gasoline Engine Mechanics Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title                             | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                    |       |
| AER 0600 Introduction to Motorcycle Mechanic        | 120   |
| AER 0601 Motorcycle Engine System                   | 120   |
| AER 0602 Motorcycle Chassis                         | 120   |
| AER 0613 Electrical and Cooling/Lubricating Systems | 120   |
| SER 0300 Familiarization With Small Engines         | 120   |
| SER 0301 Product Familiarization                    | 120   |
| SER 0305 Rider Mower Engine Repair                  | 120   |
| SER 0306 Drive Systems                              | 120   |
| SER 0313 Construction of Small Gasoline Engines     | 120   |
| SER 0361 Troubleshooting                            | 90    |
| SER 0381 Ignition Systems                           | 90    |
| SER 0385 Fuel Systems - Small Engines               | 120   |
| SLS 0341 Employability Skills                       | 30    |
| Total program hours 1410                            |       |

### Industrial Electronics (636)

This program is designed to prepare the student for a career in electronics. Graduates find employment in a wide range of electronics careers including the office-equipment technical services, computer systems maintenance, industrial process control, cable TV, electrical energy and aerospace industries.

The courses are structured to provide the student with general entry-level skills in many specialized areas of electronics technology through classroom and laboratory experience.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Industrial Electronics Program should be advised by a counselor or the program director before enrolling in courses.

| Course Number and Title                 | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>        |       |
| EXV 0511 Mathematics for DC Electricity | 40    |
| EXV 0512 DC Electricity                 | 80    |
| EXV 0513 Mathematics for AC Electricity | 40    |

|  |    |
|--|----|
| EXV 0514 AC Electricity                                  | 80 |
| EXV 0515 Electronic Devices                              | 90 |
| EXV 0516 Electronic Circuits                             | 80 |
| EXV 0517 Mathematics for Digital Electronics             | 40 |
| EXV 0518 Digital Electronics                             | 80 |
| EXV 0519 Test Instruments and Electronic Troubleshooting | 90 |
| EXV 0520 Microprocessors                                 | 90 |
| EXV 0521 Tools and Mechanical Systems for Technicians    | 80 |
| EXV 0522 Motors, Generators, and Transformers            | 80 |
| EXV 0523 Basic Industrial Control                        | 80 |
| EXV 0524 Industrial Control Systems                      | 80 |
| EXV 0525 Electronics Fabrication                         | 80 |
| SLS 0341 Employability Skills                            | 30 |
| Total program hours 1110                                 |    |

### Industrial Machine Shop (639)

This program is designed to prepare the student for entry level employment into the Machinist trade. Work in this trade area includes, but is not limited to: lathe setup and operation, blueprint reading, drill press setup and operations, shaper work, uses and care of precision and non-precision measuring tools, setup and operations on vertical milling and grinding.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Industrial Machine Shop Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title               | Hours |
|---------------------------------------|-------|
| <b>Semi-Professional Courses</b>      |       |
| MTR 0621 Drill Press                  | 120   |
| MTR 0622 Shaper Series                | 120   |
| MTR 0623 Lathe Series                 | 120   |
| MTR 0624 Industrial Blueprint Reading | 120   |
| MTR 0625 Basic Numerical Control (NC) | 120   |
| MTR 0627 Measuring Tools              | 120   |
| MTR 0628 Vertical Milling             | 120   |
| MTR 0629 Surface Grinders             | 120   |
| SLS 0341 Employability Skills         | 30    |
| Total program hours 990               |       |

### Marine Electronics (634)

The Marine Electronics Program prepares the student to qualify for employment in the maritime electronics trade as well as other electronic occupations. Upon completion of the 1170 hour sequence, the student will be able to read and interpret schematic diagrams, apply troubleshooting procedures, operate electronic test equipment, and evaluate electronic components and circuits. Training is also provided to assist the student in passing the Federal Communications Operator and Technical license examinations.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Marine Electronics Program should be advised by a counselor or the program director before enrolling in courses.

| Course Number and Title                 | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>        |       |
| EXV 0511 Mathematics for DC Electricity | 40    |
| EXV 0512 DC Electricity                 | 80    |

|   |     |
|---|-----|
| EXV 0513 Mathematics for AC Electricity                             | 40  |
| EXV 0514 AC Electricity   | 80  |
| EXV 0515 Electronic Devices   | 90  |
| EXV 0516 Electronic Circuits  | 80  |
| EXV 0517 Mathematics for Digital Electronics                        | 40  |
| EXV 0518 Digital Electronics  | 80  |
| EXV 0519 Test Instruments and Electronic Troubleshooting            | 90  |
| EXV 0559 Schematic Diagram Analysis and Interpretation              | 30  |
| EXV 0561 Fundamentals of Radio Operation                            | 30  |
| EXV 0563 Linear "C" Operation                                       | 30  |
| EXV 0563 Advanced Troubleshooting Procedures for Marine Electronics | 120 |
| EXV 0564 Two-Way Communications Systems                             | 120 |
| EXV 0565 Basic FCC General Radiotelephone License Preparation       | 90  |
| EXV 0566 Advanced FCC General Radiotelephone License Preparation    | 90  |
| SLS 0341 Employability Skills                                       | 30  |
| Total program hours 1170  |     |

### Marine Pipefitting (637)

This program provides the student with a working knowledge of hand tools, power tools, and shop equipment used in the pipefitting trade. Taking measurements and pipe layout procedures are stressed in shop and field applications. Safety and proper care of tools are stressed throughout the program. Work in this area includes, but is not limited to: ship repair, ship building, sprinkler system installation and repair, utility companies, and paper mills.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Marine Pipefitting Program should be advised by a counselor or the program director before enrolling in courses.

| Course Number and Title   | Hours |
|---|-------|
| <b>Semi-Professional Courses</b>                                  |       |
| MTE 0650 Welding and Boat Trailer Repair                          | 90    |
| MTE 0652 Piping Materials - Fittings and Valves                   | 120   |
| MTE 0654 Pipefitters/Hand Tools, Power Tools, and Shop Equipment  | 120   |
| MTE 0655 Measuring Pipe and Layout Methods I                      | 120   |
| MTE 0656 Pipe Pattern Layout and Oxy-Acetylene Cutting            | 120   |
| MTE 0657 Blueprints Reading and Pipe Installation for Pipefitters | 120   |
| MTE 0661 Sil Brazing and Track Welding for Pipefitters            | 120   |
| MTE 0662 Pipe Fabrication   | 120   |
| MTE 0663 Measuring Pipe and Layout Methods II                     | 120   |
| SLS 0341 Employability Skills                                     | 30    |
| Total program hours 1080  |       |

### Plumbing (654)

This program is designed to prepare the student for entry into the plumbing trade. Work in this area includes, but is not limited to: new construction, repair, remodel and service of initial installations or existing systems of piping and fixtures. Safety and proper work habits are stressed throughout this program.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Plumbing Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title               | Hours |
|---------------------------------------|-------|
| <b>Semi-Professional Courses</b>      |       |
| IEA 0571 Plumbing Concepts and Safety | 40    |

|  |    |
|--|----|
| IEA 0572 Fittings and Materials                                      | 40 |
| IEA 0573 Isometric Piping Drawing, Basic                             | 30 |
| IEA 0574 Advanced Mathematics for Plumbers                           | 30 |
| IEA 0575 Valves and Faucets  | 40 |
| IEA 0576 Fixtures and Appliances                                     | 40 |
| IEA 0577 Plans and Blueprints, Residential                           | 40 |
| IEA 0578 Joint Fabrication   | 40 |
| IEA 0579 Design and Layout of Sanitary Drainage Systems, Residential | 30 |
| IEA 0580 Pump Application Well, Circulating                          | 30 |
| IEA 0581 Residential Venting Systems I                               | 30 |
| IEA 0582 Residential Venting Systems II                              | 30 |
| IEA 0583 Solar Domestic Water Heating Systems, Part I                | 30 |
| IEA 0584 Solar Domestic Water Heating Systems, Part II               | 30 |
| IEA 0585 Water Supply Systems  | 30 |
| IEA 0586 Design and Layout of Potable Water Systems, Residential     | 30 |
| IEA 0587 Introduction to Mathematics for Apprentices                 | 30 |
| IEA 0588 Plumbing Hand and Power Tools                               | 40 |
| IEA 0589 The Language of Plumbing (Terms and Definitions)            | 40 |
| IEA 0590 Repair - Drain Cleaning to Remodeling, Part I               | 30 |
| IEA 0591 Repair - Drain Cleaning to Remodeling, Part II              | 30 |
| IEA 0592 Advanced Isometric Piping Drawing, Part I                   | 30 |
| IEA 0593 Advanced Isometric Piping Drawing, Part II                  | 30 |
| IEA 0594 Plumbing Code SSBC, Part I                                  | 30 |
| IEA 0595 Plumbing Code SSBC, Part II                                 | 30 |
| IEA 0596 Plumbing Code IC-D-9, Part I                                | 30 |
| IEA 0597 Plumbing Code IC-D-9, Part II                               | 30 |
| IEA 0598 Advanced Sanitary and Water Supply Systems                  | 30 |
| SLS 0341 Employability Skills  | 30 |
| Total program hours 950  |    |

### Welding (871)

Upon successful completion of the Welding Program, the student will be able to acquire job-entry level employment as a welder in the metal trades including fabrication, installation, and repair within the following industries: shipyards, paper mills, power plants, construction, fabrication shops, and repair shops. Safety and good work habits are stressed throughout this program.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the student's score on the entry level test.

Students in the Welding Program should be advised by a counselor or the program manager before enrolling in courses.

| Course Number and Title  | Hours |
|--|-------|
| <b>Semi-Professional Courses</b>                                 |       |
| MTR 0601 Gas Metal Arc Welding                                   | 120   |
| MTR 0602 Oxygen - Acetylene Welding and Brazing                  | 120   |
| MTR 0603 Welding Basic   | 120   |
| MTR 0604 Welding Advanced  | 120   |
| MTR 0605 Shielded Metal Arc Welding Pipe (Uphill)                | 120   |
| MTR 0606 Gas Metal Arc Welding Pipe                              | 120   |
| MTR 0607 Gas Tungsten Arc Welding (TIG) Pipe and Tubing          | 120   |
| MTR 0608 Flux Cored Arc Welding Gas Tungsten Arc Welding (Basic) | 120   |
| SLS 0341 Employability Skills                                    | 30    |
| Total program hours 990  |       |

### Certificate of Training:

#### Drafting

|   |
|---|
| ETD 0100 Drafting I — General Engineering Drawing |
| ETD 0530 Drafting II — Architectural Drafting     |
| ETD 0540 Drafting III — Civil Drafting            |

ETD 0107 Drafting IV — Mechanical and Electrical Drafting  
ETD 0170 Drafting V — Computer Aided Drafting

### Printing

GKA 0310 Printing

### Water/Sewage Plant Communications

APC 0221 Water and Sewage Plant-Related Communications



The department of Student Affairs is dedicated to the provision of high-quality services designed to promote the successful achievement of student goals. Student Affairs is committed to a close and cooperative working relationship with all other departments within the College to achieve the common goal of student development.

The explicit purposes of Student Affairs are:

- To provide direct services, consultation, training and educational programs necessary to support students in the pursuit of their educational goals; and
- to promote, in concert with other College professionals, the student outcomes of self-direction and clear purpose.

## Student Development Outcomes

The department of Student Affairs is committed to the facilitation of two key student development outcomes. **Self-Direction** relates to responsibility to act in a self-reliant manner, based upon one's own thinking and self-chosen values. **Clear Purpose** involves the selection of personal, educational, and career objectives based upon a clear understanding of one's goals, values, motives, resources, and commitments. The services offered by Student Affairs are consciously designed to promote these two outcomes. The department also makes an active effort to promote these outcomes throughout the College and within the curriculum.

## Admissions

Admissions services are provided by the Office of Admissions and Student Aid. These services relate to the marketing of FCCJ programs, providing pre-enrollment information, recruitment of students, and assisting students in applying for College.

Admissions personnel facilitate the entry or reentry of students to the College and help ensure that the application and admissions process are smooth.

Students are encouraged to visit a campus Admissions and Student Aid Office for personalized service in making the transition to College.

## Academic Planning

Counselors and advisors are available to assist students with the planning of their academic goals. Academic advising is available to help students identify courses, select majors, select a transfer institution and assist with academic problems. Students are encouraged to seek advisement on a regular basis in order to achieve their educational objectives. Appointments may be scheduled through the Student Affairs Office on each campus.

## Counseling

Career, academic, and personal counseling services are provided by the Student Affairs Office. Counselors are available on each campus and students are encouraged to consult with them to discuss issues relating to interpersonal relations, study skills, or any life-longing concerns.

## Career Planning Services

As a part of the College's role of helping individuals reach their full potential, career planning services are offered through the Student Affairs Office on each campus.

Students who are undecided about their future career plans are en-

couraged to make an appointment with a counselor on the campus of their choice to begin the career planning process.

A variety of services are available in the Career Planning Centers:

- Career related testing
- Career Research (with up-to-date information on occupations, job requirements and career opportunities)
- CHOICES (an easy-to-use computer program that will help students with career decisions)
- Career counseling, courses, workshops, and seminars

Additionally, the Downtown Campus offers outreach services to non-enrolled individuals who are interested in career planning or a career change.

Business and industry may contract for career planning services. The contracts may include: provision of the above listed services and also customized services tailored to meet the needs of the business.

## Job Placement Services

Job Placement Services assumes the responsibility of helping students make a smooth transition from college to meaningful employment. In addition to helping students and graduates locate jobs, Job Placement Services helps students develop the skills necessary for successful job-hunting and job selection.

## Special Services For Disabled Students

A variety of specialized support services are available for disabled students at FCCJ. These services include:

- Career Counseling
- Tutoring Services
- Reader Services (for visually impaired students)
- Interpreter Services (for hearing impaired students)
- Noteaker Services
- Special Parking Permits (for mobility impaired students)
- Special Early Registration Appointment
- Job Placement Services
- Availability of substitute courses for graduation
- Loan Program for Talking Calculators, Brailers, etc.

For additional information, students should contact the Technical Assistant on the campus they plan to attend or call Disabled Student Services at 766-6766 voice or TTY.

## Campus Records and Registration Office

The Campus Records and Registration Office provides information regarding registration, student records, and graduation. The Office also accepts applications for admission, transcript requests, enrollment verification requests, and student record changes such as address, name, and grades.

## Assessment Services

### Credit-By-Examination

A student may earn up to 45 semester hours credit toward an associate degree through credit-by-examination. This may be a combination of Advanced Placement, College Level Examination Program, Subject Standardized Tests and/or transfer credit. Credit not counted within this 45-hour limit may be obtained by participation in the Proficiency Examination

Program. For more information regarding the following tests, contact the Campus Records and Registration Office or Assessment Services.

**ADVANCED PLACEMENT TEST (AP)** is a nationally developed program for acquiring college credit while enrolled in high school. Credit is granted for scores of 3, 4, or 5 on approved tests. Fees are set by the College Entrance Examination Board.

**INTERNATIONAL BACCALAUREATE PROGRAM (IBP)** is an internationally developed program for acquiring college credit while enrolled in high school. Credit is granted for designated scores on individual tests or for the IBP diploma.

**COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)** is a nationally developed program for credit-by-examination. Credit may be granted for scores at or above the established criterion score on approved tests. Fees are set by the College Entrance Examination Board.

**PROFICIENCY EXAMINATION PROGRAM (PEP)** is Florida Community College at Jacksonville's program for awarding college credit-by-examination. Fees are set by the College's Board of Trustees. Test fee: \$35.

**SUBJECT STANDARDIZED TEST (SST)** is a program developed for military personnel by the Department of Defense for awarding credit-by-examination under the auspices of Defense Activity for Non-traditional Educational Support (DANTES). Credit on approved tests will be awarded for scores at or above levels approved by the State Board of Education. Information, applications and a list of approved tests may be acquired from the Navy Campus for Achievement (NCHA) offices on local Navy bases or Education offices in other branches of the military service. Fees are set by DANTES. Students may submit credit earned through DANTES for Florida Community College credit evaluation through Assessment Services. Approved tests are listed in the "Earn College Credit by Exam" brochure and credit will be awarded for scores at or above levels approved by the State Board of Education.

## Achievement/Entrance Exams

Assessment Services administers the American College Test (ACT) on nationally scheduled test dates. Information on this test may be obtained from Assessment Services or the Campus Records and Registration Office.

In certain FCCJ programs (Allied Health), an academic skills test may be required. The California Achievement Test (CAT) is one such test. The program advisor for each program has information on these test requirements.

**COURSE PLACEMENT TESTING** is required of new degree seeking college credit students in order to assist them with course selection. Non-degree seeking students planning to take English, Reading, or Math must also be tested.

FCCJ utilizes the Florida MAPS as its course placement test. The MAPS includes subtests of writing, reading, and math skills.

FCCJ also accepts scores for the ACT, SAT, and ASSET. These scores may exempt students from further testing. Students should have an official copy of test scores sent to the address listed below at least three weeks prior to registration for classes.

FCCJ Assessment Services  
Kent Campus A104  
3939 Roosevelt Blvd.  
Jacksonville, FL 32205-8999

Information is available from Assessment Services, the Campus Testing Coordinator on any campus or from the Campus Records and Registration Office.

**HIGH SCHOOL TESTING** is required of high school completion students. Refer to the high school completion section of this catalog for further details.

## Other Testing Services

**COLLEGE-LEVEL ACADEMIC SKILLS TEST (CLAST)** is a statewide test of college-level communication and computation skills developed by the State of Florida, and required of all sophomores before they may receive an Associate in Arts degree.

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally representative of the sophomore level of achievement. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered three times per year to community college students who:

(1) plan to complete the Associate in Arts degree; or (2) plan to complete the Associate in Science degree and transfer to upper level programs.

Students who do not take the test and achieve satisfactory scores will not be awarded the Associate in Arts degree. Students who have passed three of the four CLAST subtests may enroll in a state university for up to 36 semester credits in upper division before being required to pass the fourth subtest. The CLAST requirements also apply to students transferring to community colleges from private colleges in Florida and from out-of-state colleges.

Students are not encouraged to register for the CLAST prior to completion of the general education requirements in English, math, and reading.

Additional information on CLAST is available in the Campus Records and Registration Office and Assessment Services.

**CAREER TESTING** is available at each campus. Aptitude, interest and personality tests are available which can provide information useful to career decision-making. Contact the Campus Career Development Counselor for further details.

**COMMUNITY SERVICE TESTING** is provided for the following examinations:

**ACT-PEP** is a national program to provide credit-by-examination. Credit for this exam is accepted by FCCJ on approved tests. Information for the ACT-PEP may be obtained in Assessment Services.

**DENTAL CERTIFICATION EXAMINATION** is administered through the Dental Assisting National Board, Inc. for certification of Dental Assistants. For application and information concerning fees, contact the Dental Program at the North Campus.

**INSTITUTIONAL TESTING** is provided to those persons who need secure testing conditions, such as testing for a correspondence course. Arrangements for testing services must be made through Assessment Services in advance of the testing date.

**MULTI-STATE INSURANCE LICENSING** is provided to those persons wishing to enter the insurance profession. The test is developed, administered and scored through the Educational Testing Service. Applicants must apply to the State Insurance Commission for authorization to test.

**NURSING ASSISTANT CERTIFICATION EXAM** is given to those persons seeking State Certification in the nursing assistant profession. Fee is \$10.00 for the written examination and \$40.00 for oral exams. Registration for the test is through the Campus Records and Registration Office.

## Student Aid

Florida Community College at Jacksonville has a wide variety of aid available for students who apply and qualify for financial assistance. There

is an Admissions and Student Aid Office on each campus whose primary purposes are to assist students in matriculation and the student aid application and award process. Proper registration is a prerequisite for the receipt of all student aid.

## FINANCIAL AID

### Types of Aid:

*Provided by the Federal Government*

#### Pell Grant:

Awards are based on need and are up to 60 percent of the cost of education for Fall and Winter Terms.

#### Supplemental Educational Opportunity Grant

Awards are available to those who have exceptional need. Awards range from \$200 to \$1,600 for the academic year.

#### College Work-Study:

Part-time employment up to 20 hours per week is available to those with financial need. Most jobs are on campus. The hourly wage is \$3.60.

#### Perkins Loan:

Low interest loans for those who qualify on the basis of family income. Loans are repayable in installments nine months after the borrower is no longer enrolled in college at least half-time. Maximum is \$2,250 per academic year.

*Provided by State of Florida*

#### Florida Student Assistance Grants:

Up to \$616 total for Fall and Winter Terms to Florida residents who demonstrate the greatest financial need and the most promise for academic success.

#### College Career Work Experience Program:

Pays selected students with financial need, to work in their declared major area of study with qualified private and public employers.

#### Guaranteed Student Loans:

Qualified students may borrow up to \$2,625 per academic year not to exceed educational costs.

#### Scholarships and Talent Grants

*Provided by State of Florida*

#### Florida Academic Scholars' Fund:

Awarded to entering freshmen who are Florida residents, graduated in upper 2 percent of their high school class, scored at least 2200 on the SAT or 28 on the ACT, and have a 3.5 GPA. Award for selected students is approximately \$500 per term.

*Provided by Florida Community College*

#### Academic Achievement Scholarship:

A \$1,100 scholarship for the academic year to selected entering college students with a minimum 3.5 high school grade point average.

#### Scholars Award:

College students who have earned at least 12 semester hours with a min-

imum 3.5 cumulative grade point average may be considered for these \$850 scholarships.

#### FCCJ/UNF Scholarships:

Pays tuition costs at FCCJ and UNF for one outstanding graduate from each public high school in Duval and Nassau Counties and designated accredited private high schools in Duval County. Student is recommended by the principal.

#### FCCJ/JU Scholarships:

Pays tuition cost at FCCJ and JU for five outstanding students with a minimum 3.5 g.p.a. and 1100 SAT or equivalent. Student must rank in the top 15% of the high school graduation class.

#### FCCJ/FAMU Scholarships:

Pays \$600 per academic year at FCCJ and \$1,000 per academic year at FAMU. Student must have a minimum 3.5 g.p.a. and rank in the top 15% of their high school graduation class.

#### General Academic Scholarships:

A \$650 scholarship for the academic year to selected entering college students with a minimum 3.00 high school grade point average.

#### FCCJ Foundation Scholarships:

Each year, the FCCJ Foundation, Inc., provides funds for scholarships to selected students with defined academic abilities, talents or designated programs of study.

#### Need-Based Scholarships:

A portion of funds collected from tuition payments is designated as awards to needy students. The criteria and awards to students approximate those for the Supplemental Educational Opportunity Grant.

#### President's Award:

Provides grants for students in special categories who distinguish themselves academically and demonstrate exceptional potential for success in college. Some categories are: Britin Bowl, Vocational Student Organization, First Coast Mathematics Competition and the Science Fair Award.

#### Black Incentive Grants:

Provides up to \$1000 a year for selected black students who meet the academic criteria.

#### Disabled Student Grant:

Provides up to \$500 a year for properly certified students.

#### Talent Grants:

Pays tuition and fees at FCCJ for those selected with outstanding talent in the following areas:

- Athletics
- Music
- Drama
- Art
- Forensics
- Student Government Association/Leadership
- Minority Incentive
- Miss FCCJ
- Brain Bowl
- Math Olympics
- Student Newsletter

**Short-term Loans:**

Available to students with documented need and ability to repay who have no other source of funds with which to meet temporary cost of education.

*FCCJ Student Work Program***Student Assistants:**

The purpose of the Student Assistant Program is to supplement the college's regular work force with student employees. Students may work on campus in positions requiring technical skills. Students are paid \$5.60 per hour for a maximum of 20 hours per week.

**Application Process and Eligibility**

The College Scholarship Service Financial Aid Form is used to determine eligibility for federal financial aid. These forms are available at each campus Admissions and Student Aid Office. Students should apply early, preferably by March 15. It takes approximately six weeks to process an application and make an award.

When requesting aid from federal sources, students need to provide documentation such as:

- IRS Forms 1040 or 1040A, or 1040EZ, with all W-2 forms.
- For non-taxable income: written statements from agency providing funds (Social Security, AFDC, unemployment compensation, veterans disability or death benefits.)
- For alimony or child support: copy of divorce decree or separation order.

Once need has been established, a "package" of financial aid is offered. This package will usually include some combination of loans (which must be repaid), grants (which need not be repaid) and part-time employment. Assistance is provided without regard to race, sex, physical handicap, or age.

In order to be eligible for federal financial assistance, a student must be enrolled at least half-time in a college credit program or be in an eligible vocational program. A listing of eligible vocational programs is maintained in campus Admissions and Student Aid Offices.

The campus Admissions and Student Aid Office should be contacted for enrollment criteria pertaining to state and college awards.

Students admitted under the following classifications are **NOT** eligible for federal financial aid:

- Special student
- Non-degree seeking
- Accelerated college
- Audit
- Early Admission
- Dual Enrollment

In order to be eligible for financial assistance, students must submit applications each year and maintain satisfactory progress.

Financial aid transcripts from other colleges attended are also required.

**Academic Progress**

Financial Aid standards of progress are maintained in the Student Aid Administrative Procedures Manual. These standards are given to the students at the time they apply for aid. Additional copies are available in each campus Admissions and Student Aid Office.

**Student Aid Appeals**

Any administrative action taken as a result of the application of the

academic progress policy may be appealed by the student. Financial aid will be reinstated for a student whose appeal is approved by the Student Aid Advisory Committee. Information on the appeal procedure is available at campus Admissions and Student Aid Offices. Termination of financial aid has no effect on the student's right to remain as a student at the College.

**Veterans Affairs**

A veterans representative is located in the Admissions and Student Aid Office on each campus to provide forms and information pertaining to educational assistance for veterans.

**Types of Programs, Eligibility and Benefits**

Veterans Benefits are a form of student aid awarded to eligible persons based on their military service. There are currently six programs provided under Title 38 of the United States Code which authorize payment of educational benefits to eligible persons.

**Chapter 30—New GI Bill**

Provides benefits to members of the armed forces who entered on active duty for the first time after June 30, 1985.

**Chapter 31—Disabled Veterans**

This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible, a veteran must have a service-connected disability which entitles the veteran to disability compensation.

**Chapter 32—Veterans Educational Assistance Program**

This program provides benefits to persons who initially entered service after December 31, 1976. Service persons who have contributed to the education fund will have their contribution matched by the VA at the rate of two dollars for every dollar contributed by the service person.

**Chapter 34—Vietnam Era Veterans**

This Vietnam Era G.I. Bill provides benefit payments to veterans whose period of active service began after January 31, 1955 and prior to January 1, 1977. Veterans may be eligible if they had at least 181 days of continuous active service and were discharged/separated under conditions other than dishonorable. The veteran has 10 years from the date of discharge or separation from active duty to use the entitlement. The final ending date for all Chapter 34 benefits is December 31, 1989.

**VA Educational Benefits\***

| Type of       | No Dep. | 1 Dep. | 2 Dep. | Ea. Aid. |
|---------------|---------|--------|--------|----------|
| Training      |         |        |        | Dep.     |
| Full-time     | \$376   | \$448  | \$510  | \$32     |
| Three-quarter | \$284   | \$336  | \$388  | \$24     |
| Half-time     | \$188   | \$224  | \$255  | \$17     |

\*For Chapter 34 recipients. Consult the campus Admissions and Student Aid Office for payments under other programs.

**Chapter 35—Survivor and Dependents**

Sons, daughters, spouses, and surviving spouses of veterans who died in service, who died as a result of a service-connected disability, or who became permanently and totally disabled as a result of a service-connected

disability, may be eligible for educational assistance. Benefits are paid at the single rate.

## Chapter 106—Selected Reserve Program

Members of the selected reserve who are certified by their unit commander and the VA may receive \$140 per month for full-time enrollment and \$70 per month for half-time enrollment.

### Application Process

—Students should go to the Admissions and Student Aid Office on campus and complete the necessary applications.

—Provide copy of DD214 for veteran or Certificate of Eligibility from VA for survivor or dependents.

—Provide copy of marriage license and birth certificate, if applicable.

—NOTE: One deferment of tuition charges per year is available for those who qualify.

### Enrollment Restrictions

For an eligible student to receive VA benefits, the student's enrollment must be certified by the College. There are restrictions as to the programs and courses for which a student may be certified.

1. A student may only be certified for programs, courses and terms that have been approved by the state approving agency.
2. A student may only be certified for courses which are required for graduation in an approved program. Veteran student enrollments are audited against program requirements.
3. A student may not be certified for any program or course after unsatisfactory progress until the cause of the unsatisfactory progress has been resolved through counseling.
4. A student may not be certified for an audit course, a course for which the student has previously received credit, or within one year, the repeat of an I grade.
5. Veterans must follow the program of study outlined in their Graduation Status sheet.
6. An individual who enrolls exclusively in Independent Study courses, including cablevision courses, will be ineligible for benefits.

Students are required to notify the Office of Admissions and Student Aid each time they make a change in enrollment.

## Standards of Progress

### College Credit

In order to continue to be eligible for certification to receive benefits under Chapters 30, 31, 32, 34, 35 or 106, Title 38, U.S. Code, veterans and other eligible persons must achieve satisfactory progress toward educational goals by meeting the following standards:

1. Students who have attempted 20 but less than 30 semester hours must have an FCCJ cumulative grade point average of 1.50 as measured by the college credit grading system.
2. Students who have attempted 30 but less than 45 semester hours must have an FCCJ cumulative grade point average of 1.75 as measured by the college credit grading system.

3. Students who have attempted 45 or more semester hours must maintain an FCCJ cumulative grade point average of 2.00 as measured by the college credit grading system.
4. Students who fail to attain, or drop below, the required FCCJ cumulative grade point average, will be placed on probation for one term.
5. Students who fail to attain the required FCCJ cumulative grade point average after being on probation for one term will be reported to the Veterans Administration as making unsatisfactory progress.
6. Non-punitive grades (NP or W) will be reported to the Veterans Administration.

Veterans reported for failure to attend class for two consecutive weeks will be contacted by the Director of Admissions and Student Aid. In the absence of a satisfactory explanation and immediate resumption of attendance, the veteran will be reported to the VA as having terminated attendance in that course as of the beginning date of the two-week period of absence.

### Continuing Education

In order to continue to be certified to receive VA educational benefits, a veteran must achieve satisfactory academic progress toward the declared and approved educational goal by meeting the following standard:

The veteran must be evaluated by the professor as satisfactory at the end of each term. Grades "S" or "SI" are considered satisfactory progress.

Veterans are allowed three days of unexcused absences per calendar month. Excused absences are those occurring for the reasons cited hereafter, and officially accepted by the Director of Admissions and Student Aid.

#### 1. Personal Illness

Must be supported by a physician's signed statement on letterhead stationery, specifying the dates the student was incapable of attending classes.

#### 2. Death in Family

Pertains to death of parent, spouse, children, brothers, or sisters only. Must be supported by valid evidence which indicates date of death and relationship of deceased person to the veteran.

#### 3. Jury Duty

Must be supported by a document from the court showing dates of jury service.

Documentation of excused absences must be submitted not later than the tenth calendar day of the month following the month in which the absences occurred.

All absences (excused or unexcused) are reported to the Veterans Administration. Partial days of absence are converted to full days. Persons terminated for excessive absence will be eligible for recertification at the beginning of the following term providing other enrollment criteria are met.

### Continuing Education Tardiness Policy

Up to 30 minutes late, the student is marked "tardy."

After 30 minutes, the student is marked "absent."

Three tardies in one week will be counted as one day of absence.

### Standards of Conduct

Conduct standards for financial aid and veteran students are the same as those for all students, and are set forth in this catalog.



## Deferment and Short-Term Loan Due Dates

The VA deferment and short-term loan due date is determined as follows:

1. If the term is at least 60 calendar days in length, the obligation must be cleared not later than 60 calendar days from the beginning date of the term.
2. If the term is for less than 60 calendar days, the obligation must be cleared not later than 10 calendar days from the end of the term.

**NOTE:** If the date falls on a Saturday, Sunday or holiday, it may be paid the next work day.

## Community and Co-curricular Activities

The Community and Co-curricular Activities Program is designed to offer opportunities for the social and cultural development of students, as well as for college staff and the community. Information about the program is published in the Student Activity Calendar and the Student Activity Newsletter.

Some of the programs offered each year include:

**Artist Series** — a wide range of professional events in the areas of musical theatre, pop, drama and dance;

**Film Series** — includes many film classics and a variety of contemporary and popular film selections;

**Art Exhibits** — include continuous student art exhibits in the Fine Arts area at the South Campus as well as numerous guest exhibits;

**Special Events** — include a variety of college-wide events such as the Talent Variety Show, the Christmas Dance, the Spring Dance, and the Miss FCCJ Pageant. In addition, numerous on-campus events are held each term, such as vaudeville acts, magicians, chess and billiard exhibitions.

### Student Activity Card

All college credit students receive activity cards (registration receipts) for each term at the time of registration. This card is required to pick up tickets for the Artist-Lecture Series events and for special discount passes available from the Student Activities offices. Continuing Education students must show their registration receipt to pick up tickets. Students must pick up their own tickets.

### Performing Organizations

These organizations offer college credit or have emerged from college credit courses. A wide variety of quality educational offerings provide diverse activities that enrich individual students and the college at large, and contribute to the community. Included among these organizations are the FCCJ Chorale, The Jazz Show Choir, FCCJ Players (drama), the Jacksonville Concert Chorus, the Jazz-Rock Ensemble, and the Synchronic Band.

### Student Government Association

Each campus has a Student Government Association (SGA) which is recognized as the official student organization representing students at the college. The SGA of each campus is charged with the responsibility of participating in the college governing process through the student, faculty, and administrative Campus Councils. Each campus SGA also participates in the SGA Executive Board, thus coordinating the college-wide needs of

students. Each campus SGA is a member of the state-wide Florida Community College Student Government Association.

### Campus Organizations

Numerous campus student organizations are available at FCCJ. Some of the organizations include Phi Theta Kappa, an organization which recognizes academic achievement; Forensic Team; literary and art magazine; Brain Bowl Team; and the International Student Association. The Student Activities Office provides assistance and encouragement to those interested in starting new organizations, and support for existing organizations.

**NOTE:** The organization advisor, president and treasurer should contact the campus Student Activities Office for complete information before any financial transactions are initiated or any membership dues are collected.

### Intramural-Recreational Activities

Both group and individualized intramural-recreational activities are provided by the college. Activities include flag football, volleyball, badminton, basketball, archery, soccer, softball, tennis, bowling, table tennis, horseshoes, billiards, and golf. Special discount passes to a variety of community recreational facilities, including bowling, golf, driving range, putt-putt golf, and movies are also available at substantial savings from each campus Student Activities office.

### Intercollegiate Athletics

A diverse program of intercollegiate athletics is available at the college. Basketball and golf are sports activities based at the South Campus. North Campus is the location for baseball, softball, cross-country, and track.

Students may participate in the college-wide intercollegiate athletic program irrespective of the campus where they attend classes. Anyone interested in participation should contact the coach on the campus or the Director of Athletics.

The college is a member of the Mid-Florida Conference of the Florida Community College Activities Association, and the National Junior College Athletic Association.

## Due Process Procedures

These procedures contain regulations for dealing with alleged student violations of College standards of conduct in a manner consistent with the requirements of due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Attendance at the College is a privilege, and in order to maintain the College ideals of scholarship, character, and a commitment to excellence, the right is reserved by the College to establish rules and regulations to further these ideals which require student compliance for the welfare of the College community. These rules and regulations are found in Board Rule 61(x)-11.1. It is the intent of the College, that students understand that individual rights involve associated responsibilities, and that individual rights must be viewed in relationship to the health, safety, and welfare of the College community.

Students enrolled in any degree, diploma or certificate program are subject to federal and state laws, respective county and city ordinances, and all rules and regulations of the College.

## Student Discipline Procedures

Violations of published laws, ordinances or rules and regulations may subject the violator to appropriate disciplinary action by the College authorities.

Prior to any disciplinary actions taken, the student is entitled to procedural due process. This means that the student shall be provided:

1. Reasonable notice of the charges
2. A general time frame for resolution
3. An opportunity to present his/her side of the controversy

Disciplinary action, unless otherwise provided by law, may include fines; the withholding of diplomas, certificates or transcripts (pending compliance with rules or payment of fines), restriction; warning; and/or the imposition of probation, suspension or permanent dismissal.

The President, a Vice President/Provost, or an appropriate designated College officer may, without a hearing, temporarily order the removal from College property of an individual charged with a suspendable offense that is deemed to present a clear and present danger to the welfare of the College. The student ordered removed will be required to remain off College property until a hearing is provided regarding the matter. This removal can last up to five College days. In the event of the temporary removal, a written notice of a hearing will be mailed (certified) prior to the expiration of the five days.

The following violations of the code of conduct are outlined in the Board of Trustees Rules:

Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is expressly prohibited.

Such acts or behavior may include, but are not limited to the following: consumption of alcoholic beverages on campus or at a college function, illegal use or possession of drugs or narcotics, cheating in any form, sexual harassment, the use of indecent or abusive language, gambling, hazing as defined in Chapter 240.326, Florida Statutes, vandalism or destruction of property, falsification of records or statement to the college, unauthorized use of the college name, lewd or indecent conduct, violence against any member or guest of the college community, theft or willful destruction of college property or of the property of members of the college, interference with the freedom of movement of any member or guest of the college, obstruction of the normal processes and activities of the college community, deliberate interference with the rights of others, viola-

tion of a federal or state law, a county or city ordinance, repeated offenses of a less serious nature, or any other offense reasonably deemed to be contrary to the best interest of the college.

All alleged student violations of the Board Rules of the College are referred to the office of the campus Student Affairs Dean. Any administrator, faculty member, guest of the College, law enforcement official or student may allege a violation against any student.

The Student Advocacy Officer will represent the Vice President of Student Affairs in matters of student rights and responsibilities to ensure fair treatment of students, adherence to principles of due process, and the timely resolution of all matters.

Guidelines for procedural due process are available in the campus Student Affairs Office. Students who have questions or are in need of assistance should contact the Student Affairs Dean on their respective campus or the Student Advocacy Officer.

## Student Appeals

Every reasonable attempt should be made to resolve informally any dispute between a student and the college at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, FCCJ provides a formal process through which students can appeal the application of certain college rules and regulations and the assignment of the final grades. In all cases, it is the intent of the college to assure the fair and equitable treatment of students.

Students wishing to initiate a formal appeal should contact the Office of Student Affairs on their campus. That office will provide the information and guidance necessary to initiate a student appeal.

## Suspension, Termination or Cancellation of Enrollment

The college reserves the right to suspend, terminate or retroactively cancel the enrollment of any student for disciplinary reasons.

## Student Records and Privacy

Pursuant to Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, students and their parents are advised of certain practices and procedures at Florida Community College at Jacksonville which relate to student records.

Once a student reaches the age of 18, OR is enrolled in a post-secondary program, parents no longer have any rights to student information under this act unless the student gives written consent to release the information to the student's parents, OR the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Under this act, a student or parent (if eligible) will be accorded access to the student's record within a reasonable time after the submission of a written request to the custodian of that record. Suitable arrangements will be made by the college to permit the record to be reviewed in the presence of a representative of the custodian of the record. Either the student or parent (if eligible) has the right to challenge the content of any record he or she believes to be inaccurate, misleading, in violation of the student's rights or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The custodian of the record challenged shall conduct a hearing upon the matter, at a reasonable time and place, at which time the student or parent (if eligible) may present any evidence he or she may have in support of the challenge. If a record is challenged, the custodian of the record shall make a decision at the conclusion of the hearing. This decision may be appealed by the student or

parent (if eligible) through established procedures to the Student Appeals Review Committee. Action by the college president on an appeal is final.

A student or parent (if eligible) must consent to the release of any student information other than directory information to any person or agency. This consent must be in writing, signed, dated, and must specify the information to be released, the reason for release, and the names of persons to whom the information is to be released.

The following records are maintained in the student's file: application for admission, transcripts from other colleges, academic history records, and general correspondence.

The following information about an individual student is classified as "directory information" and will be released upon request to any person. The individual student or parent (if eligible) has a right to submit a request in writing to the custodian of the student's record that all or any part of the directory information NOT be released. The request to withhold directory information must be submitted annually.

1. Name
2. Address
3. Major field of study
4. Dates of attendance
5. Degrees or awards received.

## General Information

### Health Services

As a community-based institution, FCCJ relies on health services provided within the community for students. Various health agencies are brought to each campus periodically to make their services available to students. Arrangements and coordination are handled by the Student Affairs offices and/or Student Activities offices. Drug and substance abuse and Aids information centers are located in each campus library.

### Emergencies and First Aid

The campus security officer should be contacted in situations requiring the rendering of first aid. In the case of emergencies involving students who have no physician on record, whose physician cannot be contacted, or whose families do not reside in this area, the student will be transported to the emergency room of a nearby hospital by private means of transportation of the student's choice, or by the City Rescue Squad. Expenses incurred are the responsibility of the student.

### Accident Reporting

Any accident should be reported immediately to a security officer. Any driver of a vehicle involved in an accident resulting in injury or death to another, or property damage in any amount, must immediately notify a security officer who will contact the sheriff's office for investigation and accident report.

### Health and Accident Insurance

The college has made available a Student Health and Accident Policy which may be purchased on an optional basis. Information can be obtained at the campus Office of Student Affairs.

## Housing

The college does not maintain housing facilities for students, nor does it maintain a list of approved housing.

## Parking

Faculty members, staff and students shall obtain valid parking decals and affix same to the motor vehicle which the individual operates, drives, or parks on facilities of the college. Decals are available at each campus Security office.

## Bookstore

The college's bookstores are operated by a commercial bookstore operator. Textbooks, supplementary material, supplies and other items are available through each campus bookstore. Requirements for the course for which the individual is enrolled should be obtained prior to the purchase of books and supplies. Financial arrangements are matters between the individual and the bookstore.

## Food Services

A food service area and vending machines are located at each campus.

## Smoking

Smoking is not permitted in classrooms, laboratories, libraries, auditoriums, gymnasiums, carpeted areas, or other designated areas. This applies to both the day and the evening classes.

## Substance Abuse

Florida Community College at Jacksonville has long prided itself as a public institution whose mission is to foster human potential by providing an educational environment in which individuals may understand more clearly their relationship and responsibilities to family, community and society.

As a part of the shared values, the College recognizes its responsibility to build and maintain a caring environment which encourages all individuals to realize their potential, and to provide the diverse learning support and growth opportunities each person needs to be successful.

The administration, Student Advocacy Office and Security Department are committed to enhancing a positive campus environment through college-wide educational programs for all students, faculty and staff which relate to alcohol and drug abuse and to the College's alcohol/drug information centers. The College also seeks to ensure compliance with federal and state laws, and city ordinances.

## Library and Audiovisual Services

Learning Resources Centers housing library and media services are located on each campus.

The centers contain collections of books, periodicals, microfilm, and pamphlet material designed to support college instructional programs. Group instruction and individual assistance in library usage are provided by an experienced professional staff. Each center provides audiovisual materials, equipment, and media production assistance for the students, faculty and administration in its geographical area.

### Distribution of Leaflets and Posters

Students who want to distribute any kind of printed matter, such as posters, leaflets, or flyers, among the student body on campus must secure approval in advance. The Student Activities office will provide to students lists of certain rules governing the distribution of printed matter. The purpose of these rules is to keep the campus attractive and free of litter.

All posters, banners, showcards, etc., must be approved by the Student Activities office. All materials will be placed in those areas specified.

### Student Travel

Trip approval and travel requests may be obtained through the Student Activities office.

Trips that interfere with any individual student's classroom responsibilities will be discouraged.

The faculty advisor will accompany the group or organization on all approved trips.

### Occupational Education Safety

Students enrolling in Associate in Science, Associate in Applied Science, or Continuing Education industrial education programs are required to supply their own personal protection safety equipment, hand tools and tool belt or box by the third week of class. Personal protective safety equipment should comply with applicable industrial standards and hand tools should be of an industrial grade.

At the beginning of each term, faculty will provide students with shop safety rules and a list of required personal protection safety equipment and hand tool requirements and their approximate costs. Obtaining required equipment and observing prescribed safety rules are mandatory for continued enrollment in industrial education programs.

### Regulation Changes

The college reserves the right to change rules, regulations, policies, and procedures at any time.





## Learning Resources Centers

A Learning Resources Center (LRC), offering a full range of assistance to students, faculty and staff in the learning process, is located on each of FCCJ's four campuses. The wide variety of materials found in the LRCs consists of carefully selected books, periodicals, pamphlets, microforms, films, filmstrips, slides, records, audio and visual tapes. These materials support the instructional programs found on the respective campuses as well as the research, enrichment, and recreational needs of the students and faculty.

### LRC Services

The LRCs provide competent library services through knowledgeable, courteous librarians and staff who assist users with the materials and equipment. The open stack design of each LRC also allows library users the opportunity to browse through the print collection and locate needed materials on their own.

Available services in the LRCs include circulation, reference, reserve, reader's services, and interlibrary and intracampus loans. Several LRCs have group study rooms and individual study carrels available for student and faculty use. Listening and viewing equipment and facilities are available, as well as facilities for handicapped users. Assistance and facilities for faculty are available for the design and production of a wide variety of instructional materials including black and white photographs, color slides, overhead transparencies, audio and video tapes.

### LRC Features

Various LRCs also are equipped with typing rooms, conference rooms, copying machines and outside book return drops. A Union Catalog provides access to the materials located in all four of the LRCs. In addition, the college is a member of the Southeastern Library Network (SOLINET), and most of the centralized technical processing of library materials done at the college utilizes the features of that automated system.

Students are urged to familiarize themselves with the rules which have been established in the interest of all who use the LRCs. These procedures, along with other information designed to aid the student, will be found in the library handbooks and other printed materials distributed through the respective LRCs.

Hours of operation are posted at each LRC and generally correspond with the campus hours of operation.

## Learning Laboratories For Individualized Instruction

Each campus has a fully staffed learning laboratory for individualized instruction open for student use on a drop-in basis. In these labs, students may pursue self-paced instruction through a variety of learning aids and may receive assistance from tutors in a number of subjects. Students may stop in during day or evening hours (hours are posted at the learning lab) and consult a tutor, use the various learning aids, and review for one or more of their courses.

In addition, practice tests and learning materials are available to assist students in assessing their readiness to take the College Level Academic Skills Test and preparing to increase their performance on this statewide test.





## College Credit Registration Fees\*

The registration fee for college credit courses shall be:

|                             |         |
|-----------------------------|---------|
| Per Semester Hour           |         |
| Florida Residents .....     | \$24.00 |
| Non-Florida Residents ..... | \$47.75 |

### Additional Fees

#### Late Registration Fee

Any student who registers for the first time in a term after all scheduled registration has ended, will be assessed a \$25.00 late registration fee.

|  |            |
|--|------------|
| <b>Science Laboratory Fee</b> .....  | Per Course |
| APB 1220C; APB 2190C; APB 2191C;<br>BOT 1010C; BOT 2153C; BSC 2010C;<br>BSC 2011C; CIIM 1025C; CHM 1030C;<br>CHM 1031C; CHM 1032C; CHM 1045C;<br>CHM 1046C; CHM 2200L; CHM 2205C;<br>MCB 2013C ..... | \$ 6.00    |
| NUR 1090C; NUR 1021C; NUR 1212C;<br>NUR 1703C .....  | \$10.00    |
| NUR 2313C; NUR 2420C; NUR 2521C .....  | \$ 5.00    |
| NUR 2731C .....  | \$55.00    |
| OCE 2003C; OCE 2001; PIHY 2048C; PIHY<br>2049C; PIHY 2053C; PIHY 2054C; ZOO<br>1010C .....   | \$ 6.00    |

|  |            |
|--|------------|
| <b>Fine Arts Fee</b> .....                                     | Per Course |
| All applied music courses, one credit hour .....               | \$50.00    |
| All applied music courses, two or three credit hours .....     | \$50.00    |
| ART 1101C; ART 1130C .....                                     | \$ 7.50    |
| ART 1135C; ART 1136C .....                                     | \$10.00    |
| ART 2110C; ART 2111C; ART 2112C; ART<br>2113C; ART 2115C ..... | \$15.00    |
| ART 2131C .....  | \$10.00    |
| ART 2400C; ART 2401C .....                                     | \$12.00    |

|   |            |
|---|------------|
| <b>Materials Fee</b> .....                          | Per Course |
| ART 2510C; ART 2520C; ART 2701C; ART<br>2702C ..... | \$15.00    |
| HHD 1360C; 1365C .....                              | \$10.00    |
| HHD 1510C; 1511C .....                              | \$20.00    |
| MUM 1600; MUM 1601; PGY 1101C; PGY 1102C .....      | \$15.00    |

### Graduation Fees and Fees for Ceremonies Conducted for Special Programs

|  |         |
|--|---------|
| <b>Graduation Fee</b>                  |         |
| Associate Degree .....                 | \$10.00 |
| Each additional Associate Degree ..... | \$ 5.00 |
| Late Fee .....                         | \$ 5.00 |

### Fees for Ceremonies Conducted for Special Programs

The President or official designee shall determine the items to be purchased by the College which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

### Replacement Diplomas

|                                |         |
|--------------------------------|---------|
| Each replacement diploma ..... | \$ 5.00 |
|--------------------------------|---------|

### Duplicate Registration Receipts

|  |         |
|--|---------|
| Each duplicate of College Credit Identification<br>Card/Registration Receipt ..... | \$ 5.00 |
|--|---------|

### Returned Check Fee

|   |         |
|---|---------|
| Checks returned by the bank .....   | \$ 5.00 |
| This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and \$5.00 service charge are paid in full on or before the prescribed deadline, the student will be disenrolled from all classes affected by this returned check. For one full calendar year, the College will not accept a check from the student. |         |

### Professional Malpractice and Liability Insurance Risk Coverage Fees

|   |         |
|---|---------|
| <b>Per Course</b>   |         |
| Dental Assisting<br>DEA 2800C; DEA 2801 .....   | \$ 7.00 |
| Dental Hygiene<br>DEH 1800C; DEH 1802L; DEH 2804L;<br>DEH 2806L .....   | \$ 7.00 |
| Emergency Medical Technology<br>EMS 1119L; 2231L; 2232L; 2233L .....  | \$ 7.00 |
| Food Service Systems<br>FSS 1304; FSS 1306; FSS 2302 .....  | \$ 7.00 |
| Medical Lab Technology<br>MLT 3022C; MLT 1362C; MLT 1401C;<br>MLT 2100; MLT 2532C; MLT 2640C;<br>MLT 2800L; MLT 2801L ..... | \$ 7.00 |
| <b>Nursing</b>  |         |
| NUR 1000C; NUR 1021C; NUR 1212C;<br>NUR 1703C .....   | \$ 7.00 |
| NUR 2313C; NUR 2420C .....  | \$ 3.50 |
| NUR 2521C .....   | \$ 1.75 |
| NUR 2731C .....   | \$ 5.25 |
| Respiratory Therapy<br>RET 1024 .....   | \$ 7.00 |
| RET 1276; RET 1824 .....  | \$ 3.50 |
| RET 2272L; RET 2832; RET 2833 .....   | \$ 7.00 |
| Underwater Diving Skills<br>PEN 1136 .....  | \$10.00 |

\*The Risk Coverage Fee is non-refundable if the student withdraws after the official close of the drop/add period for the term.

### Test and Examination Fees

#### Proficiency Examination Program

|             |         |
|-------------|---------|
| (PEP) ..... | \$35.00 |
|-------------|---------|

\*NOTE: Fees listed herein are subject to legislative budget constraints or as otherwise deemed appropriate by the College. Current fees shall be posted at the time of any given registration.



## Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 per cent of registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

## Fee Refunds

### College Credit Courses

#### Requirements

Refunds for cancelled classes will be processed automatically on a timely basis by the Finance Department.

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Registration office no later than the Final Drop Day.

#### Final Drop Day

Final Drop Day is the last day upon which a student may drop a course and be eligible for a full refund of fees paid for that course. Courses officially dropped will be removed from the student's record. The Final Drop Day will be scheduled so that every student will have an opportunity to drop a course on or after the first scheduled class meeting. Refer to the college calendar for this deadline date for dropping courses each term.

If the college cancels a class at any time prior to its completion, the student's enrollment in that class will be cancelled and the student will be entitled to a 100 percent refund of fees paid for that class, less any indebtedness to the college. The college will notify the student and the college will initiate the refund process.

#### Amounts and Conditions of Refunds or Credit Memorandum

No refund will be made for a fee of less than \$5.00, unless the college cancels the class.

If a veteran's deferment is authorized and the college cancels the class(es), the deferment will be reduced by the amount of the cancelled class(es) for a student.

If a veteran fails to pay the deferred fees by the deferment date established by the college, the student will be placed on the college's Delinquency Listing and will not be allowed to register or receive transcripts.

Amounts due the college will be deducted before any check or credit memorandum to the credit card account is issued.

#### Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the college, generally two weeks following the last official drop date.

#### Schedule for Payment of Fees

In order for registration to be complete, fees must be paid by the payment deadline.

Fees may be paid by cash, check (subject to being honored by the bank on which drawn), credit card account (currently Master Card, VISA), or financial aid authorization. Only deferments of fees authorized by the Dis-

trict Board of Trustees under Board Rule for Deferred Payment Status will be honored.

## Credit Card Accounts

The college is authorized to honor credit card accounts (currently Master Card, VISA) under the following conditions.

The signature of the holder of the card is required to honor the credit card in charging the amount of the invoice to the applicable credit card account.

The card holder may authorize another person to use the holder's credit card by submitting written authorization which identifies the person by name and contains the signature of the person who can charge.

The total amount to be paid at one time must be charged to the credit card account.

Payments made by mail through use of the credit card must contain the credit card account number, expiration date, amount charged, and the signature of the card holder as well as the student's name, social security number and identification of the college invoice.

Any refund due the holder, after deducting obligations due the college, will be made by credit memorandum to the card holder's credit card account.

## Payments of Student Accounts Due the College

The Board of Trustees prohibits the registration of, release of transcripts to, or the issuance of a certificate of completion or diploma to, any student whose account with the college is delinquent.

Payment should be brought in to the Business Affairs Office at one of the campuses, or mailed to: Finance Office, College Administration, Florida Community College at Jacksonville, 501 W. State Street, Jacksonville, Florida 32202. The student is responsible for ensuring payment is made.

## Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FCCJ for the registration fees and/or books for a particular student and does not render payment to the College in the prescribed manner, the sponsored student(s), will be liable for any charges incurred on his/her behalf and will be billed by the College. The student will be required to render payment within 10 days of the billing date.

## Continuing Education Registration Fees\*

Fees charged for non-college credit Adult and Occupational Education courses range from approximately thirty-seven cents (\$.37) to fifty-eight cents (\$.58) per total class contact hour. In most instances, fees for non-Florida residents are double those of Florida residents. Fees for most Vocational and Recreational courses are \$1.75 per contact hour. Fees charged for non-college credit Lifelong Learning courses are approximately seven-cent cents (\$.17) per total class contact hour. For actual course fees, please check the current term's Continuing Education Class Schedule.

\*NOTE: Fees listed herein are subject to amendment due to legislative budget constraints or otherwise deemed appropriate by the college. Current fees shall be posted at the time of any given registration.

## Professional Malpractice and Liability Insurance Risk Coverage Fees

| Continuing Education Courses          | Per Course |
|---------------------------------------|------------|
| Cosmetology COY 0309, 0310, 0311      | \$ 5.00    |
| Medical Assisting MEA 0310            | \$ 7.00    |
| Nurse Assistant NIA 0310              | \$ 4.00    |
| Practical Nurse PRN 0310              | \$14.00    |
| Surgical Technician STO 0310          | \$ 7.00    |
| Emergency Medical Care EMS 0119       | \$ 7.00    |
| Accident Insurance Risk Coverage Fee  |            |
| Fire Fighter Min Std. Course FFP 0005 | \$ 4.00    |

The Risk Coverage Fee is non-refundable, if the student withdraws after the official close of the drop/add period for the term.

## Duplicate Registration Receipts

|   |        |
|---|--------|
| HIGH SCHOOL, COMPLETION, VOCATIONAL, NON-COLLEGE CREDIT OCCUPATIONAL EDUCATION AND ADULT CONTINUING EDUCATION |        |
| Each duplicate of Registration Receipt  | \$5.00 |

## Test and Examination Fees

|  |         |
|--|---------|
| General Education Development Test (GED)<br>(High School Equivalency)  |         |
| Test 1   | \$ 6.00 |
| Tests 2 through 5 (each)   | \$ 5.00 |
| Total Battery  | \$25.00 |
| (Fees established by the State Department of Education.)   |         |
| Validation of GED scores from out-of-state, United States Armed Forces Institute (USAFI) or DANTES<br>(includes diploma if entitled)     | \$ 5.00 |
| Test fee waived for students enrolled in a high school course for credit, if student wishes to take the test for that particular course. |         |
| Test fees are to be paid at time of making application for the test.   |         |

## Fees for Ceremonies Conducted for Special Programs

The president or official designee shall determine the items to be purchased by the college which will permit the conducting of ceremonies in accordance with established traditions for special programs, primarily in the Health Related Education area. The charge to the student shall not exceed the cost of the items purchased for each student.

## Waiver of Tuition and Fees

No fees are assessed for the following programs:  
Adult Basic Education (ABE)  
FCCJ Diploma Seeking Students in High School Credit Completion

## Return Check Fee

Checks returned by the bank \$ 5.00  
This fee will not be assessed if bank certifies that the check was returned due to bank error. Unless the returned check and \$5.00 service charge are paid in full on or before the prescribed deadline, the student will be disenrolled from all classes affected by this returned check. For one full calendar year, the College will not accept a check from the student.

## Employee Reimbursement

FCCJ full-time employees and their dependents may be reimbursed for courses taken at FCCJ. The employee or dependent must pay his or her own fees at registration. However, upon proof of satisfactory completion of course work, employees and their dependents will be reimbursed 100 percent of registration fees. For purposes of this reimbursement, dependents are defined as a spouse or dependent child who is under the age of 22 and living at home.

## Schedule for Payment of Fees

### Continuing Education Classes

In order for registration to be complete, fees must be paid at the time of registration.

### Fee Refunds, Continuing Education Courses

### Seminars and Workshops

As published in announcement, workshops or seminars which require special arrangements may provide no refund of fees if participant cancels after the time specified in announcement.

### General Requirements

Students who wish to drop a class to receive a refund or clear their financial aid must report to the Campus Student Records office and complete a drop card no later than five business days after the beginning date of class or date shown on the registration receipt, whichever is later. No refund of fees will be made on classes for which the fee is less than \$5.00, unless the College cancels the class.

If a veteran's deferment is authorized and the College cancels the class(es) or the registration of a student is cancelled, the deferment will be reduced by the amount of the cancelled class(es) for a student.

Amounts due the College will be deducted before any check or credit memorandum to the credit card account is issued.

## Cancellation of Classes

If the College cancels a class at any time prior to its completion, the student's enrollment in that class will be cancelled and the student will be entitled to a 100 percent refund of fees paid for that class.

If the College cancels the class or the student's registration, the College will initiate the refund without written application by the student.

## Refund Payment Dates

Refund checks or credit memoranda to credit card accounts will be made in accordance with the schedule established by the College.

## Suspension, Termination or Cancellation of Enrollment

The College reserves the right to suspend, terminate, or retroactively cancel the enrollment of any student for any of the following reasons:

1. Disciplinary reasons
2. Non-payment of course fees when payment is due, including non-payment resulting from dishonored checks

## Agency Sponsored Payments

In instances in which a sponsoring agency or organization has agreed in writing to reimburse FCCJ for the registration fees and/or books for a particular student and does not render payment to the College in the prescribed manner, the sponsored student(s) will be liable for any charges incurred on his/her behalf and will be billed by the College. The student will be required to render payment within 10 days of the billing date.

