

College Credit Programs of Study

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 counting toward the Associate in Arts degree as designated by a (T) symbol in the course descriptions. 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 30.

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. These requirements vary from university to university; thus, specific programs of study for a given major at a given university should be worked out individually by the student and an advisor or counselor soon after the student enrolls at the college. To maximize transferability, the student is advised to choose a major as early as possible while at Florida 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 re-

ceipt of the AA degree is not assured of junior-level standing, and the transferability of credits earned will be determined by the receiving institution. Also, a student transferring prior to receipt of the AA degree may not receive acceptance of credits earned in courses with less than a "C" grade.

The counselors in the office of Student 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
- Architecture
- Art/Art Education
- Business Administration
- Chemistry
- Computer and Information Science
- Criminal Justice
- Drafting
- Drama/Theatre Arts
- Economics
- Education
- Engineering
- English/Literature
- Foreign Languages
- Forestry
- Geography
- Health Education/Recreation
- History
- International Studies
- Marine Science
- Mass Communications/Journalism
- Mathematics/Statistics
- Music/Music Education
- Natural Sciences
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology

Public Administration
Religion
Social Sciences
Sociology
Speech Communication
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 I Communication, II Mathematics, III Humanities, 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 27 through 30 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 29 of this catalog.

6. Completed requirements of the College-Level Academic Skills Test (CLAST), a college-level communication and computation skills test required by the state (refer to Testing Services section for details), including satisfactory scores as specified by the State Board of Education and the District Board of Trustees.

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

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

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

the incomplete grade was assigned rather than the term in which the incomplete work was made up.)

b. If a student expects to complete the course work under the terms of the catalog in effect during the term of the student's first registration, the student must graduate within four 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 1994, 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 30 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 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/ENS 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 provides students with the opportunity to develop skills necessary for understanding and communicating such concepts and prepares 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 discriminately, 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 students' accomplishment of the Purpose and Goals of General Education and to develop skills, attitudes, and understanding in broad discipline areas:

Communication
Mathematics
Humanities
Natural Sciences
Social Sciences

I. Communication.....(Minimum of 9 semester hours, not including REA 1105)

The Communication 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 2600 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.

The ability to compute at the level of a college educated person is a basic requirement for degree seeking students. These courses are intended to enable students to achieve the 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 1033	INTERMEDIATE ALGEBRA and
MGF 1202	COLLEGE MATHEMATICS;
OR	
MAC 1104	PRECALCULUS COLLEGE ALGEBRA
OR	
MAC 1102	COLLEGE ALGEBRA and
MGF 1202	COLLEGE MATHEMATICS;
OR	
MAC 1104	PRECALCULUS COLLEGE ALGEBRA
OR	
MAC 1102	COLLEGE ALGEBRA and
STA 2014	INTRODUCTION TO STATISTICS
	OR

*Choose two courses from the following:

MAC 1114	COLLEGE TRIGONOMETRY
MAC 2311	CALCULUS WITH ANALYTIC GEOMETRY I
MAC 2312	CALCULUS WITH ANALYTIC GEOMETRY II
MAC 2313	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
STA 2014	INTRODUCTION TO STATISTICS

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

A. Six semester hours from the following courses will satisfy Humanities requirements. The courses are broad in nature, enabling individuals to explore connections and relationships among various humanities disciplines and to provide a general overview for other humanities courses listed in Category B.

HUM 2211	HUMANITIES: THE FOUNDATIONS
HUM 2236	HUMANITIES: MAINSTREAMS OF CULTURES, 15TH TO 20TH CENTURY
HUM 2251	OR HUM 2020 HUMANITIES FORUM
	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.

ARH 1000	ART APPRECIATION
ARH 2050	ART HISTORY I
ARH 2051	ART HISTORY II
FIL 1000	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
MUL 1010	MUSIC APPRECIATION
PHI 2010	INTRODUCTION TO PHILOSOPHY
PHI 2600	MORAL AND POLITICAL PHILOSOPHY
REL 2300	WORLD RELIGIONS
THE 2000	THEATRE APPRECIATION

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

The Natural Science 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 1010C	BOTANY
ZOO 1010C	GENERAL ZOOLOGY
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 1010C	BOTANY
BSC 2010C	PRINCIPLES OF BIOLOGY I
BSC 2011C	PRINCIPLES OF BIOLOGY II
*ISC 1021	FUNDAMENTALS OF NATURAL SCIENCE
MCB 2013C	MICROBIOLOGY
PCB 2033	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 1032C	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 1001L	EARTH AND SPACE SCIENCE LABORATORY (To be taken with or following GLY 1001)
GLY 1010	PHYSICAL GEOLOGY
GLY 1010L	PHYSICAL GEOLOGY LABORATORY (To be taken with or following GLY 1010)
*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.

DEP 2401	ADULT PSYCHOLOGY
ECO 2013	PRINCIPLES OF ECONOMICS I
ECO 2023	PRINCIPLES OF ECONOMICS II
EDP 2002	EDUCATIONAL PSYCHOLOGY
EUH 1000	WESTERN CIVILIZATION THROUGH 1715
GEA 1000	WORLD GEOGRAPHY
GEO 2370	CONSERVATION OF RESOURCES
HSC 1100	PERSONAL AND COMMUNITY HEALTH
HIS 1907	HONORS SURVEY OF HISTORY
INR 2002	INTERNATIONAL RELATIONS
LAH 2000	HISTORY OF THE AMERICAS
POS 2112	STATE AND LOCAL GOVERNMENT
PSY 1012	GENERAL PSYCHOLOGY
SOP 1002	HUMAN RELATIONS
SOP 1502	DYNAMICS OF BEHAVIOR
SYG 2000	INTRODUCTORY SOCIOLOGY
SYG 2010	SOCIAL PROBLEMS
SYG 2430	MARRIAGE AND FAMILY

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
EUH 1001	WESTERN CIVILIZATION FROM 1715 TO THE PRESENT
POS 2041	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 2410	CULTURAL ANTHROPOLOGY
ANT 2511	PHYSICAL ANTHROPOLOGY
ASH 2005	HISTORY OF THE FAR EAST
CPO 2002	INTRODUCTION TO COMPARATIVE GOVERNMENT
DEP 2004	HUMAN GROWTH AND DEVELOPMENT
DEP 2102	CHILD PSYCHOLOGY
DEP 2302	ADOLESCENT PSYCHOLOGY

VI. Additional Hours.....0-3 semester hours

If certain educational programs require additional credit(s) 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, PEL, PEM).

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

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

ELECTIVES

The additional Elective semester hours (maximum of 26) required (beyond the General Education Requirements 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.

In addition to addressing the field of study of intended major at the upper-level university, the student is encouraged to include in these Electives 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 (FRE 1120 and FRE 1121), Spanish (SPN 1120 and SPN 1121), and German (GER 1120 and GER 1121) 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

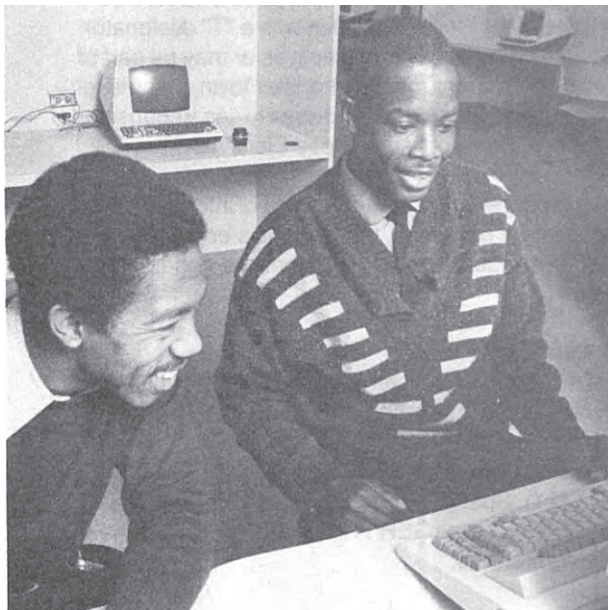
Conditions:

(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: MUO 1001, MUN 1130, MUN 1280, MUN 1340, MUN 1380, MUN 1410, MUN 1450, MUN 1710, MUNA 1310, MUNB 1310, SPC 2594, THE 2945.

(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.



**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 Jacksonville University. 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 Jacksonville University 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, Jacksonville University shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, Jacksonville University shall determine the application of these credits to Jacksonville University'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.

Several 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 Jacksonville University should consult the Jacksonville University 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

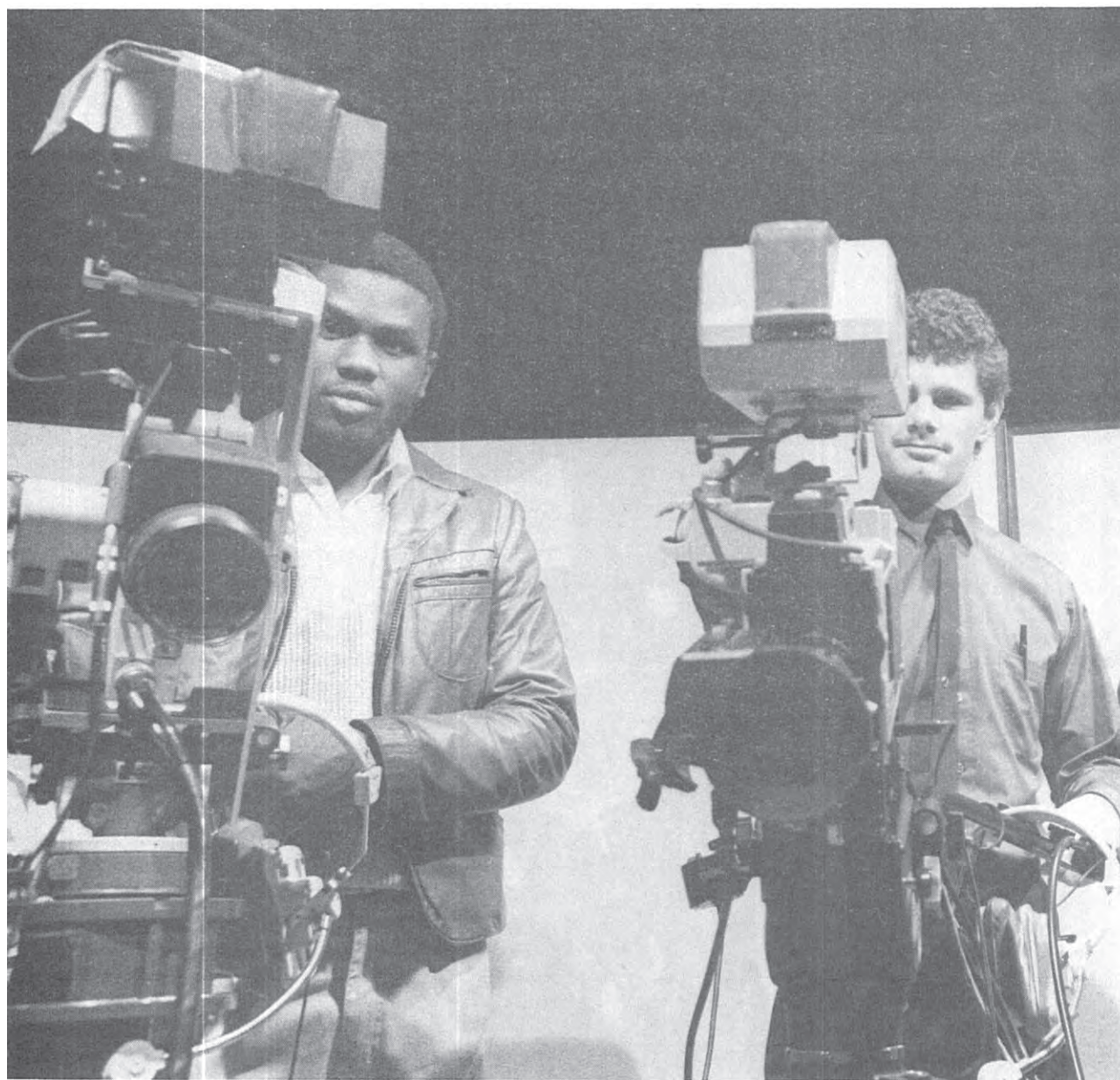
Further information concerning the details and requirements of the FCCJU transfer process may be obtained from the Admissions Office at Jacksonville University or at any FCCJ Student Affairs Office.

**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

Edward Waters College. 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 Edward Waters College 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, Edward Waters College shall accept the FCCJ credits up to 64 credits toward the baccalaureate degree. In accepting the FCCJ credits, Edward Waters College shall determine the application of these credits to Edward Waters College'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.





The Associate In Science Degree

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 citizens and employers.

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 35) 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 1994, 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 may be taken on any Florida Community College at Jacksonville campus or centers.
- e. Many courses in this catalog have prerequisite and/or corequisite courses which are 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. COMMUNICATION.....3 Semester Hours

ENC 1101 ENGLISH COMPOSITION I

II. SOCIAL AND BEHAVIORAL SCIENCES.....3 Semester Hours

AREA A

DÉP 2004 HUMAN GROWTH AND DEVELOPMENT
 DÉP 2401 ADULT PSYCHOLOGY
 PSY 1012 GENERAL PSYCHOLOGY
 SOP 1002 HUMAN RELATIONS
 SOP 1502 DYNAMICS OF BEHAVIOR
 SYG 2000 INTRODUCTORY SOCIOLOGY
 SYG 2010 SOCIAL PROBLEMS

AREA B

AMH 2010 UNITED STATES HISTORY TO 1865
 ISS 1120 ORIGINS OF AMERICAN SOCIETY (ECONOMIC, POLITICAL, AND INTERNATIONAL INSTITUTIONS)
 POS 2041 AMERICAN FEDERAL GOVERNMENT

III. MATHEMATICS.....3 Semester Hours

OST 1324 BUSINESS MATHEMATICS USING CALCULATORS
 MAT 1033 INTERMEDIATE ALGEBRA
 MGF 1202 COLLEGE MATHEMATICS
 MTB 1321 TECHNICAL ALGEBRA
 MAC 1102 COLLEGE ALGEBRA
 MAC 1104 PRECALCULUS COLLEGE ALGEBRA
 MAC 1114 COLLEGE TRIGONOMETRY
 MAC 2233 CALCULUS FOR BUSINESS & SOCIAL SCIENCES I
 MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I

IV. HUMANITIES.....3 Semester Hours

HUM 2020 HUMANITIES FORUM
 HUM 2211 HUMANITIES: THE FOUNDATIONS
 HUM 2236 HUMANITIES: MAINSTREAMS OF CULTURES, 15th TO 20th CENTURY
 HUM 2251 HUMANITIES: 20th CENTURY CULTURAL PERSPECTIVES
 HUM 2410 HUMANITIES OF ASIA
 HUM 2450 HUMANITIES IN THE AMERICAS
 HUM 2472 INTERCULTURAL EXPLORATIONS

V. GENERAL EDUCATION ELECTIVE.....3 Semester Hours

AREA A

COMPUTER SCIENCES:

CGS 1060 INTRODUCTORY COMPUTER CONCEPTS
 CGS 2020 COMPUTER CONCEPTS
 CGS 1570 MICROCOMPUTER APPLICATION SOFTWARE

AREA B

COMMUNICATION:

ENC 1102 ENGLISH COMPOSITION II
 ENC 2210 TECHNICAL REPORT WRITING
 OST 2335 BUSINESS COMMUNICATIONS
 SPC 2600 FUNDAMENTALS OF SPEECH COMMUNICATION
 REA 1105 COLLEGE READING TECHNIQUES (not recommended for those students who achieve a satisfactory score on the entry assessment test for reading.)

AREA C

BIOLOGICAL SCIENCES:

APB 1150 LIFE IN ITS BIOLOGICAL ENVIRONMENT
 APB 2190C HUMAN ANATOMY AND PHYSIOLOGY I
 BOT 1010C BOTANY
 BSC 2010C PRINCIPLES OF BIOLOGY I
 PCB 2033 GENERAL ECOLOGY

AREA D

PHYSICAL SCIENCES:

AST 1002 INTRODUCTION TO ASTRONOMY
 CHM 1020 CHEMISTRY FOR LIBERAL ARTS
 CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY
 CHM 1032C PRINCIPLES OF GENERAL CHEMISTRY
 CHM 1045C GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I
 GLY 1001 EARTH AND SPACE SCIENCE
 GLY 1010 PHYSICAL GEOLOGY
 ISC 1021 FUNDAMENTALS OF NATURAL SCIENCE
 MET 1010 METEOROLOGY

PHY 2048C PHYSICS I WITH CALCULUS
 PHY 2053C GENERAL PHYSICS I
 PSC 1341 PHYSICAL SCIENCE

MNA 2400 LABOR RELATIONS
 OST 1100 BEGINNING TYPEWRITING
 OST 1110 INTERMEDIATE TYPEWRITING
 OST 1324 BUSINESS MATHEMATICS USING
 CALCULATORS
 OST 1711 WORD PROCESSING I
 OST 2335 BUSINESS COMMUNICATIONS
 OST 2712 WORD PROCESSING II
 RMI 1521 PRINCIPLES OF INSURANCE
 STA 2014 INTRODUCTION TO STATISTICS
 TRA 1010 PRINCIPLES OF TRANSPORTATION

VI. SPECIALIZATION AND RELATED CONTEXTUAL COURSE/COMPETENCIES- (minimum of 45 semester credits) consisting of specialization courses/competencies which may include technical knowledge (theory), technical skills (lab) and/or advanced and professional courses.

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.

General Electives for Associate In Science Degree Program

The following is a list of General Electives which are applicable to a number of programs.

ACG 1003 GENERAL ACCOUNTING I
 ACG 1004 GENERAL ACCOUNTING II
 ACG 2001 PRINCIPLES OF ACCOUNTING I
 ACG 2011 PRINCIPLES OF ACCOUNTING II
 ADV 2000 ADVERTISING
 BAN 1700 FINANCIAL BUSINESS ENTERPRISE
 BAN 2501 MONEY AND BANKING
 BUL 2100 THE LEGAL ENVIRONMENT OF
 BUSINESS
 BUL 2112 BUSINESS LAW
 CCJ 2250 CONSTITUTIONAL LAW
 CGS 1000 MICROCOMPUTERS IN BUSINESS:
 A SURVEY
 CGS 1060 INTRODUCTORY COMPUTER
 CONCEPTS
 CGS 1510 INTRODUCTION TO SPREADSHEET
 CONCEPTS
 CGS 1511 ADVANCED SPREADSHEET
 CONCEPTS
 CGS 1570 MICROCOMPUTER APPLICATION
 SOFTWARE
 COA 1100 CONSUMER DECISIONS
 ECO 2013 PRINCIPLES OF ECONOMICS I
 ECO 2023 PRINCIPLES OF ECONOMICS II
 ENC 1102 ENGLISH COMPOSITION II
 ENC 2210 TECHNICAL REPORT WRITING
 FIN 2000 PRINCIPLES OF FINANCE
 FIN 2100 PERSONAL FINANCE
 GEB 1011 INTRODUCTION TO GENERAL
 BUSINESS
 MAC 2233 CALCULUS FOR BUSINESS AND
 SOCIAL SCIENCES I
 MAC 2234 CALCULUS FOR BUSINESS AND
 SOCIAL SCIENCES II
 MAN 2021 PRINCIPLES OF MANAGEMENT
 MAN 2300 PERSONNEL MANAGEMENT
 MAR 1011 PRINCIPLES OF MARKETING
 MKA 1021 SALESMANSHIP

Selective Access Programs

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

A student who intends to transfer to a state university upper division upon receipt of the Associate in Science degree must satisfy certain additional 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.

Students with AS degrees who plan to transfer to a state university should contact a counselor to determine the additional requirements necessary for transferring.

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:

Airways Science
 Criminal Justice
 Computer and Information Systems
 Engineering Technology
 Nursing

Students who are interested in one of these options should contact either the program advisor or a counselor.

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 1994, or the student will be expected to meet the requirements of subsequent years. Changes to requirements as may be mandated by law or by rule of the District Board of Trustees may supercede this provision.



Program Areas

Each Associate in Science degree and Technical Certificate program listed in the following pages has a group of initial (pre-program) courses listed. These are foundation

courses for the program, and they are the ones that should be taken first.

COLLEGE CREDIT PROGRAMS OF STUDY

Program	Award	D	K	N	S	Page
Accounting Technology	AS	X	X	X	X	39
Air Conditioning, Refrigeration and Heating Systems Technology	AS	X				40
Architectural Design and Construction Technology	AS	X				41
Aviation Administration	AS		X			42
Biomedical Equipment Engineering Technology	AS	X				43
Building Construction Technology	AS	X				44
Business Administration and Management	AS	X	X	X	X	45
Business Data Processing	TC	X	X	X	X	46
Child Care Center Management	AS			X		47
Civil Engineering Technology	AS	X				48
Communication Engineering Technology	AS	X				49
Computer Engineering Technology (Digital)	AS	X				50
Computer Programming and Analysis	AS	X	X	X	X	51
Criminal Justice Technology	AS				X	52
Dental Hygiene	AS			X		53
Dietetic Technician	AS		X			54
Drafting and Design Technology	AS	X				55
Electronic Engineering Technology (Robotics)	AS	X				56
Emergency Medical Services (EMS) Technology	AS			X		57
Emergency Medical Services-EMT	TC			X		58
Fashion Marketing Management	AS		X			59
Financial Services (Banking)	AS	X	X	X	X	60
Fire Science Technology	AS				X	61
Graphic Arts Technology	AS			X		62
Hospitality Management	AS		X			63
Insurance Management	AS		X		X	64
Interior Design Technology	AS		X			65
Legal Assistant	AS		X		X	66
Marketing Management	AS	X	X	X	X	67
Medical Laboratory Technology	AS			X		68
Nursing (Associate Degree) R.N.	AS			X		69
Nursing (Associate Degree) R.N. (Bridge Option For Licensed Practical Nurses)	AS			X		70
Office Systems Specialist	TC	X	X	X	X	71
Office Systems Technology (Information Processing Specialty)	AS	X	X	X	X	72
Office Systems Technology (Shorthand Specialty)	AS			X		73
Paramedic	TC		X			74

Program	Award	D	K	N	S	Page
Postal Service Management	AS		X			75
Radio and Television						
Broadcast Programming	AS	X				76
Real Estate Management	AS	X	X	X	X	77
Respiratory Therapy	AS			X		78
Restaurant Management	AS		X			79

Award and Location Designations:

AS--Associate in Science Degree

TC--Technical Certificate

D--Downtown Campus

K--Kent Campus

N-- North Campus

S-- South Campus

Accounting Technology (201)

ASSOCIATE IN SCIENCE

The Accounting Technology 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 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 decides to pursue university transfer study must meet certain course and test requirements. For details refer to University Transfer Requirements on page 35 of the catalog.

Initial Advising Courses

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

ACG 2001	Principles of Accounting I
*Social and Behavioral Sciences - Area A	
ENC 1101	English Composition I
GEB 1011	Introduction to Business
OST 1324	Business Mathematics Using Calculators

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area A.....	3
Credit Hours	15

Professional Core Courses

ACG 2001 Principles of Accounting I.....	3
ECO 2013 Principles of Economics I.....	3
GEB 1011 Introduction to Business.....	3
OST 2335 Business Communications.....	3
OST 1324 Business Math Using Calculators.....	3
ACG 2011 Principles of Accounting II.....	3

ACG 2100 Intermediate Accounting I.....	3
ACG 2110 Intermediate Accounting II.....	3
ACG 2360 Cost Accounting.....	3
TAX 2000 Individual Taxes.....	3

Credit Hours	30
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Professional Electives	Credit Hours 15
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MAN 2800	Small Business Management
INR 2002	International Relations
TAX 2010	Corporate, Estate and Trust Taxes
CGS 1580	Introduction to Desktop Publishing
**General Electives	

Total Credit Hours	60
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*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Air Conditioning, Refrigeration and Heating Systems Technology (248)

ASSOCIATE IN SCIENCE

(NOTES)

The Air Conditioning, Refrigeration and Heating Systems program is designed to prepare the student for a career in the heating, ventilating, and air conditioning industry. Completion of the program of study prepares students for a variety of positions in this specialty area with engineering firms, mechanical contractors, or suppliers dealing with heating, ventilating, and air conditioning systems. Actual job functions within the industry range from design of the system to involvement in the contracting process.

Initial Advising Courses

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

ENC 1101	English Composition I
ETD 1100	Engineering Drawing
ETM 1700	Air Conditioning Fundamentals
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
--------------------------------	----------------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAC 1104 Precalculus College Algebra.....	4
*Humanities.....	3
CGS 2020 Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

MAC 1114 College Trigonometry.....	3
ETD 1100 Engineering Drawing.....	3
ETM 1700 Air Conditioning Fundamentals.....	3
EET 1035C DC/AC Fundamentals.....	4
ETM 1710 Air Conditioning Load Analysis.....	3
ETM 1720 Air Conditioning and Refrigeration Equipment.....	3
ETM 1725 Ventilation.....	3
ETM 1730 Air Distribution.....	3
ETM 1740 Air Conditioning Control Systems.....	3
PHY 2053C General Physics I.....	4
ETM 2775 Air Conditioning Estimating.....	3
CGS 2470 Computer Aided Drafting and Design.....	3
ETM 2750C Air Conditioning Systems Design I.....	3
PHY 2054C General Physics II.....	4
ETM 2752C Air Conditioning Systems Design II.....	3
ETM 2781C CAD-Mechanical (HVAC).....	3

Credit Hours	51
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Total Credit Hours	67
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*Refer to AS Degree General Education Requirements

Architectural Design and Construction Technology (202)

ASSOCIATE IN SCIENCE

(NOTES)

The Architectural Design and Construction Technology program is designed to prepare the student for a career as an architectural drafter or assistant in organizations associated through services or products with the architectural and building construction fields.

Initial Advising Courses

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

BCN 1001C	Building Construction
ENC 1101	English Composition I
ETD 1100	Engineering Drawing
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
-------------------------	---------

General Education

ENC 1101	English Composition I.....	3
*Social and Behavioral Sciences - Area A.....		3
MAC 1104	Precalculus College Algebra.....	4
*Humanities.....		3
CGS 2020	Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

ETD 1100	Engineering Drawing.....	3
ETI 1421C	Engineering Materials and Processes.....	3
MAC 1114	College Trigonometry.....	3
BCN 1001C	Building Construction.....	3
ENC 2210	Technical Report Writing.....	3
ARC 2120C	Architectural Drafting.....	3
BCN 2614C	Planning and Estimating.....	3
ETC 2410C	Structural Drafting.....	3
SUR 1101C	Surveying I.....	3
PHY 2053C	General Physics I.....	4
ETM 1700	Air Conditioning Fundamentals.....	3
ETG 2504C	Engineering Mechanics.....	4
SUR 2140C	Surveying II.....	3
PHY 2054C	General Physics II.....	4
ETG 2535C	Testing and Strength of Materials.....	4
CGS 2470	Computer Aided Drafting and Design.....	3
ETC 2450C	Concrete.....	3

Credit Hours	55
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Total Credit Hours	71
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*Refer to AS degree General Education Requirements

Aviation Administration (253)

ASSOCIATE IN SCIENCE

The Aviation Administration AS program provides the student with the entry level knowledge and skills required to prepare for an aviation career in civilian aviation as a professional pilot, flight instructor, or aviation business manager; in government aviation as a Federal Aviation Administration (FAA) air traffic controller or manager; or in military aviation as a commissioned officer and pilot (e.g. Navy NAVCAD program). This AS program is intended for students who desire to complete an associate degree and begin an aviation career, deferring the baccalaureate degree. An Airways Science AS degree transfer option to UNF is also available.

Initial Advising Courses

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

ASC 1010	History of Air Transportation/National Airspace System	
ENC 1101	English Composition I	
*Social and Behavioral Sciences - Area A		
MAT 1033	Intermediate Algebra or	
MAC 1102	College Algebra	
ASC 1210	Aviation Weather	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I.....	3
*Social and Behavioral Sciences - Area A.....		
MAT 1033	Intermediate Algebra	3
or		
MAC 1102	College Algebra.....	3
*Humanities.....		
ENC 1102	English Composition II.....	3
		15

Professional Core Courses

ASC 1010	History of Air Transportation/National Airspace System.....	3
ASC 1210	Aviation Weather.....	3
ASC 1310	Federal Air Regulations/Legislation.....	3
ATT 1100	Private Pilot Ground School.....	3
ATT 1120	Instrument Rating Ground School.....	3
MAN 2300	Personnel Management.....	3
ATT 1810	Environment of the Air Traffic Controller.....	3
AVM 2941	Facility Internship/Flight Safety.....	4
		25

Professional Electives

Credit Hours 21

ATF 1000	Basic Flight I
ATF 1100	Basic Flight II
ATF 2200	Instrument Flight
ATT 2841	The Air Traffic Control Tower
ATT 2842	Approach Control
ATT 2843	Air Route Traffic Control Center
ATT 2845	Radar/Computer Interface
ATT 2851	The Flight Service Station

ENC 2210	Technical Report Writing
MAN 2050	Transportation Management and Theory
SOP 1002	Human Relations
CGS 1060	Introductory Computer Concepts
TRA 1010	Principles of Transportation

Total Credit Hours **61**

*Refer to AS degree General Education Requirements

(NOTES)

Biomedical Equipment Engineering Technology (271) ASSOCIATE IN SCIENCE

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. Completion of the Biomedical Equipment Engineering 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.

(NOTES)

Initial Advising Courses

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

APB 2190C	Human Anatomy and Physiology I
EET 1015C	DC Theory and Circuits
ENC 1101	English Composition I
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
-------------------------	---------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAC 1104 Precalculus College Algebra.....	4
*Humanities.....	3
CGS 2020 Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

EET 1015C DC Theory and Circuits.....	3
APB 2190C Human Anatomy and Physiology I.....	3
MAC 1114 College Trigonometry.....	3
PHY 2053C General Physics I.....	4
EET 1025C AC Theory and Circuits.....	3
ENC 2210 Technical Report Writing.....	3
EET 2121C Introduction to Solid State Electronics.....	3
PHY 2054C General Physics II.....	4
CET 2112C Introduction to Digital Electronics.....	3
EET 2119C Amplifier Circuits.....	3
CET 2113C Computer Logic Circuits.....	3
MAC 2253 Technical Calculus.....	3
EET 2142C Linear Semiconductor Analysis.....	3
EST 2112 Electrical-Electronic Control Systems.....	3
EST 2436C Biomedical Instrumentation I.....	3
EST 1412 Biomedical Technology and Techniques.....	2
CET 2122C Microprocessors.....	3
EST 2438C Biomedical Instrumentation II.....	3
EET 2940 Biomedical Practicum.....	3

Credit Hours	58
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Total Credit Hours	74
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*Refer to AS degree General Education Requirements

Building Construction Technology (234)

ASSOCIATE IN SCIENCE

(NOTES)

The objective of the program is to prepare the student for a career in the field of building construction. The program is designed to provide the student with a broad-based overview of building construction and contracting as currently practiced in the industry. Included in the course of study is the theory and practice common to building construction technology.

Initial Advising Courses

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

BCN 1001C	Building Construction
BCT 1113	Blueprint Reading I
ENC 1101	English Composition I
MGF 1202	College Mathematics

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MGF 1202 College Mathematics.....	3
*Humanities.....	3
PHY 1020 Physics for Liberal Arts.....	3

Credit Hours	15
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Professional Core Courses

BCN 1001C Building Construction.....	3
BCT 1113 Blueprint Reading I.....	3
ETI 1700 Industrial Safety.....	3
BCT 1132 Construction I.....	3
BCT 1805 Construction Scheduling.....	2
BCT 1001 Quantitative Methods for Building Trades.....	2
BCT 1043 Blueprint Reading II.....	2
BCT 1134 Construction II.....	3
SUR 1101C Surveying I.....	3
BCT 1042 Construction Cost Estimating.....	3
BCT 2152 Construction III.....	3
BCT 1114 Concrete Form Construction.....	3
BCT 1710 Energy Efficient Construction.....	3
BCT 2804 Construction Contracting.....	2
BCT 2153 Construction IV.....	3
ACR 1000 Introduction to Air Conditioning and Refrigeration.....	4
MTR 1100 Welding for Related Trades.....	4
EER 1067 Mechanical Devices for Electricians.....	3
BCT 1501 Introduction to Plumbing.....	3

Credit Hours	55
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Total Credit Hours	70
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*Refer to AS degree General Education Requirements

Business Administration and Management (213)

ASSOCIATE IN SCIENCE

The two-year Business Administration and Management 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 35 of the catalog.

Initial Advising Courses

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

*General Education Elective - Area A	
ENC 1101	English Composition I
FIN 2000	Principles of Finance
GEB 1011	Introduction to Business
OST 1324	Business Mathematics Using Calculators

INR 2002	International Relations
TAX 2010	Corporate, Estate, and Trust Taxes
CGS 1580	Introduction to Desktop Publishing
**General Electives	

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area A.....	3

Credit Hours 15

Professional Core Courses

ACG 2001 Principles of Accounting I.....	3
GEB 1011 Introduction to Business.....	3
OST 1324 Business Mathematics Using Calculators.....	3
ECO 2013 Principles of Economics I.....	3
OST 2335 Business Communications.....	3
BUL 2100 The Legal Environment of Business.....	3
MAN 2021 Principles of Management.....	3
MAR 1011 Principles of Marketing.....	3
BUL 2112 Business Law.....	3
FIN 2000 Principles of Finance.....	3

Credit Hours 30

Professional Electives	Credit Hours 15
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MAN 2800	Small Business Management
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Business Data Processing (392)

TECHNICAL CERTIFICATE

The Technical Certificate in Business Data Processing is an abbreviated program recommended for those students with previous college-level course work and/or business experience. It is a one-year course of study for those who wish to be gainfully employed as a programmer trainee or programmer-analyst trainee.

(NOTES)

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
-------------------------	---------

Professional Courses

*OST 1100 Beginning Typewriting.....	3
CGS 1060 Introductory Computer Concepts.....	3
COP 1000 Introduction to Programming and Algorithm Design.....	3
GEB 1011 Introduction to Business.....	3
OST 2335 Business Communications.....	3
COP 2120 COBOL Programming.....	3
CNM 1005 Data Processing Mathematics.....	3
**ACG 2001 Principles of Accounting.....	3
CIS 2321 Information Processing.....	3
COP 2540 Data Management and Job Control Language.....	3
A course with a COP prefix.....	3
***General Elective.....	3

Credit Hours	36
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Total Credit Hours	36
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*Students with touch typing skills may substitute a course with a CIS, CGS, or COP prefix.

**Students may substitute ACG 1003 and ACG 1004

***Refer to AS degree General Electives

Child Care Center Management (203)

ASSOCIATE IN SCIENCE

The Child Care Center Management 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 center management 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 Center Management 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 FCCJ.

Initial Advising Courses

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

CHD 1220	Child Growth and Development I	
DEP 2004	Human Growth and Development	
EEC 1001	Introduction to Early Childhood Education	
ENC 1101	English Composition I	
PSY 1012	General Psychology	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I	3
PSY 1012	General Psychology	3
*Mathematics		3
*Humanities		3
*General Education Elective		3
	Credit Hours	15

Professional Core Courses

CHD 1220	Child Growth and Development I	3
EEC 1001	Introduction to Early Childhood Education	3
CHD 1710	Child Growth and Development II	3
EEC 1200	Overview of Early Childhood Curriculum I	3
EEC 1202	Overview of Early Childhood Curriculum II	3
or		
CHD 1110	Infant and Toddler Care I	
CHD 2120	Infant and Toddler Care II	
EDG 2940	Observing and Recording Child Behavior	6

EDG 2941	Supervised Student Participation	6
DEP 2004	Human Growth and Development	3
DEP 2102	Child Psychology	3
	Credit Hours	33
Professional Electives		Credit Hours 12
MUL 1010	Music Appreciation	
SPC 2600	Fundamentals of Speech Communication	
GLY 1001	Earth and Space Science	
**General Elective		
	Total Credit Hours	60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Civil Engineering Technology (204)

ASSOCIATE IN SCIENCE

Civil Engineering Technology is designed to prepare the student for a career as an assistant, engineering aide, or drafter with engineering firms or units of government in such diverse areas as land development, construction, surveying, highways, municipal engineering, or water resources engineering.

(NOTES)

Initial Advising Courses

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

ENC 1101	English Composition I
ETD 1100	Engineering Drawing
ETI 1421C	Engineering Materials and Processes
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
--------------------------------	----------------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAC 1104 Precalculus College Algebra.....	4
*Humanities.....	3
CGS 2020 Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

ETD 1100 Engineering Drawing.....	3
ETI 1421C Engineering Materials and Processes.....	3
MAC 1114 College Trigonometry.....	3
BCN 1001C Building Construction.....	3
ARC 2120C Architectural Drafting.....	3
ENC 2210 Technical Report Writing.....	3
PHY 2053C General Physics I.....	4
BCN 2614C Planning and Estimating.....	3
ETC 2410C Structural Drafting.....	3
SUR 1101C Surveying I.....	3
PHY 2054C General Physics II.....	4
ETG 2504C Engineering Mechanics.....	4
SUR 2140C Surveying II.....	3
ETC 2450C Concrete.....	3
ETG 2535C Testing and Strength of Materials.....	4
ETC 2521C Hydrology and Hydraulics.....	3
ETC 2500C Highway Drafting and Route Design.....	3
ETC 2220C Soils and Foundations.....	3

Credit Hours	58
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Total Credit Hours	74
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*Refer to AS degree General Education Requirements

Communication Engineering Technology (272) ASSOCIATE IN SCIENCE

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. 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, installed, or manufactured.

(NOTES)

Initial Advising Courses

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

CGS 2020	Computer Concepts
EET 1015C	DC Theory and Circuits
ENC 1101	English Composition I
ETD 1100	Engineering Drawing
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAC 1104 Precalculus College Algebra.....	4
*Humanities.....	3
CGS 2020 Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

ETD 1100 Engineering Drawing.....	3
EET 1015C DC Theory and Circuits.....	3
MAC 1114 College Trigonometry.....	3
PHY 2053C General Physics I.....	4
EET 1025C AC Theory and Circuits.....	3
ENC 2210 Technical Report Writing.....	3
EET 2121C Introduction to Solid State Electronics.....	3
PHY 2054C General Physics II.....	4
CET 2112C Introduction to Digital Electronics.....	3
ETI 1700 Industrial Safety.....	3
EET 2119C Amplifier Circuits.....	3
CET 2113C Computer Logic Circuits.....	3
EET 2142C Linear Semiconductor Analysis.....	3
EST 2112 Electrical-Electronic Control Systems.....	3
EET 2324C Communications Electronics I.....	3
CET 2122C Microprocessors.....	3
EET 2326C Communications Electronics II.....	3
MAC 2253 Technical Calculus.....	3

Credit Hours	56
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Total Credit Hours	72
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*Refer to AS degree General Education Requirements

Computer Engineering Technology (Digital) (273)

ASSOCIATE IN SCIENCE

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. Completion of the Computer Engineering Technology specialization may lead to employment in industries where computerized electronics equipment is installed, calibrated, serviced, repaired and maintained.

(NOTES)

Initial Advising Courses

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

CGS 2020	Computer Concepts	
EET 1015C	DC Theory and Circuits	
ENC 1101	English Composition I	
ETD 1100	Engineering Drawing	
MAC 1104	Precalculus College Algebra	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I.....	3
	*Social and Behavioral Sciences- Area A.....	3
MAC 1104	Precalculus College Algebra.....	4
	*Humanities.....	3
CGS 2020	Computer Concepts.....	3

Credit Hours 16

Professional Core Courses

ETD 1100	Engineering Drawing.....	3
EET 1015C	DC Theory and Circuits.....	3
MAC 1114	College Trigonometry.....	3
PHY 2053C	General Physics I.....	4
EET 1025C	AC Theory and Circuits.....	3
ENC 2210	Technical Report Writing.....	3
EET 2121C	Introduction to Solid State Electronics.....	3
PHY 2054C	General Physics II.....	4
CET 2112C	Introduction to Digital Electronics.....	3
EET 2119C	Amplifier Circuits.....	3
CET 2113C	Computer Logic Circuits.....	3
MAC 2253	Technical Calculus.....	3
EET 2142C	Linear Semiconductor Analysis.....	3
EST 2112	Electrical-Electronic Control Systems.....	3
ETI 1700	Industrial Safety.....	3
CET 2122C	Microprocessors.....	3
CET 2186C	Computer Peripherals and Interfacing.....	3

Credit Hours 53

Total Credit Hours 69

*Refer to AS degree General Education Requirements

Computer Programming and Analysis (205) ASSOCIATE IN SCIENCE

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 SOCNAV Network Program. Refer to SOCNAV description on page 20.

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 place 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
GEB 1011	Introduction to Business
OST 1100	Beginning Typewriting

Course Number and Title	Credits
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General Education	
ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAT 1033 Intermediate Algebra	
or	
MAC 1102 College Algebra.....	3
*Humanities.....	3
CGS 1060 Introductory Computer Concepts.....	3
Credit Hours	15

Professional Core Courses

***OST 1100 Beginning Typewriting.....	3
COP 1000 Introduction to Programming and Algorithm Design.....	3
GEB 1011 Introduction to Business.....	3
OST 2335 Business Communications.....	3
COP 2120 COBOL Programming.....	3
CNM 1005 Data Processing Mathematics.....	3
**ACG 2001 Principles of Accounting.....	3
MAN 2021 Principles of Management.....	3
CIS 2321 Information Systems.....	3

COP 2540 Data Management and Job Control Language.....	3
CIS 2300 Command Level CICS Programming.....	3
COP 2610 Advanced Computing and Programming Systems.....	3
Credit Hours	36

Professional Electives **Credit Hours 9**

A minimum of six (6) hours from CGS, CIS or COP Prefix Courses
****General Electives

Total Credit Hours	60
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- *Refer to AS degree General Education Requirements
- **Students may substitute ACG 1003 and ACG 1004.
- ***Students with touch typing skills may substitute a Computer Programming and Analysis elective or a General Business elective.
- ****Refer to AS degree General Electives

(NOTES)

Criminal Justice Technology (239)

ASSOCIATE IN SCIENCE

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 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 35 of the catalog.

Initial Advising Courses

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

CCJ 1010	Introduction to Criminology
CCJ 1020	Introduction to Criminal Justice
ENC 1101	English Composition I

*Social and Behavioral Sciences

*General Education Elective from Area A, B, C or D

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective from Area A, B, C or D.....	3

Credit Hours **15**

Professional Core 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 1400 Police Administration.....	3
CJT 2100 Fundamentals of Criminal Investigation.....	3
CCJ 2230 Criminal Evidence and Procedure.....	3
CCJ 2500 Juvenile Delinquency.....	3
CGS 1060 Introductory Computer Concepts.....	3
*Social and Behavioral Sciences.....	3
*General Education Elective from Area B, C, or D.....	3

Credit Hours **33**

Professional Electives Credit Hours 12

CCJ 1300	Introduction to Corrections
CCJ 2250	Constitutional Law
CCJ 2330	Probation, Pardon and Parole
CCJ 2340	Treatment Techniques and Practices
CCJ 2360	Advanced and Contemporary Issues in

	Corrections	
CCJ 2930	Special Topics/Seminars-Criminology	
CCJ 2933	Special Topics - Corrections	
CJD 2310	Police Supervision	
*AS General Education Electives		
**General Electives		

Total Credit Hours **60**

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Dental Hygiene (233)

ASSOCIATE IN SCIENCE

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

Application:

Due to facility requirements and accreditation standards, admission to the program is limited. Applicants must show evidence of good health and have an earned high school diploma or GED Certificate. 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 35 of the catalog.

The programs in dental hygiene 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.

APB 2190C	Human Anatomy and Physiology I
CHM 1032C	Principles of General Chemistry
ENC 1101	English Composition I
PSY 1012	General Psychology
MAT 1033	Intermediate Algebra

or	MGF 1202 College Mathematics	
Course Number and Title		Credits
<hr/>		
General Education		
ENC 1101 English Composition I.....		3
PSY 1012 General Psychology.....		3
MAT 1033 Intermediate Algebra		
or	MGF 1202 College Mathematics.....	3
*Humanities.....		3
SPC 2600 Fundamentals of Speech Communication.....		3
	Credit Hours	15

Professional Core Courses		
APB 2190C Human Anatomy and Physiology I.....		3
APB 2191C Human Anatomy and Physiology II.....		3
CHM 1032C Principles of General Chemistry.....		4
MCB 2013C Microbiology.....		4
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 2042 Oral Pathology.....		2
DEH 2507C Dental Hygienists Expanded Duties.....		2
DEH 2602 Periodontics.....		2
DEH 2701 Community and Preventive Dentistry.....		3
DEH 2804L Clinical Dental Hygiene III.....		8
DEH 2806L Clinical Dental Hygiene IV.....		8
DEH 2930 Dental Hygiene Seminar I.....		2
DEH 2931 Dental Hygiene Seminar II.....		2
DES 1220C Dental Radiology (Dental Assisting/Dental Hygiene).....		3
HUN 1201 Principles of Nutrition.....		3
DES 1110C Dental Materials and Laboratory.....		3
DES 1020C Oral Development.....		3
	Credit Hours	80
	Total Credit Hours	95

*Refer to AS degree General Education Requirements

(NOTES)

Dietetic Technician (260)

ASSOCIATE IN SCIENCE

The Dietetic Technician AS degree prepares students to function at the generalist 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 Program, the student may apply for membership in the American Dietetic Association. Graduates of an ADA approved program meet licensure requirements under Public Law 10D-2915. 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.

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
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
SPC 2600 Fundamentals of Speech Communication.....	3

Credit Hours	15
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Professional Core Courses

HUN 1201 Principles of Nutrition.....	3
FSS 1004 Orientation to Food Service Technology.....	3
FOS 1201 Sanitation and Safety.....	3
FSS 1202C Basic Food Preparation.....	3
FSS 2300 Supervision and Personnel Management.....	3
FSS 1120 Food and Beverage Purchasing.....	3
FSS 1304 Management Clinical Practice I.....	3
FSS 1306 Management Clinical Practice II.....	3
FSS 2302 Management Clinical Practice III.....	4

Credit Hours	28
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Professional Electives	Credit Hours 22
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CHM 1020	Chemistry for Liberal Arts
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DIE 1100	Dietetic Seminar
DIE 1201	Therapeutic Nutrition
FSS 2501	Food and Beverage Control
FSS 1221C	Quantity Food Production
FSS 1410	Food Service Equipment and Facility Planning
HUN 1003	Weight Management thru Nutrition and Fitness
FSS 1100	Menu Design and Food Merchandising

Total Credit Hours	65
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*Refer to AS degree General Education Requirements

(NOTES)

Drafting and Design Technology (206)

ASSOCIATE IN SCIENCE

The objective of the program is to prepare students for a career as a drafter or technician working with engineers or architects. The program emphasizes basic drafting skills as well as computer-aided drafting and design skills.

(NOTES)

Initial Advising Courses

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

BCN 1001C	Building Construction	
ENC 1101	English Composition I	
ETD 1100	Engineering Drawing	
ETI 1421C	Engineering Materials and Processes	
MAC 1104	Precalculus College Algebra	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I.....	3
*Social and Behavioral Sciences.....		3
MAC 1104	Precalculus College Algebra.....	4
*Humanities.....		3
CGS 2020	Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

ETD 1100	Engineering Drawing.....	3
ETI 1421C	Engineering Materials and Processes.....	3
BCN 1001C	Building Construction.....	3
MAC 1114	College Trigonometry.....	3
ARC 2120C	Architectural Drafting.....	3
COP 2170	Programming in BASIC.....	3
ENC 2210	Technical Report Writing.....	3
CGS 2470	Computer Aided Drafting and Design.....	3
ETG 2504C	Engineering Mechanics.....	4
EGS 1130C	Descriptive Geometry.....	3
PHY 2053C	General Physics I.....	4
EET 1035C	DC/AC Fundamentals.....	4
CHM 1025C	Introduction to General Chemistry.....	4
ETD 2538	CAD-Architectural.....	3
ETD 2536C	CAD-Mechanical Electrical.....	3
ETD 2548	CAD-Civil.....	3
ETD 2350	CAD-Advanced.....	3

Credit Hours	55
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Total Credit Hours	71
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*Refer to AS degree General Education Requirements

Electronics Engineering Technology (Robotics) (274)

ASSOCIATE IN SCIENCE

(NOTES)

The program is designed to provide the student with the skills needed to enter a career in the field of electronics as a technician or engineering assistant. Completion of the Robotics specialization program 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.

EET 1015C	DC Theory and Circuits
ENC 1101	English Composition I
ETD 1100	Engineering Drawing
MAC 1104	Precalculus College Algebra

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
MAC 1104 Precalculus College Algebra.....	4
*Humanities.....	3
CGS 2020 Computer Concepts.....	3

Credit Hours	16
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Professional Core Courses

ETD 1100 Engineering Drawing.....	3
EET 1015C DC Theory and Circuits.....	3
ENC 2210 Technical Report Writing.....	3
MAC 1114 College Trigonometry.....	3
EET 1025C AC Theory and Circuits.....	3
EET 2121C Introduction to Solid State Electronics.....	3
PHY 2053C General Physics I.....	4
PHY 2054C General Physics II.....	4
CET 2112C Introduction to Digital Electronics.....	3
EET 2119C Amplifier Circuits.....	3
CET 2113C Computer Logic Circuits.....	3
MAC 2253 Technical Calculus.....	3
EET 2142C Linear Semiconductor Analysis.....	3
EST 2112 Electrical-Electronic Control Systems.....	3
ETG 2504C Engineering Mechanics.....	4
CET 2122C Microprocessors.....	3
ETI 1700 Industrial Safety.....	3
ETM 2310C Fluid Mechanics.....	3
EST 2603C Robotics.....	3

Credit Hours	60
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Total Credit Hours	76
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*Refer to AS degree General Education Requirements

Emergency Medical Services (EMS) Technology (251) ASSOCIATE IN SCIENCE

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

Emergency Medical Services (EMS) 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 of at least one of the following:

A. A first responder training course.

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

Additionally, program applicants must submit all the following to the Emergency Medical Services (EMS) 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 Services (EMS) 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 Services (EMS) 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 35 of the catalog.

Initial Advising Courses

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

APB 2190C	Human Anatomy and Physiology I
CHM 1032C	Principles of General Chemistry
ENC 1101	English Composition I
PSY 1012	General Psychology

*Humanities Elective

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
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PSY 1012 General Psychology.....	3
MAT 1033 Intermediate Algebra.....	3
*Humanities.....	3
APB 2190C Human Anatomy and Physiology I.....	3

Credit Hours	15
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Professional Core Courses

EMS 1059 First Responders: Emergency Care Training.....	3
APB 2191C Human Anatomy and Physiology II.....	3
CHM 1032C Principles of General Chemistry.....	4
MCB 2013C Microbiology.....	4
EMS 1119 Fundamentals of Emergency Medical Care.....	6
EMS 1119L 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	49
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Total Credit Hours	64
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*Refer to AS degree General Education Requirements

(NOTES)

Emergency Medical Services--EMT (394) TECHNICAL CERTIFICATE

The Technical Certificate in Emergency Medical Services - EMT is designed to prepare students for entry-level positions in pre-hospital and emergency department settings.

(NOTES)

Graduates may sit for the Florida Emergency Medical Technician (EMT) credentialing exam. Graduates may apply to the Paramedic program after securing their EMT credential. Students interested in the EMT Program are encouraged to contact the Program Chair prior to application to the program.

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

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

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

- 1. Application to Florida 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.

Any exceptions to the above must be approved by the program chair.

Course Number and Title	Credits
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Professional Courses

EMS 1059 First Responders: Emergency Care Training.....	3
EMS 1119 Fundamentals of Emergency Care.....	6
EMS 1119L Fundamentals of Emergency Care Clinical Experience.....	2

Credit Hours	11
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Total Credit Hours	11
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Fashion Marketing Management (229)

ASSOCIATE IN SCIENCE

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 midmanagement 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 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 35 of the catalog.

Initial Advising Courses

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

CTE 1401C	Basic Textiles
CTE 1812	Retail Merchandising
CTE 1840	Merchandising Information
ENC 1101	English Composition I

*Mathematics

Course Number and Title	Credits
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General Education

ENC 1101	English Composition I	3
*Social and Behavioral Sciences - Area A		
*Mathematics		
*Humanities		
*General Education Elective		

Credit Hours 15

Professional Core Courses

ACG 2001	Principles of Accounting I	3
CTE 1812	Retail Merchandising	3
CTE 2851	Sales Promotion	3
CTE 2852	Visual Merchandising	3
CTE 2880	Retail Merchandising Internship	8
ECO 2013	Principles of Economics I	3

and one of the following Technical Specialties:

Merchandising

CTE 1401C	Basic Textiles	3
CTE 1821	Merchandising Mathematics	3
CTE 1827	Retail Buying	3
CTE 1840	Merchandising Information	3
CTE 2283	Retail Computer Applications	3
CTE 1856	Retail Salesmanship	3

OR

Store Management		
CTE 1827	Retail Buying	3
CTE 1856	Retail Salesmanship	3
CTE 2283	Retail Computer Applications	3
MAN 2021	Principles of Management	3
MAN 2300	Personnel Management	3
SPC 2600	Fundamentals of Speech Communication	3

OR

Promotion		
CTE 1731C	Fashion Illustration	3
CTE 1856	Retail Salesmanship	3
CTE 2200	Wardrobe Planning and Updating	3
CTE 2853	Fashion Show Production	3
PGY 2101C	Photography I	3
SPC 2600	Fundamentals of Speech Communication	3

Credit Hours 41

Professional Electives Credit Hours 6

CGS 1060	Introductory Computer Concepts
CTE 1310C	Basic Clothing Construction
CTE 2200	Wardrobe Planning & Updating
CTE 2853	Fashion Show Production
CTE 2866	Store Planning & Design
MAN 2021	Principles of Management
MAN 2800	Small Business Management
MAR 1011	Principles of Marketing
PSY 1012	General Psychology

Total Credit Hours 62

*Refer to A.S. General Education Requirements

(NOTES)

Financial Services (Banking) (228)

ASSOCIATE IN SCIENCE

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.

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 35 of the catalog.

Initial Advising Courses

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

BAN 1004	Principles of Bank Operations
ENC 1101	English Composition I
FIN 2000	Principles of Finance

*Mathematics

**General Elective

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area A.....	3

Credit Hours 15

Professional Core Courses

ACG 2001 Principles of Accounting I.....	3
ECO 2013 Principles of Economics I.....	3
BAN 2501 Money and Banking.....	3
BAN 1004 Principles of Bank Operation.....	3
BAN 1700 Financing Business Enterprise.....	3
FIN 2000 Principles of Finance.....	3
BUL 2100 The Legal Environment of Business.....	3

Credit Hours 21

Professional Electives

BRC 2301	Foundation and Structure of Credit Unions
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Credit Hours 24

**General Electives

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Fire Science Technology (211)

ASSOCIATE IN SCIENCE

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

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

Fire Science and General Education courses are offered on a primary night and alternate night or day basis. The program director 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 35 of the catalog.

Initial Advising Courses

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

- ENC 1101 English Composition I
- FFP 1000 Introduction to Fire Protection
- FFP 1100 Fire Service Organization

*Social and Behavioral Sciences

*General Education Elective

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective.....	3

Credit Hours 15

Professional Core Courses

FFP 1000 Introduction to Fire Protection.....	3
FFP 1100 Fire Service Organization.....	3
FFP 1110 Fire Company Supervision and Management.....	3
FFP 1200 Fundamentals of Fire Prevention.....	3
FFP 2210 Fire Investigation.....	3
FFP 2300 Fire Codes and Building Construction.....	3
FFP 2400 Fire Fighting Tactics and Strategy.....	3
FFP 2500 Hazardous Materials I.....	3
CGS 1060 Introductory Computer Concepts.....	3
*Social and Behavioral Sciences.....	3
*General Education Elective - Area B, C or D.....	3

Credit Hours 33

Professional Electives

FFP 2501 Hazardous Materials II	Credit Hours 12
FFP 2600 Fire Fighting Equipment and Apparatus	
*AS General Education Electives	
**General Electives	

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Graphic Arts Technology (240)

ASSOCIATE IN SCIENCE

The two-year AS program in Graphic Arts Technology 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 35 of the catalog.

Initial Advising Courses

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

ENC 1101 English Composition I

Any four GRA Courses

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area A.....	3
Credit Hours	15

Professional Core Courses

GRA 1500 Theory of Printing Processes.....	5
GRA 1502L Printing Processes Lab.....	4
GRA 1540 Layout and Design.....	3
OST 1324 Business Mathematics Using Calculators.....	3
GRA 1503 Theory of Lithographic Processes.....	5
GRA 1504L Lithographic Processes Lab.....	4
GRA 1706 Graphic Arts Estimating.....	3
GRA 2945 Practicum.....	6
and	
GRA 2537L Cold Type Typesetting and Pasteup.....	3
GRA 2538L Advanced Cold Type Typesetting and Pasteup.....	5
or	
GRA 2571L Camera Operation and Film Processing	
GRA 2573L Advanced Camera Operation and Film Processing	

or
GRA 2601L Negative Stripping and Offset Platemaking
GRA 2602L Advanced Negative Stripping and
Offset Platemaking

or
GRA 2635L Offset Press Operation
GRA 2638L Advanced Offset Press Operation

Credit Hours	41
Professional Electives	Credit Hours 6
**General Electives (3 Hours of typing preferred)	

Total Credit Hours	62
*Refer to AS degree General Education Requirements	
**Refer to AS degree General Electives	

(NOTES)

Hospitality Management (214)

ASSOCIATE IN SCIENCE

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 35 of the catalog.

Initial Advising Courses

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

- ENC 1101 English Composition I
- HFT 1000 Introduction to Hospitality Management
- *Social and Behavioral Sciences - Area A

*Mathematics

**General Elective

Course Number and Title	Credits
-------------------------	---------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
CGS 1060 Introductory Computer Concepts.....	3
Credit Hours	15

Professional Core Courses

HFT 1000 Introduction to Hospitality Management.....	3
FOS 1201 Sanitation and Safety.....	3
FSS 1202C Basic Food Preparation.....	3
HUN 1201 Principles of Nutrition.....	3
FSS 2300 Supervision and Personnel Management.....	3
FSS 1120 Food and Beverage Purchasing.....	3
HFT 2941 Internship.....	3
HFT 2942 Internship.....	3
Credit Hours	24

Professional Electives

APA 2321	Hotel/Motel Accounting
HFT 1250	Hotel/Motel Operation
HFT 1410	Front Office Management - Hotel/Motel
FSS 2501	Food and Beverage Control
FSS 1250	Food and Beverage Service
FSS 1100	Menu Design and Food Merchandising
FSS 1410	Food Service Equipment/Facility
**General Electives	

Credit Hours 24

Total Credit Hours	63
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*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Insurance Management (216)

ASSOCIATE IN SCIENCE

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 35 of the catalog.

Initial Advising Courses

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

- ENC 1101 English Composition I
- FIN 2000 Principles of Finance
- RMI 1521 Principles of Insurance

*Mathematics

**General Elective

Course Number and Title	Credits
-------------------------	---------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area B.....	3
Credit Hours	15

Professional Core Courses

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 1631 Principles of Insurance and Liability Claim Adjusting.....	3
ACG 1003 General Accounting I.....	3
BUL 2100 The Legal Environment of Business.....	3
FIN 2000 Principles of Finance.....	3

ECO 2013 Principles of Economics I.....	3
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Credit Hours	27
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Professional Electives	Credit Hours 18
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***General Electives

Total Credit Hours	60
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*Refer to AS degree General Education Requirements

**The two Property courses (RMI 1613 and 1615) or the two Casualty courses (RMI 1612 and 1631) must be taken concurrently.

***Refer to AS degree General Electives

(NOTES)

Interior Design Technology (289)

ASSOCIATE IN SCIENCE

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 35 of the catalog.

Initial Advising Courses

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

ENC 1101	English Composition I	
HHD 1232C	Functions and Psychology of Space	
HHD 1321	Principles of Interior Design	
HHD 1426	Materials and Sources or a professional elective	
HHD 1611	History of Interiors I	

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area A or B.....	3

Credit Hours	15
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Professional Core Courses

HHD 1321 Principles of Interior Design.....	3
CTE 1401C Basic Textiles.....	3
HHD 1611 History of Interiors I.....	3
HHD 2323C Perspective Renderings - Housing.....	3
HHD 1232C Functions and Psychology of Space.....	3
HHD 1618 History of Interiors II.....	3
HHD 1426 Materials and Sources.....	3
HHD 2324C Graphic Presentation Techniques.....	3
ARC 2120C Architectural Drafting.....	3
HHD 2234C Residential and Commercial Design.....	3

HHD 2810 Marketing Techniques for the Interior Designer.....	3
HHD 2945 Interior Design Internship and Seminar.....	6

Credit Hours	39
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Professional Electives		Credit Hours 9
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CGS 2470	Computer Aided Drafting and Design	
HHD 1360C	Construction of Window Treatments and Draperies	
HHD 1365C	Home Accessories Construction	
HHD 1450C	Fundamentals of Restoration and Preservation	
HHD 1452	Home Maintenance and Repair	
HHD 1510C	Introduction to Upholstery	
HHD 1511C	Advanced Upholstery	
HHD 2240	Why Preservation?	
HHD 2600	Architectural Styles: Exteriors and Interiors	
ORH 1808	Exterior and Interior Landscaping	

Total Credit Hours	63
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*Refer to AS degree General Education Requirements

(NOTES)

Legal Assistant (299)

ASSOCIATE IN SCIENCE

Florida Community College at Jacksonville offers a two-year Associate in Science degree in Legal Assisting for students who wish to seek employment in the legal or criminal justice field as a paraprofessional or for legal secretaries presently employed who wish to advance to a paraprofessional level in their field.

FCCJ's program is structured to meet the needs of the legal profession in the State of Florida, as developed in response to a survey of the local attorneys which showed a great need for trained paraprofessional specialists to work with attorneys.

Courses are taught by practicing attorneys or other professionals skilled in their field. An advisory committee composed of attorneys and other professionals meets periodically to make suggestions and recommendations for the entire program.

Initial Advising Courses

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

ENC 1101	English Composition I	
*Social and Behavioral Sciences - Area A		
PLA 1003	Introduction to Legal Assisting	
OST 1324	Business Mathematics Using Calculators	
BUL 2100	The Legal Environment of Business	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I.....	3
*Social and Behavioral Sciences - Area A.....		3
OST 1324	Business Mathematics Using Calculators.....	3
*Humanities.....		3
CGS 1570	Microcomputer Applications Software.....	3
	Credit Hours	15

Professional Core Courses

BUL 2100	The Legal Environment of Business.....	3
BUL 2112	Business Law.....	3
OST 2335	Business Communications.....	3
PLA 1003	Introduction to Legal Assisting.....	3
PLA 1104	Legal Research and Writing I.....	3
PLA 2114	Legal Research and Writing II.....	3
PLA 2763	Law Office Procedures.....	3
PLA 2203	Litigation.....	3
PLA 1080	Legal Interviewing and Communicating.....	3
**PLA 1949	Cooperative Internship.....	3
	Credit Hours	30

Professional Electives Credit Hours 15

ACG 2001	Principles of Accounting I
CCJ 1220	Criminal Law, Evidence, and Procedure
CCJ 2250	Constitutional Law
PLA 2433	Business Organizations
PLA 2603	Wills, Trusts, and Estates

PLA 2803	Family Law
PLA 2273	Torts and Insurance Law
REE 2430	Real Estate Law

Total Credit Hours 60

*Refer to AS degree General Education Requirements
 **An approved elective may be substituted for this course if student has verifiable, related work experience.

(NOTES)

Marketing Management (250)

ASSOCIATE IN SCIENCE

The Marketing Management AS program provides the student with a background that will assist in preparation for a career in the areas of sales management, sales promotion, advertising 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 35 of the catalog.

Initial Advising Courses

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

ADV 2000	Advertising
ENC 1101	English Composition I
GEB 1011	Introduction to Business
MAR 1011	Principles of Marketing
OST 1324	Business Mathematics Using Calculators

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area B.....	3

Credit Hours	15
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Professional Core Courses

ECO 2013 Principles of Economics I.....	3
MAR 1011 Principles of Marketing.....	3
ACG 2001 Principles of Accounting I.....	3
GEB 1011 Introduction to Business.....	3
OST 1324 Business Mathematics Using Calculators.....	3
OST 2335 Business Communications.....	3
ADV 2000 Advertising.....	3
MKA 1021 Salesmanship.....	3

Credit Hours	24
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Professional Electives

Credit Hours 21

**General Electives

Total Credit Hours	60
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*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Medical Laboratory Technology (220)

ASSOCIATE IN SCIENCE

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 35 of the catalog.

Initial Advising Courses

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

ENC 1101	English Composition I	
*Social and Behavioral Sciences - Area A		
**CHM 1032	Principles of General Chemistry	
APB 2190C	Human Anatomy and Physiology I	
Course Number and Title		Credits

General Education

ENC 1101	English Composition I	3
*Social and Behavioral Sciences - Area A		
MAT 1033	Intermediate Algebra	3
or		
MAC 1102	College Algebra	3
*Humanities		
CGS 1060	Introductory Computer Concepts	3
Credit Hours		15

Professional Core Courses

MLT 1022C	Introduction to Health Technology	3
APB 2190C	Human Anatomy and Physiology I	3
**CHM 1032C	Principles of General Chemistry	4
MCB 2013C	Microbiology	4
MLT 1300C	Hematology	4
APB 2191C	Human Anatomy and Physiology II	3

MLT 1330C	Hemostasis	2
MLT 1405C	Medical Microbiology	4
MLT 1440C	Parasitology/Mycology	2
**CHM 2205C	Introductory Organic/Biochemistry	4
MLT 2610C	Clinical Chemistry	4
MLT 2230C	Clinical Microscopy	2
MLT 2500C	Clinical Immunology	4
MLT 2525C	Immunohematology	3
MLT 2150C	Clinical Correlations	3
MLT 2760C	Principles of Clinical Instrumentation	3
MLT 2800L	Clinical Practicum I	10
MLT 2801L	Clinical Practicum II	10
Credit Hours		72

Total Credit Hours **87**

*Refer to AS degree General Education Requirements

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

(NOTES)

Nursing (Associate Degree) R.N. (227)

ASSOCIATE IN SCIENCE

The AS program of study in Nursing is a combination of General Education and nursing education courses. 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 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, deadlines, 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.

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.
7. Be at least seventeen years of age.

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 35 of the catalog.

Initial Advising Courses

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

One year of high school chemistry or CHM 1032C
 APB 2190C Human Anatomy and Physiology I
 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
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General Education

ENC 1101 English Composition I.....	3
PSY 1012 General Psychology.....	3
MAT 1033 Intermediate Algebra	
or	
MAC 1102 College Algebra.....	3
*Humanities.....	3
ENC 1102 English Composition II.....	3

Credit Hours 15

Professional Core Courses

**APB 2190C Human Anatomy and Physiology I.....	3
**APB 2191C Human Anatomy and Physiology II.....	3
NUR 1021C Nursing Process I - Fundamentals of Nursing.....	10
SYG 2000 Introductory Sociology.....	3
DEP 2004 Human Growth and Development.....	3
NUR 1212C Nursing Process II - Medical Surgical Nursing.....	10
**MCB 2013C Microbiology.....	4
NUR 2420C Nursing Process IIIA - Nursing Care of the Child Bearing Family.....	6
NUR 2313C Nursing Process IIIB - Nursing Care of Children.....	6
NUR 2731C Nursing Process IVA - Medical-Surgical Nursing Care of the Adult Patient.....	9
NUR 2521C Nursing Process IVB - Psychiatric Nursing.....	3

Credit Hours 60

Total Credit Hours 75

*Refer to AS degree General Education Requirements

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

Nursing (Associate Degree) R.N. (261) (Bridge Option For Licensed Practical Nurses) ASSOCIATE IN SCIENCE

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 courses. Nursing courses are based on the concept of the wellness-illness continuum. Graduates are prepared to function as beginning 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, deadlines, 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.

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
 *APB 2191C Human Anatomy and Physiology II
 *MCB 2013C Microbiology
 DEP 2004 Human Growth and Development

- ENC 1101 English Composition I
- ENC 1102 English Composition II
- PSY 1012 General Psychology

Any one of the following courses:

- Humanities: AS degree General Education Course
- 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:

- 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
-------------------------	---------

General Education

ENC 1101 English Composition I.....	3
PSY 1012 General Psychology.....	3
MAT 1033 Intermediate Algebra or	
MAC 1102 College Algebra.....	3
*Humanities.....	3
ENC 1102 English Composition II.....	3

Credit Hours	15
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Professional Core Courses

Advanced Placement Credit.....	14
**APB 2190C Human Anatomy and	
Physiology I.....	3
**APB 2191C Human Anatomy and	
Physiology II.....	3
DEP 2004 Human Growth and	
Development.....	3
**MCB 2013C Microbiology.....	4
NUR 1000C Transitional Nursing Process I.....	12
NUR 1703C Transitional Nursing Process II.....	6
SYG 2000 Introductory Sociology.....	3
NUR 2731C Nursing Process IVA -	
Medical-Surgical Nursing Care of the	
Adult Patient.....	9
NUR 2521C Nursing Process IVB -	
Psychiatric Nursing.....	3

Credit Hours	60
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Total Credit Hours	75
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*Refer to AS degree General Education Requirements

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

Office Systems Specialist (391)

TECHNICAL CERTIFICATE

(NOTES)

The Technical Certificate program in Office Systems Specialist 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**

Professional Courses

ENC 1101 English Composition I.....	3
OST 1100 Beginning Typewriting.....	3
CGS 1570 Microcomputer Application Software.....	3
OST 1601 Machine Transcription I.....	3
OST 1110 Intermediate Typewriting.....	3
OST 1324 Business Mathematics Using Calculators.....	3
OST 1401 Office Systems I.....	3
OST 1711 Word Processing I.....	3

Credit Hours 24

Electives

Credit Hours 6

ACG 1003 General Accounting I	
ACG 1004 General Accounting II	
ACG 2001 Principles of Accounting I	
CGS 1060 Introductory Computer Concepts	
GEB 1011 Introduction to Business	
OST 1211 Shorthand I	
OST 1212 Shorthand II	
OST 2120 Advanced Typewriting	
OST 2213 Shorthand III	
OST 2335 Business Communications	
OST 2402 Office Systems II	
OST 2602 Machine Transcription II	
OST 2712 Word Processing II	

Total Credit Hours 30

Office Systems Technology (296)

(Information Processing Specialty)

ASSOCIATE IN SCIENCE

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 this specialty option. Emphasis is on modern information processing techniques.

Initial Advising Courses

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

CGS 1570	Microcomputer Application Software
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
--------------------------------	----------------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
OST 1324 Business Mathematics Using Calculators.....	3
*Humanities.....	3
CGS 1570 Microcomputer Application Software.....	3
Credit Hours	15

Professional Core Courses

OST 1101 Beginning Typewriting.....	3
OST 1601 Machine Transcription I.....	3
OST 1110 Intermediate Typewriting.....	3
OST 1401 Office Systems I.....	3
OST 2120 Advanced Typewriting.....	3
OST 1711 Word Processing I.....	3
OST 2335 Business Communications.....	3
OST 2712 Word Processing II.....	3
OST 2402 Office Systems II.....	3
OST 2602 Machine Transcription II.....	3
Credit Hours	30

Professional Electives Credit Hours 15

CGS 1580	Introduction to Desktop Publishing
COP 2170	Programming in BASIC
COP 2200	FORTRAN Programming
OST 1211	Shorthand I
OST 1212	Shorthand II
OST 2131	Advanced Typewriting - Legal
OST 2135	Advanced Typewriting - Medical
OST 2404	Office Systems Management

OST 2602	Machine Transcription II
REE 1040	Real Estate Principles and Practices
REE 1400	Real Estate License Law
**General Electives	

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Office Systems Technology (297)

(Shorthand Specialty)

ASSOCIATE IN SCIENCE

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 this specialty option. Emphasis is on language skills and building dictation and transcription speed.

Initial Advising Courses

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

- CGS 1570 Microcomputer Application Software
- 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
-------------------------	---------

General Education

- | | |
|--|-----------|
| ENC 1101 English Composition I..... | 3 |
| *Social and Behavioral Sciences - Area A..... | 3 |
| OST 1324 Business Mathematics Using Calculators..... | 3 |
| *Humanities..... | 3 |
| CGS 1570 Microcomputer Application Software..... | 3 |
| Credit Hours | 15 |

Professional Core Courses

- | | |
|--|-----------|
| OST 1100 Beginning Typewriting..... | 3 |
| OST 1601 Machine Transcription I..... | 3 |
| OST 1110 Intermediate Typewriting..... | 3 |
| OST 1401 Office Systems I..... | 3 |
| OST 2335 Business Communications..... | 3 |
| OST 1211 Shorthand I..... | 3 |
| OST 2120 Advanced Typewriting..... | 3 |
| OST 1212 Shorthand II..... | 3 |
| OST 1711 Word Processing I..... | 3 |
| OST 2712 Word Processing II..... | 3 |
| OST 2402 Office Systems II..... | 3 |
| Credit Hours | 33 |

Professional Electives Credit Hours 12

- | | |
|---|--|
| CGS 1580 Introduction to Desktop Publishing | |
| COP 2120 COBOL Programming | |
| COP 2170 Programming in BASIC | |
| COP 2200 FORTRAN Programming | |
| OST 2131 Advanced Typewriting - Legal | |
| OST 2135 Advanced Typewriting - Medical | |

- | | |
|---|--|
| OST 2404 Office Systems Management | |
| OST 2602 Machine Transcription II | |
| REE 1040 Real Estate Principles and Practices | |
| REE 1400 Real Estate License Law | |
| **General Electives | |

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Paramedic (393)

TECHNICAL CERTIFICATE

The Paramedic Certificate program is designed to prepare the student for employment in an advanced 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 Services (EMS) Technology.

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

Additionally, program applicants must submit all the following to the Emergency Medical Services (EMS) Technology 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 Paramedic 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 Paramedic program.

Course Number and Title **Credits**

Professional Courses

APB 2190C Human Anatomy and Physiology I.....	3
APB 2191C Human Anatomy and Physiology II.....	3
or	
APB 1220C Human Systems.....	4
EMS 1059 First Responders: Emergency Care Training.....	3
EMS 1119 Fundamentals of Emergency Medical Care.....	6
EMS 1119L 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

Total Credit Hours 42 or 44

(NOTES)

Postal Service Management (298)

ASSOCIATE IN SCIENCE

This AS program is under the guidance of an advisory committee composed of community leaders and administrators from local Postal Service agencies. This assures that the student will receive modern, up-to-date instruction that is relevant to current practices in the field. Geared to meet the needs of in-service personnel.

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

Initial Advising Courses

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

ENC 1101 English Composition I

*Social and Behavioral Sciences

*Mathematics

MNA 1392 Postal Management
Customer Service

MAR 1011 Principles of Marketing

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
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*Social and Behavioral Sciences.....	3
--------------------------------------	---

*Mathematics.....	3
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*Humanities.....	3
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*General Education Elective.....	3
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Credit Hours	15
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Professional Core Courses

BUL 2100 The Legal Environment of Business.....	3
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CGS 1060 Introductory Computer Concepts.....	3
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ENC 2210 Technical Report Writing.....	3
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MNA 2400 Labor Relations.....	3
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MAR 1011 Principles of Marketing.....	3
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MNA 1392 Postal Management-- Customer Service.....	3
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MNA 2395 Postal Management-- Mail Processing I.....	3
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MNA 2396 Postal Management-- Mail Processing II.....	3
---	---

MNA 2397 Postal Management-- Employee Relations.....	3
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MNA 2398 Postal Management-- Labor Relations.....	3
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MNA 1394 Postal Management-Finance.....	3
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Credit Hours	33
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Professional Electives	Credit Hours 12
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*General Education Course(s)

**General Electives

Total Credit Hours	60
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*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Radio and Television Broadcast Programming (232) ASSOCIATE IN SCIENCE

This two-year program is designed to prepare students for a career as professional production personnel in radio, TV, film and stage.

The growth of the media production and entertainment industry in Florida in recent years has increased the demand for experienced professionals in private industry, public service, education, health services and cable TV, as well as a continuing need by networks, television stations, production companies and professional stages. The professional production person has a broad range of interests, both artistic and technical. The professional has experience in many facilities and with all the equipment normally associated with radio, TV, film, and stage productions. The professional can move easily from the production of commercials, to sports, to news and public affairs, to drama, dance and concerts. Experience, versatility, and creativity are the attributes employers are looking for in entry-level applicants.

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 35 of the catalog.

Initial Advising Courses

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

ENC 1101	English Composition I
RTV 2001C	Introduction to Broadcasting
RTV 2200C	Introduction to Television Production
MMC 1000	Introduction to Mass Communications

Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective.....	3

Credit Hours 15

Professional and Other Required Courses

MMC 1000 Introduction to Mass Communications.....	3
MMC 2100 Writing for Mass Communication.....	3
MUM 1600 Recording Techniques I.....	3
RTV 1949 Co-op Work Experience.....	3
RTV 2001C Introduction to Broadcasting.....	3

RTV 2200C An Introduction to Television Production.....	3
RTV 2206C Television Direction.....	3
RTV 2949 Co-op Work Experience.....	3

Credit Hours 24

Professional Electives Credit Hours 21

AML 2012	American Literature: Colonial Times to 1900
AML 2023	American Literature: 1900 to the Present
ARH 1000	Art Appreciation
ART 1201C	Design I
ART 1202C	Design II
CRW 2000	Imaginative Writing
FIL 1000	The Movies as Art
PGY 2101C	Photography I
MUM 1601	Recording Techniques II
ORI 2000	Oral Interpretation
POS 2041	American Federal Government
POS 2112	State and Local Government
SPC 2600	Fundamentals of Speech Communication
THE 2000	Theatre Appreciation
THE 2100	Introduction to Theatre History
THE 2945	Drama Practicum
TPP 2110	Acting I
TPP 2111	Acting II

**General Electives

Total Credit Hours 60

*Refer to AS degree General Education Requirements

**Refer to AS degree General Education Electives

(NOTES)

Real Estate Management (230)

ASSOCIATE IN SCIENCE

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 35 of the catalog.

Initial Advising Courses

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

ECO 2013	Principles of Economics
ENC 1101	English Composition I
REE 1040	Real Estate Principles and Practices

*Mathematics

FIN 2000	Principles of Finance
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Course Number and Title	Credits
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General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences.....	3
*Mathematics.....	3
*Humanities.....	3
*General Education Elective - Area B.....	3

Credit Hours 15

Professional Core Courses

REE 1040 Real Estate Principles and Practices.....	4
REE 1100 Real Estate Appraisal.....	3
REE 2500 Real Estate Management.....	3
ACG 1003 General Accounting I.....	3
BUL 2100 The Legal Environment of Business.....	3
FIN 2000 Principles of Finance.....	3
MAN 2021 Principles of Management.....	3
ECO 2013 Principles of Economics I.....	3

Credit Hours 25

Professional Electives Credit Hours 21

REE 2200	Real Estate Finance
REE 2430	Real Estate Law

REE 2270 Mortgage Broker in Mortgage Lending

**General Electives

Total Credit Hours 61

*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Respiratory Therapy (244)

ASSOCIATE IN SCIENCE

This AS program is designed to help the student 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 Care, 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 35 of the catalog.

Initial Advising Courses

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

APB 2190C	Human Anatomy and Physiology I
CHM 1032C	Principles of General Chemistry
ENC 1101	English Composition I
MAT 1033	Intermediate Algebra

*Social and Behavioral Sciences

Course Number and Title	Credits
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General Education

ENC 1101	English Composition I	3
*Social and Behavioral Sciences		3
MAT 1033	Intermediate Algebra	3
*Humanities		3
PHY 1020	Physics for Liberal Arts	3

Credit Hours 15

Professional Core Courses

MCB 2013C	Microbiology	4
APB 2190C	Human Anatomy and Physiology I	3
APB 2191C	Human Anatomy and Physiology II	3
CHM 1032C	Principles of General Chemistry	4
RET 1024	Fundamentals of Respiratory Therapy	4

RET 1276	Clinical Skills for the Respiratory Therapist	4
APB 1260	Cardiopulmonary Anatomy and Physiology	4
APB 1650	Pharmacology for the Respiratory Therapist	4
RET 1824	Orientation to the Hospital Environment	4
RET 2414	Pulmonary Function Studies	2
RET 2434	Arterial Blood Gases and Critical Care Monitoring	2
RET 2714	Neonatal and Pediatric Respiratory Care	3
RET 2272L	Respiratory Therapy Clinical Applications	6
APB 2293	Pulmonary Pathology	4
RET 2264	Ventilatory Management	4
RET 2832	Respiratory Intensive Care Practicum I	12
RET 2273L	Clinical Seminar in Intensive Respiratory Care I	1
RET 2284C	Clinical Seminar in Intensive Respiratory Care II	1
RET 2833	Respiratory Intensive Care Practicum II	12

Credit Hours 81

Total Credit Hours 96

*Refer to AS degree General Education Requirements

(NOTES)

Restaurant Management (212)

ASSOCIATE IN SCIENCE

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

The program 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 35 of the catalog.

Initial Advising Courses

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

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
--------------------------------	----------------

General Education

ENC 1101 English Composition I.....	3
*Social and Behavioral Sciences - Area A.....	3
*Mathematics.....	3
*Humanities.....	3
CGS 1060 Introduction to Computer Concepts.....	3

Credit Hours	15
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Professional Core Courses

FSS 1004 Orientation to Food Service Technology.....	3
FOS 1201 Sanitation and Safety.....	3
HUN 1201 Principles of Nutrition.....	3
FSS 1202C Basic Food Preparation.....	3
FSS 2300 Supervision and Personnel Management.....	3
FSS 1120 Food and Beverage Purchasing.....	3
FSS 2945 Food Service Internship.....	9

Credit Hours	33
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Professional Electives	Credit Hours 15
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FSS 1221C	Quantity Food Production
FSS 1246C	Baking
FSS 1248C	Garde-Manger
FSS 2501	Food and Beverage Control
FSS 1250	Food and Beverage Service
FSS 1100	Menu Design and Food Merchandising
HFT 1265	Restaurant Operation
FSS 1410	Food Service Equipment/Facility Planning

**General Electives

Total Credit Hours	63
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*Refer to AS degree General Education Requirements

**Refer to AS degree General Electives

(NOTES)

Postsecondary Job Training Programs

Florida Community College offers many postsecondary training programs which prepare students to enter a given career or vocation. Each of these programs prepares students to enter a specific occupation or one of a cluster of related occupations. To complete a program students must demonstrate that they have mastered specific job-related performance requirements as well as communication and computation competencies. Upon the completion of a program, students will be awarded a Postsecondary Vocational Certificate of Training.

Postsecondary job preparatory programs vary in length from 20 to 1500 hours. Students entering programs which are more than 450 hours will be tested for basic communication and computation skills and those who score below the 9th grade level will be required to take appropriate basic skills training prior to the completion of their respective programs.

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 a postsecondary training program should contact the program advisor on the campus or the center 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 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 programs of study, 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 on tourist visas may not enroll in these programs.

Enrollment Verification

Students wishing enrollment certification for educational benefits must be admitted to and be enrolled full-time in a vocational program (22-30 clock hours per week. Minimum may vary by program.).

Registration Periods

Registration dates will vary by program category and campus. Students should contact the program advisor or the FCCJ information center (633-8300) for specific information.

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.

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.

Postsecondary Job Training Programs Of Study

	G	D	K	N	S	Page
Air Conditioning, Refrigeration, and Heating Mechanics		X				82
Aircraft Airframe Mechanic	X					82
Architectural Drafting		X				82
Automotive Body Repair and Refinishing		X				82
Automotive Machine Shop		X				82
Automotive Technology		X				82
Boatbuilding - Wood and Fabricated	X					83
Business Software Applications		X		X		83
Cashier			X			83
Child Care Aide				X		83
Child Care Center Operator/Director				X		83
Correctional Officer					X	83
Cosmetology			X			83
Dental Assisting				X		84
Electronic Technology		X				84
Firefighting					X	84
Floral Design and Marketing			X			84
Food Management, Production and Services (Supervised Food Service Worker)			X			84
Gasoline Engine Mechanics		X				84
General Office Clerk		X				84
Industrial Electronics	X					85
Insurance Marketing			X			85
Law Enforcement					X	85
Machining		X				85
Marine Mechanics Technology (Diesel)	X					85
Medical Assisting				X		85
Nursing Assisting				X		86
Patient Care Assistant				X		86
Practical Nursing				X		86
Printing and Graphic Arts				X		86
Private Security					X	86
Real Estate Marketing			X			86
Residential and Commercial Carpentry		X				86
Residential and Commercial Electric Wiring		X				86
Residential and Commercial Plumbing		X				87
Residential and Commercial Plumbing (Pipefitting)	X					87
Surgical Technology				X		87
Teller			X			87
Welding	X	X				87
Word Processing		X		X		87

Location Designators:

G -- Geis Marine Center
D -- Downtown Campus

K -- Kent Campus
N -- North Campus

S -- South Campus

Air Conditioning, Refrigeration, and Heating Mechanics (604)

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 related 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Aircraft Airframe Mechanic (602)

This program of study prepares the student for an entry level position within the aerospace industry as a sheetmetal worker or aircraft body repairer (807.261-010). The program emphasizes the specialized tools utilized, the various materials involved in the aviation field and their properties, and aircraft fuselage construction. Students learn non-destructive testing techniques and corrosion control methods utilized in the industry. A strong emphasis is placed on actual shop practices by extensive use of laboratory sessions. Safety practices are emphasized throughout the program. Students will also receive training in basic employability skills.

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

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

This program is offered at the Geis Marine Center in both night and day classes.

Architectural Drafting (790)

The program of study is designed to prepare students for entry-level drafting positions. Emphasis in the program is on drafting as it relates to the architectural, land development and building construction fields. The program consists of five courses: General Engineering Drawing, Architectural Drafting, Civil Drafting, Mechanical and Electrical Drafting, and Computer Aided Drafting.

Students enroll for the entire program of five courses and attend classes from 9 AM to 5 PM, Monday through Friday, for a period of 15 weeks. The program is offered only during the Fall and Winter Terms. Prospective students should be advised

by the program manager prior to enrolling in the program. For additional information call 633-8289.

Automotive Body Repair and Refinishing (606)

This program is designed to prepare students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Automotive Machine Shop (608)

This program is designed to provide students with job entry training in the Automotive Machinist 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Automotive Technology (609)

The purpose of this program is to prepare students for entry level employment as automotive/light truck mechanics 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 includes diagnosis and repair of engines, fuel, electrical, cooling and brake systems, drive train and suspension systems, and radiators and transmissions. The program also 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Boatbuilding - Wood and Fabricated (638)

This program prepares students for entry level employment in the boatbuilding industry. Upon completion of this 1060 hour sequence, students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses.

Business Software Applications (786)

This program is designed to develop high-tech information concepts and computer operation skills for entry level employment. The students need no prior experience with personal computing to attend. The complete program consists of five modules: Disk Operating System and Microcomputer Hardware, Word Processing Applications, Electronic Spreadsheet Applications, Data Base Applications, and Programming in BASIC for Business. Depending upon which specialty area students choose to develop, they will be prepared for entry level employment as specialists in microcomputer applications, word processing, or data entry. Students may be required to participate in an internship. This program begins periodically throughout the year and does not necessarily coincide with the regular college schedules as to beginning and ending dates. The program duration is sixteen (16) weeks, approximately four (4) hours per day, Monday through Friday. For additional information call 633-8285.

Cashier (715)

This program provides training using the newest and most modern equipment for students to learn how to operate computerized cash registers and 10-key calculators. The program curriculum covers a wide range of merchandising, sales techniques, and human relations skills. Other areas covered include accepting checks and credit cards, cash handling, balancing out, security, telephone techniques, pricing, business dress, job search, and interview skills. The program is offered both in the day and at night and students may enroll during the term. For additional information call 387-8166.

Child Care Aide (795)

This program is designed to prepare students for entry level employment as child care aides in pri-

vate, public, and home day care centers. Instruction includes and expands on the 20 hour HRS State Child Care Worker Training program, which is required of all persons working with children in a day care setting. Instruction will be accomplished by a combination of didactic and laboratory experiences with reinforcement by on-the-job application of these experiences.

Students enrolling in this program may be required to enroll in basic skills training. This will be determined by the students' score on the entry level test. Prospective students should be advised by a counselor or a Professor of Child Care prior to enrollment.

This program is offered during the day at North Campus. For further information call 387-8255.

Child Care Center Operator/Director (794)

This program prepares students to become operators of family day care homes. The focus of the curriculum is entrepreneurial and includes business financial management; personal finance; licensing standards; abuse prevention; health, safety and nutrition; child development; guidance techniques; self-awareness; planning and preparing a family day care home environment; and work experience in a child care setting. This program also includes all modules for the HRS 3-hour Family Day Care Home Training and the HRS 20-hour Child Care Worker Training.

Students enrolling in this program must be advised by a counselor or the coordinator for the Family Day Care Home Project.

This program is offered during the day at North Campus. For further information, call 387-8255.

Correctional Officer (710)

This program is designed specifically for job entry training for correctional officers to give students a basic understanding of the duties and responsibilities of the line correctional officer. In addition, it is designed to give the students an overview of the other related fields within the criminal justice system. Specific areas in which students will receive instruction include operational procedures, legal aspects of corrections, supervisory practices and related technical skills. NOTE: Course is restricted to individuals sponsored with intent of employment by area law enforcement agencies.

Cosmetology (624)

Cosmetology at Florida Community College is a three semester certificate program. The 1200 contact hour program, which includes classroom theory and laboratory practice, requires six hours of daily attendance. After successfully completing the program, students are qualified to take the Cosmetol-

ogy Examination given by the Florida State Board of Cosmetology. Licensing and certification for immediate employment in the field is obtained by passing this examination.

Cosmetology is a lucrative, challenging and exciting career for individuals who are ambitious. FCCJ offers the staff, facilities and curriculum to assist students in developing the skills necessary to achieve success in the field.

Students entering the Cosmetology program should be advised by a counselor or the Cosmetology Professor prior to enrolling.

This program is offered at Kent Campus during the day and evening hours. For further information call 387-8255.

Dental Assisting (649)

This program provides students with the theoretical, practical and clinical skills of dental assisting including dental basic sciences, x-ray techniques, dental material, manipulation and identification, sterilization and disease control, chairside assisting, practice management, assisting in dental patient care and education, and expanded duties.

Electronic Technology (659)

This program prepares students to qualify for employment in the maritime electronics trade as well as other electronic occupations. Upon completion of the 1170 hour sequence, students 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 students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses.

Firefighting (720)

This program is designed to prepare students for certification and initial employment as firefighters in the State of Florida. Successful program completion will qualify students to take the state minimum standards written, oral, and practical examination as administered by the Bureau of Fire Standards and Training.

Floral Design and Marketing (605)

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

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

Instruction includes a combination of theory, laboratory and field experiences, and is coordinated to promote optimal learning for a variety of careers in the commercial floral industry. Students entering this program should be advised by a counselor or a Floral Design Professor prior to enrolling. This program is offered at Kent Campus during the day and evenings. For further information call 387-8255.

Food Management, Production and Services (740)

(Supervised Food Service Worker)

This program prepares students for entry level employment in the Food Service Industry. The students train to work under direct supervision of managers and cooks in preparing and serving food in Restaurants, Hospitals, School Cafeterias, Nursing Homes and Hotels. The students learn sanitation and safety; proper cooking technique; receiving and storing of goods and care of facilities and equipment. The students practice preparation of salads and dressings, soups and sauces, starches, entrees, baked goods and desserts. With approval, students may complete pre-culinary apprenticeship training or go on for an Associate degree in Restaurant Management. Students should be advised by a counselor or the program director before enrolling. This program is offered on Kent Campus during the day. For further information call 387-8255.

Gasoline Engine Mechanics (633)

This program is designed to prepare students 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 students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

General Office Clerk (664)

This program is composed of three sequential courses designed for job entry level training in the field of office occupations and includes typewriting, business English, filing and office machines. The General Office Clerk program prepares students for entry level clerical positions. This program begins periodically throughout the year and does not neces-

sarily coincide with the regular college schedules as to beginning or ending dates. The program duration is eight (8) weeks, approximately six (6) hours per day, Monday through Friday. For additional information call 633-8285.

Industrial Electronics (636)

This program is designed to prepare students 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 students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses.

Insurance Marketing (781)

This program is jointly offered by the College and the Jacksonville Association of Life Underwriters to prepare students to take the LIFE AGENT'S QUALIFICATION STATE LICENSE EXAMINATION. The program consists of forty (40) hours of classroom instruction in life insurance, health insurance and annuities taught over a four day period (usually Friday through Monday) twice a month. For additional information call 387-8166.

Law Enforcement (791)

This program is designed specifically to provide job training to give students the basic knowledge and understanding required to satisfactorily perform the duties and responsibilities of the police patrol person. Specific areas of instruction include constitutional and criminal law, criminal evidence, court organization and procedures, patrol procedures, criminal investigation, police community relations, traffic control, juvenile procedures, civil disorders, first aid, defensive tactics and firearms training. NOTE: Enrollment is restricted to individuals sponsored with intent of employment by area law enforcement agencies.

Machining (639)

This program is designed to prepare students 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 students' score on the entry level test.

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

Marine Mechanics Technology (Diesel) (640)

This program provides students with a practical understanding of all phases of diesel 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses.

Medical Assisting (648)

The object of this program is to prepare students for a career in the multi-skilled field of Medical Assisting, which includes instruction in the performance of administrative and clinical skills. The program is designed to prepare students to assist in all aspects of medical practice under the supervision of a physician, assist with patient care management and execute administrative and clinical procedures, communicate effectively, adhere to ethical and legal standards of medical practice, and recognize and respond to patient needs. Clinical experiences will be provided in physician offices, ambulatory care centers, clinics, hospitals and hospital out-patient clinics.

Application: Applicants must be at least 17 years of age and have an earned high school diploma or GED certificate.

Medical 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 the Medical Assisting Program.
2. High School completion transcript or copy of General Education Development (GED) scores.
3. Proof that the required pre-entrance test has been taken. The test is scheduled through the North Campus Student Affairs Office, 766-6761.
4. Ability to type 25 words per minute or familiarity with the computer keyboard is desirable.

Nursing Assisting (730)

This 120 hour program is designed to prepare non-professional workers with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home only, under direction of the Registered Professional Nurse. Upon successful completion the graduate will receive certification from the Florida State Department of Education as a certified nurse assistant. Course content includes classroom activities, simulated laboratory experiences, and "hands on" experience in a licensed nursing home.

Patient Care Assistant (708)

This program offers knowledge and skills which expand the traditional role of the nurse assistant. This course will prepare the student at the entry level. In addition to preparation for employment in a general hospital or clinic, successful completion also prepares the graduate for certification for employment in a nursing home with accordance with Chapter 82-163 Florida Statutes and certification as a Home Health Aide in accordance with Florida PL 10D-68-014. The patient care assistant is not prepared either by definition or the content of this course to render judgement or make decision regarding the care of the sick. The total number of hours of instruction is 280.

Practical Nursing (657)

This program is designed to prepare individuals for employment in beginning positions providing direct care to patients in hospitals, nursing homes, private homes, and other health care facilities under the supervision of a registered nurse or physician.

Upon successful completion of the program (Practical Nursing I and II) graduates are eligible to write the National Council Licensure Examination to qualify for licensure to practice as Licensed Practical Nurses.

This is a selective access program that admits students in the Fall and Winter Terms. Applicants must show evidence of good health, have an earned high school diploma or GED certificate, and current Basic Life Support (CPR) Certificate. Prior to acceptance, the state-mandated Test of Adult Basic Education (TABE) test will be administered. To be eligible for admission, students must score at least ninth grade level in reading and eighth grade level in mathematics.

Printing and Graphic Arts (735)

This program is designed to provide students with the knowledge and skills sufficient for entry into the workforce of the Printing Industry. Graduates are expected to have a comprehensive understanding of and skills in several subspecialties even though they may actually perform only one specialty. This program of study addresses both of those needs.

The students are given theoretical knowledge of all of the industry as well as hands-on training in all subspecialties such as presswork. Then, when a determination is made, based on any handicaps or other factors, the students are given intensification in any area so desired. Students enrolled in this program may be required to enroll in basic skills training. This will be determined by the students' score on the entry level test. Students should be advised by the instructor or program director before enrolling in courses.

Private Security (792)

This program is designed to provide students with State mandated requirements for licensing as private security officers. The enrollees need no prior experience and will receive instruction in legal issues, first aid, report writing, patrol techniques, fire prevention and suppression, ethics, and professional conduct. Students must take and pass a final examination to become licensed.

Real Estate Marketing (779)

This program is designed to prepare students for job entry as a real estate broker. Topics include principles, practices, license law and brokerage operations. Please note that students must complete a work experience requirement and have an active salesman's license before enrolling in this program. Students that have already met the experience requirement and have an active salesman's license may enroll.

Residential and Commercial Carpentry (618)

This program is designed to prepare students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Residential and Commercial Electric Wiring (658)

This program is designed to prepare students for entry into the electrical trade. Work in this trade area includes, but is not limited to: new construction building wiring, electrical wiring associated with remodeling or additions to existing buildings, customer service calls, and installation of upgraded electrical services.

Successful completion of the pre-program courses will prepare students for placement as electrical helpers or assistants.

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

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Residential and Commercial Plumbing (654)

This program is designed to prepare students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Residential and Commercial Plumbing (Pipefitting) (637)

This program provides students 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program director before enrolling in courses.

Surgical Technology (666)

The object of this program is to prepare students for a career as members of the surgical team in the operating room under the direct supervision of professional nurses and surgeons. The instruction includes a combination of classroom work, studies, and clinical experience in the operating room, recovery room and delivery room which prepares students to assist surgeons, anesthesiologists and nurses with patient care and related services. Upon successful completion of the program, graduates are qualified to take a National Certifying Examination to become a Certified Surgical Technologist (CST). Particular emphasis is placed upon the skills involved in

scrubbing and circulating during surgical procedures, and in the preparation and maintenance of sterilized and unsterilized supplies.

Application: Applicants must be at least 17 years of age and have an earned high school diploma or GED certificate.

Surgical Technology 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 the Surgical Technology Program.
2. High School completion transcript or copy of General Education Development (GED) scores.
3. Proof that the Test of Adult/Basic Education (TABE) has been taken. The test is scheduled through the North Campus Student Affairs Office, 766-6761.

Teller (765)

This 120 hour program prepares individuals to function efficiently as tellers. Full time and part-time employment is readily available for trained and competent tellers. The program material includes banking terminology, handling money, cashing checks, accepting checking deposits, savings accounts, debits and credits, balancing out (on NCR 279 teller machine), ten key (by touch), CRT, customer relations, dressing for success, telephone techniques, resume writing, job search and interview skills. The program is offered both in the day and at night and students may enroll during the term. For additional information call 387-8166.

Welding (679)

Upon successful completion of this program, students will be able to acquire job-entry level employment as welders 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 students' score on the entry level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses.

Word Processing (762)

This program is designed to teach job entry level skills. The program provides learning opportunities in the concepts and applications of word processing. This will include the creation and revision of documents, stored text, use of special features, tables and special functions. To ensure marketable employ-

ment skills this program will cover Business English, Business Mathematics, Calculating Machines, Filing, Typewriting and Employability skills. The Word Processing program prepares students for entry level clerical positions, such as general clerk, word processing secretary or data entry clerk. This program begins periodically throughout the year and does not necessarily coincide with the regular college schedules as to beginning and ending dates. The program duration is eight (8) weeks, approximately six (6) hours per day, Monday through Friday. For additional information call 633-8285.



Continuing Education Courses

Through its Continuing Education Program, the College offers a wide variety of supplementary vocational training courses. These courses are offered throughout the community college district wherever the need exists and adequate facilities are available. Courses are taught in public schools, in industrial plants, in commercial office buildings, on all the campuses and centers of the college, and other suitable locations. The length and frequency of meetings for courses differ and are determined by the type and objectives of each course.

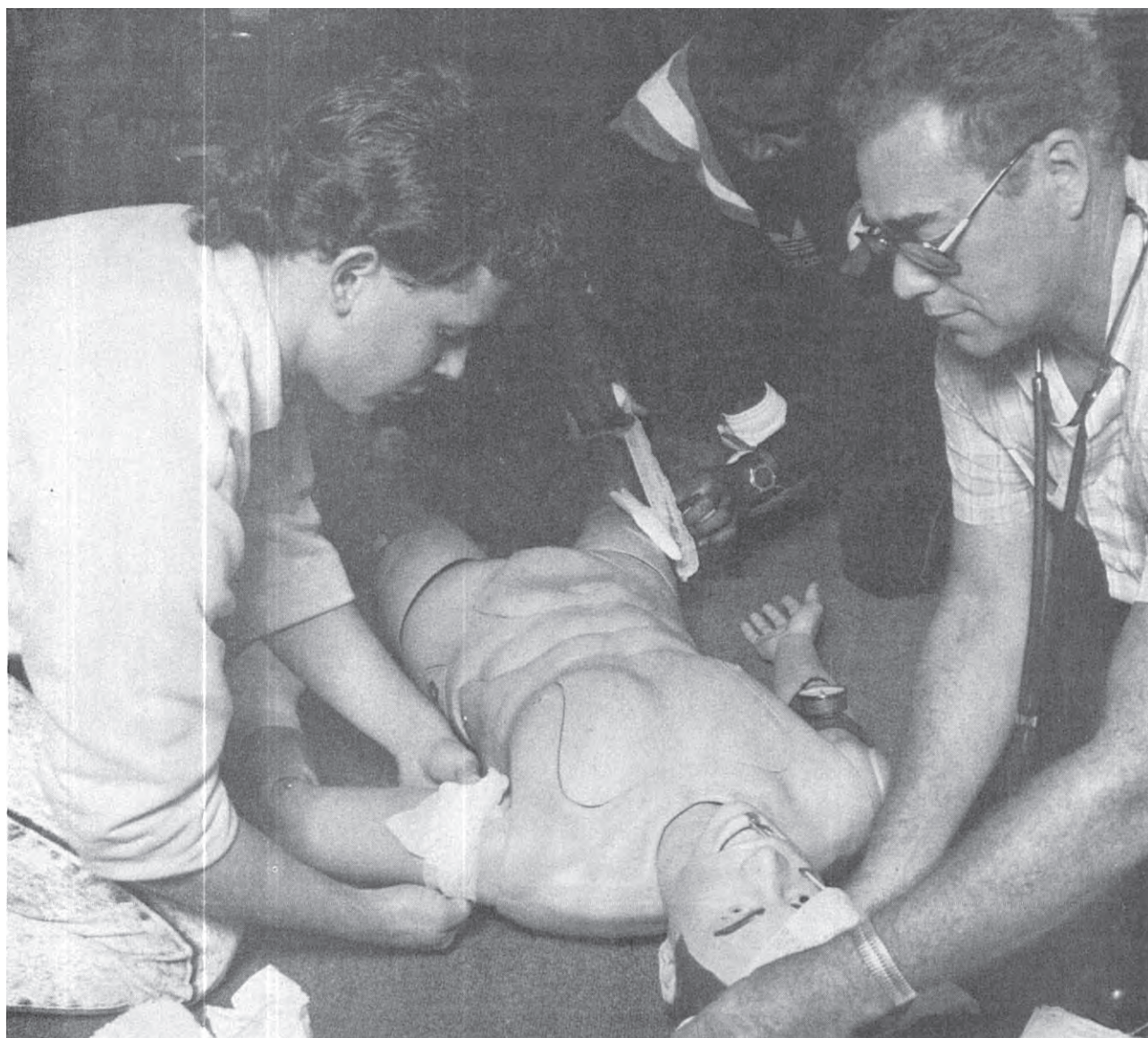
The primary purposes of these courses are to provide individuals with the training needed to upgrade or broaden their present skills and enhance their occupational opportunities, and to provide the busi-

ness and industrial community with trained personnel.

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 the education and training needs of the community.

A high school diploma is not required for enrollment in most supplemental courses but a student must be at least 16 years old.

Non-resident aliens may enroll in continuing education courses; however, the College will not issue immigration papers based on this enrollment.





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

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

The Adult Developmental Studies Program will award the following certificates to deserving Adult Basic Education (ABE) students.

Certificate of Attendance

The Certificate of Attendance will be issued by the Assistant Dean of Adult Developmental Studies 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*
- U UNSATISFACTORY
- W WITHDRAWAL

*Student performed satisfactory work in course but did not meet requirements to earn high school credit.

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 program developer.

2. Upon recommendation by the program developer, 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/Expl. Voc. Ed. .5 credit
8. Performing Fine Arts .5 credit
9. Electives 8.5 credits

Graduation Requirements

Student must:

1. Complete 24 credits: 15.5 credits of general course requirements and 8.5 credits of approved electives.
2. Complete a minimum of 2 credits at FCCJ.
3. Receive a passing score on the State Student Assessment Tests: Parts I and II.
4. Acquire a minimum cumulated 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.

Dual Enrollment

The FCCJ Adult High School offers a special pro-

gram for qualified students who can earn college credit and fulfill their high school requirements simultaneously. Specific courses have been approved for this program.

In order to qualify, the student must submit the following:

1. A dual enrollment application
2. Written approval from the advisor
3. An FCCJ transcript reflecting a minimum of a 2.5 G.P.A. as well as 4 credits completed in the Adult High School program at FCCJ.

Upon successful completion of the approved course, the student will earn both college credit and the equivalent high school credit.

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.

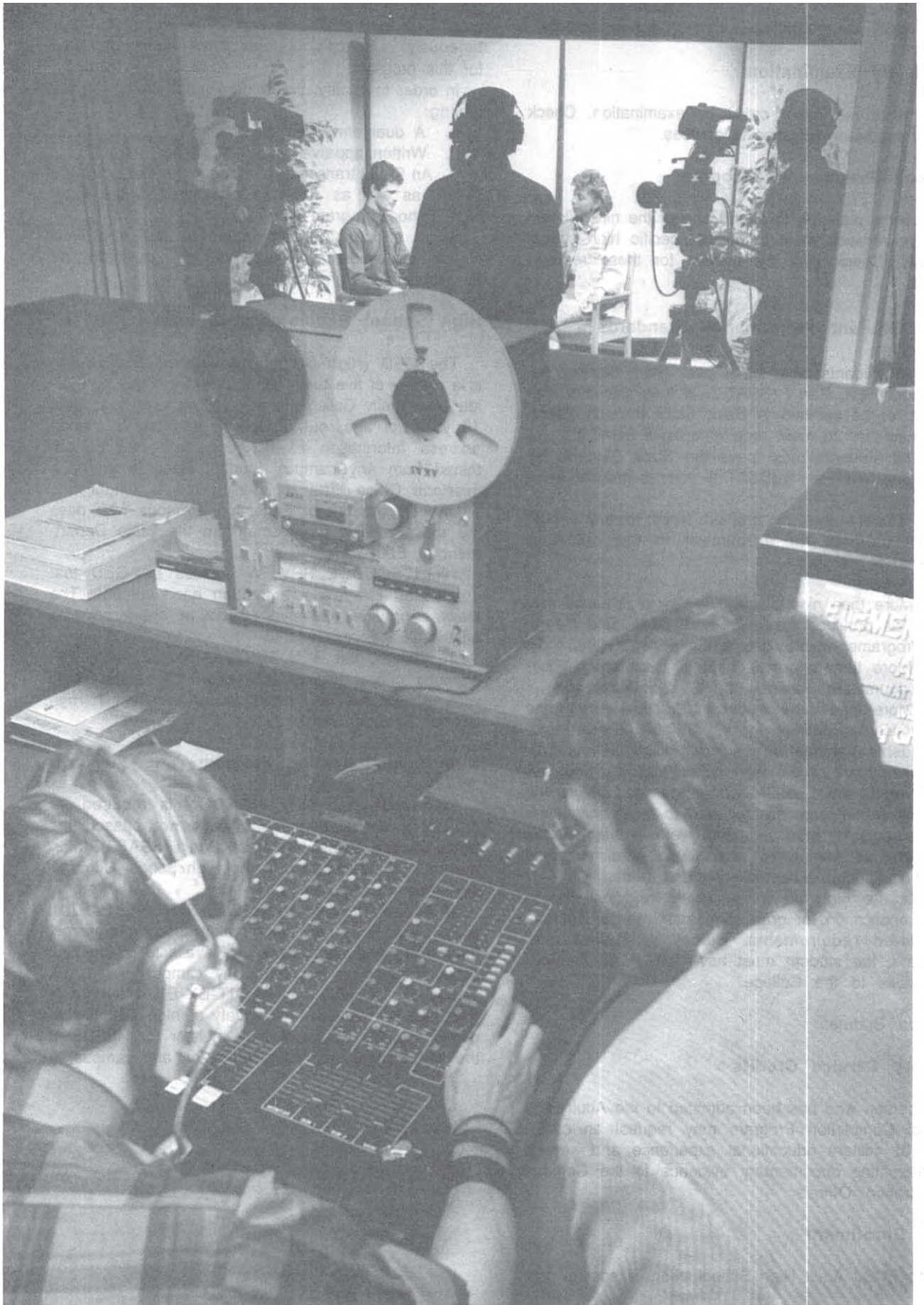
In addition, the GED TESTING SKILLS SEMINAR provides critical testing information for persons who wish to take the GED exam without enrolling in High School Review classes.

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.



Special Programs

Golden Opportunities for Lifelong Development (G.O.L.D.)

G.O.L.D. is designed to meet the needs of adults 55 and older. Both credit and non-college credit courses are offered in locations throughout the community, with particular emphasis on interests and concerns of older adults. Seminars and workshops addressing specific needs are offered periodically to provide further training. For information or counseling, call the G.O.L.D. Program 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. Goal-setting, self-assessment, career-related testing, and community referral are some of the services provided by the Women's Center Counselor.

The Women's Center also offers a wide variety of classes and special programs for the community and for organizations. Class offerings include: "From Self-Consciousness to Self-Confidence," "Steps to Career Success," "Bosom Buddies," "Coping with Separation and Divorce," "Assertiveness Training," and "Time Management for Working Women." The Women's Information Exchange (W.I.E.) includes a monthly luncheon and speakers on topics of interest to community, business, and professional women. Call 633-8390 for additional information.

Challenge: The Displaced Homemaker Program

Challenge: The Displaced Homemakers Program, is a uniquely designed five-week training program for displaced homemakers. A displaced homemaker is defined as an individual who:

1. is 35 years of age or older;
2. has worked in the home, providing unpaid employment;
3. is not adequately 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.

Challenge is located on the Downtown Campus, Room 3106, 101 West State Street, 633-8316.

Reach The Heights

Reach The Heights is a vocational education assistance program that helps provide the link to technical and high wage training programs.

Who is eligible?

1. Single parent heads of household are individuals who are unmarried or legally separated from a spouse and have a minor child or children for whom they either have custody or joint custody.

2. Homemakers, who are adults and have worked as adults primarily without remuneration to care for home and family, and for that reason have diminished marketable skills.

3. Displaced Homemakers who, because of divorce, separation, or the death or disability of a spouse must prepare for paid employment. (There is no age limitation).

Vocational Educational Program Assistance Includes:

- Tuition
- Career Counseling
- Books/Supplies
- Support Groups
- Transportation
- Child Care
- Vocational Interest Testing

Call 633-8316 for further information.

JTPA

JTPA - Long Term Unemployed Project, provides

training to displaced homemakers and individuals who have been unemployed 15 out of the last 26 weeks.

The program provides:

- FREE training in Employability Skills
 - Bus transportation assistance
 - Job placement assistance in full-time job
- Call 633-8316 for further information.

Continuing Education Programs for Nurses

Numerous nursing education programs are planned to meet the educational needs of nurses by updating knowledge and skills required for current practice. These courses are designed to enhance the quality of nursing care provided to the public.

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

Reassessment of learning needs and ongoing evaluation of the current offerings are the bases for future program development. Topics and locations will vary to meet the diverse needs of the nursing community. Call 766-6525 for additional information.

Continuing Education for Professionals

Continuing Education seminars, workshops and teleconferences are offered throughout the academic year for a variety of fields. Professional and nonprofessional CEUs (Continuing Education Units) are available. Call 633-8312 to request information regarding your specific professional field.

Community Education and Lifelong Learning

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

Requests for courses designed to meet the special needs of our changing community are welcome and 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 the request.

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

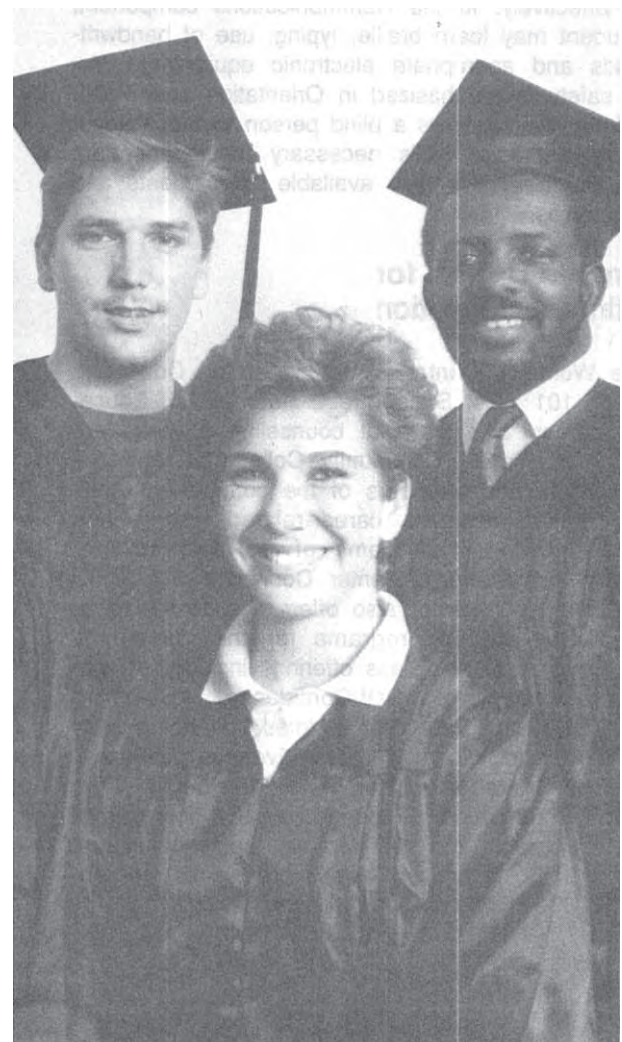
Developmental Education Downtown Campus

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 an 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 Mathematics, 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).



Student Affairs

The goals 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

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 processes 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 achievement 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

Academic, and personal counseling services are available within the Student Affairs Office, provided by counselors available on each campus. Students are encouraged to consult with them to discuss issues relating to interpersonal relations, study skills, or any life-coping concerns.

Career Planning

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 encouraged to make an appointment with a counselor to begin the career planning process.

Services available in the Career Planning Centers include:

- Career related aptitude and interest testing
- Career research (with current information on occupations, job requirements and career opportunities)
- CHOICES (an easy to use computer system 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. Such 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
- Tutorial services
- Reader services (for visually impaired students)
- Interpreter services (for hearing impaired students)
- Notetaker 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 Disabled Student Specialist 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 (NCFA) 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 \$1,000 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 \$4.00.

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 \$700 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.

Stafford Loans:

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

PLUS and SLS Loans: Qualified students may borrow up to \$4,000 per academic year not to exceed educational costs.

Florida Academic Scholars' Fund:

Awarded to entering freshmen who are Florida residents, scored at least 1200 on the SAT or 28 on the ACT, and have a 3.5 GPA. Award for selected students varies from \$500 to \$1250 per term depending upon their academic record.

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 minimum 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: Brain Brawl, 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 Newspaper

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 \$3.60 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 Training	No Dep.	1 Dep.	2 Dep.	Ea. Add. Dep.
Full-time	\$376	\$448	\$510	\$32
Three-quarter	\$283	\$336	\$383	\$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 sat-

isfactory 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 receipt) 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 Chorale, the Jazz-Rock Ensemble, and the Symphonic 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.

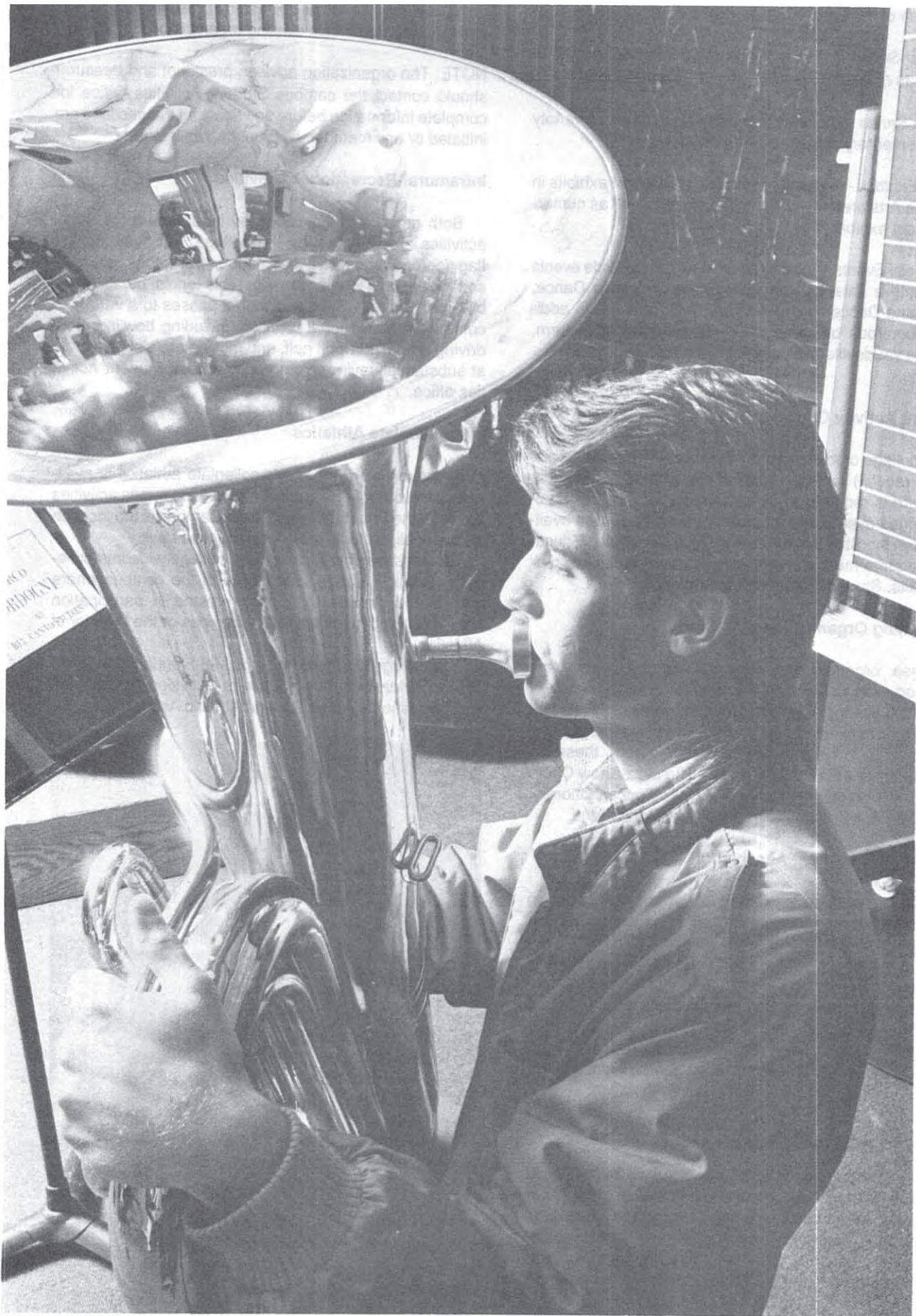
Intercollegiate Athletics

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.





Administrative Information For Students

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, 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 6Hx7-11.1. 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.

Religious Observances

The College shall reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.

Any student who has a concern regarding the College's implementation and/or interpretation of this rule, shall have the right to formalize that concern through completing the General Appeals form and returning the completed form to the Student Affairs Dean on his or her campus, as provided for in Sec. 6Hx7-2.1, Rules of the Board of Trustees.

Student Academic Dishonesty

Procedure Academic dishonesty, in any form, is expressly prohibited by the rules of the District Board of Trustees of Florida Community College.

As used herein, academic dishonesty incorporates the following:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of course grade.

2. Plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.

3. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data; lying; unauthorized copying, tampering, abusing or otherwise

unethically using computer or other stored information; and, any other act or misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein, shall be entitled to due process as defined in District Board of Trustees' Rule 6Hx7-2.18, prior to the administration of disciplinary action including suspension and dismissal.

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); restitution; 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 move-

ment 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, violation of a federal or state law, a county or city ordinance, repeated offenses of a less serious nature, 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 Affairs Deans on each campus 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.

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 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.

Grievance Procedures

Grievance procedures are provided for a student who believes that he or she has been unlawfully discriminated against, unfairly treated, or sexually harassed.

NOTE: Appeals handled through the student appeals process are excluded from the grievance process.

Procedures

Such grievances shall be handled as follows:

(1) Complaints against college employees shall first be directed to the affected employee within 20 calendar days following the alleged incident. In the case of alleged sexual harassment, the student shall first discuss the complaint with the campus student affairs dean. (If appropriate, the

dean may designate another individual to discuss the matter with the student.)

(2) If the complaint cannot be resolved informally at that level, then the student shall present a formal grievance in writing to the campus dean of student affairs. This shall be done within five calendar days following verbal response from the immediate supervisor, instructor, counselor or other college official. Within five calendar days of receipt of the written grievance, the dean shall respond with a written decision to the student.

(3) If the student requests a hearing, then the dean shall set a time, place and date for the hearing. The dean will appoint a representative hearing committee and invite the director of equal access to attend as appropriate.

(4) The student shall be informed in writing of the recommendation of the hearing committee within five calendar days. The president shall render, within 10 calendar days of receipt of the appeal, a final decision.

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 col-

leges, 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. Substance abuse and AIDS information centers are located in each campus library.

AIDS Information

It is the policy of the College to maintain an appropriate balance between the rights of individuals with Acquired Immune Deficiency Syndrome (AIDS) to obtain an education with the rights of students and employees to an environment in which they are protected from contracting the disease. In order to assist Florida Community College at Jacksonville in responding to the medical, legal, and ethical concerns raised by AIDS and/or AIDS related issues, the President has established procedures which address the education, safety, and legal rights of students and employees.

The College will be flexible in its response to incidents of the disease, evaluating each occurrence in light of its general policy and the latest information available. An AIDS Oversight Committee shall meet on an as-needed basis to:

Determine whether a student or employee with a communicable disease may pose an imminent risk to the college community, and

Determine what action is in the best interest of the student or employee and the College.

All information obtained and reviewed by this committee will be treated as confidential. FCCJ has designated counselors on each campus, and the Director of Disabled Student Services, to serve as AIDS counselors, available to the student body and employees on a request basis. These individuals can answer questions and serve as resource people regarding the disease. The student affairs office on each campus can arrange an appointment. The Director of

Disabled Student Services is located on the North Campus and is available by appointment, by telephoning 766-6766.

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

The College maintains a smoke-free indoor environment. Smoking is permitted outdoors.

Substance Abuse

The College 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 College is committed to enhancing a positive campus environment through collegewide 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 offices on each campus.

Trips that interfere with any individual student's classroom responsibilities are discouraged.

A 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

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 print, electronic, and audiovisual materials. 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. A library catalog, in both microfiche and electronic formats, provides access to the materials in the LRC. Various LRCs are also equipped with typing rooms, conference rooms, and copying machines. Hours of operation are posted 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.





Financial Information

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

Application Fee.....	\$10.00
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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.

Science Laboratory Fee.....Per Course

APB 1220C; APB 2190C; APB 2191C; BOT 1010C; BOT 2153C; BSC 2010C; BSC 2011C; CHM 1025C; CHM 1030C; CHM 1031C; CHM 1032C; CHM 1045C; CHM 1046C; CHM 2200L; CHM 2205C;.....	\$10.00
DEH 1003C; DEH 2507C; DES 1020C; DES 1110C; DES 1220C; EMS 1059; EMS 2231L; EMS 2232L; EMS 2233L.....	\$ 5.00
GLY 1001L; GLY 1010L; MCB 2013C.....	\$10.00
MLT 1022C; MLT 1300C; MLT 1330C; MLT 1405C; MLT 1440C; MLT 2150C; MLT 2230C; MLT 2500C; MLT 2525C; MLT 2610C; MLT 2760C.....	\$ 5.00
NUR 1000C; NUR 1021C; NUR 1212C; NUR 1703C.....	\$ 5.00
NUR 2313C; NUR 2420C; NUR 2521C.....	\$ 5.00
NUR 2731C.....	\$30.00
OCB 2003C; OCE 2001.....	\$10.00
PEN 1136.....	\$40.00
PHY 2048C; PHY 2049C; PHY 2053C; PHY 2054C.....	\$10.00
RET 1024; RET 1276; RET 2264; RET 2434.....	\$ 5.00
ZOO 1010C.....	\$10.00

Fine Arts Fee.....Per Course

All applied music courses, one credit hour.....	\$30.00
All applied music courses, two or three credit hours.....	\$50.00
ART 1130C; ART 2101C.....	\$ 7.50
ART 2110C; ART 2111C; ART 2112C; ART 2113C; ART 2115C.....	\$15.00
ART 2131C; ART 2135C; ART 2136C.....	\$10.00
ART 2150C; ART 2151C; ART 2234C.....	\$15.00

*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.

ART 2400C; ART 2401C.....	\$12.00
ART 2430C; ART 2431C; ART 2680C; PGY 2101C; PGY 2102C; PGY 2104C.....	\$15.00

Materials Fee.....Per Course

ART 2510C; ART 2520C; ART 2701C; ART 2702C.....	\$15.00
HHD 1360C; HHD 1365C; HHD 1500C.....	\$10.00
HHD 1510C; HHD 1511C.....	\$20.00
MUM 1600; MUM 1601.....	\$15.00

Graduation Fees and Fees for Ceremonies Conducted for Special Programs

Graduation Fee

Associate Degree.....	\$10.00
Each additional Associate Degree.....	\$ 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
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Returned Check Fee

Checks returned by the bank.....	\$ 5.00
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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. Students who have been disenrolled from their classes can re-enroll through the late registration process, and shall be charged the late registration fee. For one full calendar year, the College will not accept a check from the student.

Professional Malpractice and Liability Insurance Risk Coverage Fees

Per Course Dental Assisting DEA 2800C; DEA 2801C.....	\$ 7.00
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Dental Hygiene
 DEH 1800C; DEH 1802L; DEH 2804L;
 DEH 2806L.....\$ 7.00

Emergency Medical Technology
 EMS 1119L; EMS 2231L; EMS 2232L;
 EMS 2233L.....\$ 7.00

Food Service Systems
 FSS 1304, FSS 1306, FSS 2302.....\$ 7.00

Medical Lab Technology
 MLT 1022C; MLT 1300C; MLT 1330C;
 MLT 1405C; MLT 1440C; MLT 2150C;
 MLT 2230C; MLT 2500C; MLT 2525C;
 MLT 2610C; MLT 2760C; MLT 2800L;
 MLT 2801L.....\$ 4.00

Nursing
 NUR 1000C; NUR 1021C; NUR 1212C;
 NUR 1703C.....\$ 7.00
 NUR 2313C; NUR 2420C.....\$ 3.50
 NUR 2521C.....\$ 1.75
 NUR 2731C.....\$ 5.25

Respiratory Therapy
 RET 1824.....\$ 3.50
 RET 2272L; RET 2832; RET 2833.....\$ 7.00

Underwater Diving Skills
 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

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.

Drop Deadline -- Other Registration

Some classes begin after scheduled registration is over. Registration for these classes is usually held at the first class meeting. The deadline to drop and receive a refund for these classes will be five (5) work days after the first class meeting. If the class meets less than five (5) days, the drop deadline is before the last class ends.

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 District 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 when the card holder appears in person.

The card holder may authorize use of their credit card over the telephone or through our Touch-Tone registration process.

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 Avocational and Recreational courses are \$1.75 per contact hour. Fees charged for non-college credit Lifelong Learning courses are approximately seventeen cents (\$.17) per total class contact hour. For actual course fees, please

check the current term's Continuing Education Class Schedule.

Professional Malpractice and Liability Insurance Risk Coverage Fees

Continuing Education Courses	Per Course
Cosmetology COY 0309, 0310, 0311.....	\$ 5.00
Dental Assisting DEA 0702, 0703, 0704, 0705, 0706.....	\$ 4.00
Medical Assisting MEA 0005, 0006.....	\$ 3.50
Nursing Assisting HCP 0100.....	\$ 4.00
Patient Care Assistant HCP 0400.....	\$ 4.00
Practical Nurse I PRN 0410.....	\$ 5.00
Practical Nurse II PRN 0420.....	\$ 9.00
Surgical Technology STS 0810, 0820.....	\$ 3.50
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) (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 (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

*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.

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 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.

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.

